



**City of Kelowna**  
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# Council Policy

## Flag Guidelines

APPROVED June 20, 2011

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

### A. PURPOSE

The guidelines are 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. GUIDELINES

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

Communications administers flag guidelines and act as a resource to other departments on flag etiquette. Concerns or appeals regarding flag decisions are to be directed to the Director of Communications.

#### 1. DISPLAYING OF FLAGS

- a. All flags are to be flown on separate poles.
- b. All flags are to be flown at the same height, including times of half-masting.
- c. All municipal, provincial or federal flags flown in a group are to be the same size. The City of Kelowna flag is three feet by six feet.
- d. Flags will be flown according to the federal government's precedence of flags. The City of Kelowna flag takes precedence over all community flags.
- e. All flags must be good condition.
- f. Flags should never touch the ground when being raised, lowered or removed.

#### 2. DISPOSING OF FLAGS

The correct form of disposing of an old flag is by burning it in private.

#### 3. 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 City of Kelowna permanently flies the provincial flag on the pole to the left when facing City Hall. The provincial flag is three feet by six feet.

The pole on the right when facing City Hall permanently flies the City of Kelowna flag. 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 of Kelowna operated municipal facilities are flown throughout the day and evening.

When there are requests for the flags of visiting dignitaries the flag pole used to fly the City of Kelowna flag is used to accommodate approved requests. The City of Kelowna flag is moved over to the provincial flag pole and the provincial flag is retired for 24 hours or until the flag is retired.

**B. GUIDELINES CON'T**

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**4. HALF-MASTING FLAGS:**

Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast.

Flags may be half-masted, at the direction of the City Manager and/or the Director of Communications, 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. Exceptions to lower or raise the flag during regular business hours are permitted to avoid overtime.

The decision to fly flags at half-mast usually occurs at the lead of the federal or provincial governments, though the City does not always fly flags at half-mast when senior levels of government decide to do so.

When one flag is flown at half-mast, all flags flown together should also be at half-mast. The flags to be flown at half-mast include all flags at City Hall and other City-operated civic facilities as outlined in Appendix A.

The policy does not cover civic facilities operated by third parties.

See Appendix A for appropriate half-masting occasions.

**Half-Mast Notification**

Upon the occurrence of an event provided for in Appendix A or upon the approval of the Mayor, the Communications Department will send a notice to all relevant staff instructing them to half-mast flags. The notice will stipulate the reason, geographical extent and duration of the half-masting.

**C. RESPONSIBILITIES**

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**1. Communications will:**

- a. be responsible for administering the policy;
- b. act as a resource to all City staff on the subject of flag etiquette;
- c. contact the Mayor's and City Manager's offices in situations where further discussion or decisions must be made regarding displaying or raising/half-masting of flags; and
- d. be responsible for notifying the appropriate areas in the City regarding raising or lowering flags.

**2. Real Estate & Building Services will:**

- a. be responsible for the maintenance, security and raising or lowering of City Hall and Yard facility flags; and
- b. ensure the appropriate flags are flying/half-masted at the approved time at City Hall and Yards.

**3. Park Services**

Park Services is responsible for the maintenance, security and raising or lowering of all flags located in municipal parks.

**4. Kelowna Fire Department**

Kelowna Fire Department is responsible for the maintenance, security and raising or lowering of all flags located at fire department facilities.

**5. Kelowna International Airport**

Kelowna International Airport is responsible for the maintenance, security and raising or lowering of all flags located at the airport.

**C. RESPONSIBILITIES (CON'T)**

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**6. RCMP Detachment**

The RCMP station facilities manager is responsible for the maintenance, security and raising or lowering of all flags located at the 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.

## Appendix A

### Half-Masting

The following are mandatory occasions for half-masting of flags at City of Kelowna facilities (municipal flags may be half-masted in cases of lives lost while at work, or other tragic events, as per City policy. When one flag is half-masted, all flags flown together must also be half-masted.):

| <i>Occasion</i>                                                                                    | <i>City Hall</i>               | <i>Additional Locations</i>                                         |
|----------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------|
| <b><i>FEDERAL</i></b>                                                                              |                                |                                                                     |
| <i>Immediate member of the Royal Family; current Governor General or Prime Minister</i>            | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |
| <i>Current Kelowna member of federal government</i>                                                | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |
| <i>Current Senator residing in Kelowna</i>                                                         | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |
| <i>Canadian Forces member residing in or from Kelowna (in the line of duty)</i>                    | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |
| <b><i>PROVINCIAL</i></b>                                                                           |                                |                                                                     |
| <i>Current Kelowna member of provincial government</i>                                             | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |
| <i>Workers' Mourning Day (Apr 28)</i>                                                              | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |
| <i>Remembrance Day (Nov. 11)</i>                                                                   | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |
| <b><i>MUNICIPAL</i></b>                                                                            |                                |                                                                     |
| <i>Mayor (In office &amp; former)</i>                                                              | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |
| <i>Member of Council (in office)</i>                                                               | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |
| <i>City of Kelowna Employee) or member of Kelowna RCMP Detachment (in a work related incident)</i> | <i>Half-masting will occur</i> | <i>All identified civic locations with capability to half-mast.</i> |

**Municipal Flag Inventory**

| Location                      | Number                   | Flag(s)                            | Half-Mast |
|-------------------------------|--------------------------|------------------------------------|-----------|
| City Hall                     | Three                    | Canadian, Provincial and Municipal | yes       |
| City Park                     | Three                    | British, Canadian and Provincial   | Yes       |
| Rutland Park                  | Three                    | Canadian, Provincial and Municipal | Yes       |
| Waterfront Park               | Fixed                    |                                    | No        |
| Kelowna International Airport | Three                    | Canadian, Provincial and Municipal | Yes       |
| Parkinson Recreation Centre   | Three (45 degree angled) | Canadian, Provincial and Municipal | No        |
| Apple Bowl                    | Two (45 degree angled)   | Canadian Provincial                | No        |
| Elks Stadium                  | Two                      | Canadian<br>USA                    | No        |
| Memorial Arena                | One                      | Canadian                           | No        |
| Rutland Arena                 | One                      | Canadian                           | No        |
| Enterprise Fire Hall          | One                      | Canadian                           | Yes       |
| Rutland Fire Hall             | One                      | Canadian                           | Yes       |
| Water Street Fire Hall        | One                      | Canadian                           | Yes       |
| Yards                         | One                      | Canadian                           | Yes       |
| RCMP Detachment               | One                      | Canadian                           | Yes       |