



City of Kelowna
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Council Policy

Flag Policy

APPROVED June 20, 2011

RESOLUTION: R783/12/08/20
REPLACING: R640/11/06/20
DATE OF LAST REVIEW: August 2012

A. PURPOSE

The purpose of the policy is to ensure that all flags at City Hall and other City of Kelowna operated municipal properties and buildings are flown and displayed in a consistent and appropriate manner.

B. POLICY

The jurisdiction of flags in the City of Kelowna falls under the directive of the Mayor's Office, acting through the City Manager and the Director of Communications.

Flag raising/lowering ceremonies are considered for civic events only.

C. FLAGS FLOWN PERMANENTLY OUTSIDE CITY HALL

There is one flag pole on the far right corner of City Hall property (when facing City Hall). The City of Kelowna permanently displays the Canadian flag on this pole at a higher level than those flags flying on the City Hall roof. The Canadian flag is six feet by 12 feet.

There are two flag poles on the roof of City Hall. The pole on the left when facing City Hall permanently flies the provincial flag. The provincial flag is three feet by six feet.

The City of Kelowna permanently flies the City of Kelowna flag on the pole to the right when facing City Hall. The City of Kelowna flag is three feet by six feet. This pole is also recognized as the City's courtesy pole for use in civic or community purposes.

All flags at City Hall and other City-operated municipal facilities are flown throughout the day and evening. The City of Kelowna will not conduct flag raisings for community groups at City Hall or engage in any promotions on behalf of the community group.

The City of Kelowna does not fly the flags of its sister cities on a permanent basis. Communications will arrange to fly a sister city flag on the occasion of an official sister city delegation visiting Kelowna or other significant event.

D. HALF-MASTED FLAGS

Flags are flown at half-mast as a sign of mourning. Flags to be flown at half-mast include all flags on the City Hall rooftop and all flags on City-operated properties (property owned by the City but operated by a third party is excluded from this policy) that are capable of half-masting. Half-masting can occur simultaneously at all identified City-operated municipal facilities or at just one specific civic location depending on circumstances.

Flags can be half-masted from time of notification of death until sunset on the day of the funeral OR from time of notification of death until sunset on the following day and from sunrise to sunset on the day of the funeral OR only from sunrise to sunset on the day of the funeral.

In exceptional circumstances, and on the advice of the City Manager, the Mayor can approve the half-masting of flags not provided for in Appendix A. The Mayor should seek a Council resolution when possible.

For more detailed information on half-masting, please refer to Council Policy No. 362 - Flag Guidelines.

F. RESPONSIBILITIES

1. Communications will:

- a. administering the policy;
- b. administer civic flag ceremonies and events where appropriate;
- c. act as a resource for all City staff on the subject of flag etiquette;
- d. contact the Mayor's and City Manager's offices in situations where further discussion or decisions must be made regarding displaying or raising flags;
- e. be responsible for notifying the appropriate areas in the City regarding flying or displaying flags; and,
- f. consult with the Government of British Columbia Office of Protocol in situations requiring advice regarding flags and protocol.

2. Real Estate & Building Services will:

- a. be responsible for the maintenance, security and raising or lowering of City Hall and Yard facility flags.

3. Park Services will:

- a. be responsible for the maintenance, security and raising or lowering of all flags located in municipal parks.

4. Kelowna Fire Department will:

- a. be responsible for the maintenance, security and raising or lowering of all flags located at fire department facilities.

5. Kelowna International Airport will:

- a. be responsible for the maintenance, security and raising or lowering of all flags located at the airport.

6. Kelowna RCMP Detachment will:

- a. be responsible for the maintenance, security and raising or lowering of all flags located at the Kelowna RCMP detachment.

REASON FOR POLICY

To ensure that all flags at City Hall and other City of Kelowna operated municipal properties and buildings are flown and displayed in a consistent and appropriate manner.

LEGISLATIVE AUTHORITY

Council Resolution

PROCEDURE FOR IMPLEMENTATION

Policy will be implemented through Communications.