	Title: **Flag Raising Policy**	Policy No: CO - 33
	Category: Council Policy	Classification: n/a

1. Purpose:

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

2. Scope:

The jurisdiction of flags in the City of Langley falls under the directive of the Mayor's Office, acting through the Chief Administrative Officer.

3. Flag Raisings:

The City of Langley normally flies the Canadian Flag, the Province of British Columbia Flag and the City of Langley Flag on designated poles at various buildings or properties throughout the City of Langley, including City Hall.

4. Courtesy Flags:

The City does not have a pole designated for use strictly as a courtesy pole. However, to occasionally accommodate community or civic requests, the courtesy flag will be flown on the City of Langley flag pole at City Hall directly below the City of Langley flag.

The intent of the courtesy flag pole is to recognize visiting dignitaries, City challenges, and civic events and to allow not-for-profit community groups to promote local events.

Community requests to use the flag pole must be in writing to the Office of the Mayor 30 days prior to the requested date. If more than one flag raising request is received and the requests meet the eligibility and assessment criteria, then each flag will be flown for an equal percentage of the available time. The City will endeavor to fly courtesy flags as scheduled; however, no courtesy flags will be flown during times of half-masting. Civic uses (visiting dignitaries, civic events) and emergencies will also take precedence.

Courtesy Flag Requirements:

1) Courtesy flags must be in excellent condition and not exceed three feet by six feet in size.
2) If approved, the flag must be delivered to the Administration Office a minimum of one week in advance of the flag being flown and picked up no later than one week after the flag has been lowered.
3) Events will not be commercially oriented and must be of general interest to the community at large
4) The flag must reflect the event only and not recognize any sponsors outside the official name of the event (ie. CIBC Run for the Cure).
5) The City reserves the right to reject any application and/or flag that does not comply with the City of Langley policies or bylaw; espouse racism, personal discrimination, violence

or hatred. Flags shall not promote a point of view or organization of a political, ethical, religious nature or directly encourage, or exhibit obvious indifference to unlawful behavior.

Permitting a courtesy flag does not constitute an endorsement from the City of Langley or its employees. It is forbidden to give the impression that an event, service or product is endorsed or associated with the City in any way if such endorsement has not been given in writing.

The City will make every effort to accommodate flag-raising ceremonies based on availability and operational feasibility, but cannot guarantee a ceremony for each courtesy flag event.

5. Half-Masted Flags:

Flags are flown at half-mast as a sign of mourning. Flags to be flown at half-mast include all flags at City Hall 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. When one flag is half-masted, all flags flown together must also be half-masted.

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 Chief Administrative Officer, the Mayor can approve the half-masting of flags not provided for. The Mayor should seek a Council resolution when possible.

The following are occasions for half-masting flags at City of Langley facilities. When one flag is half-masted, all flags flown together must also be half-masted:

Occasion	Conditions
FEDERAL	
Immediate member of the Royal Family; current Governor General or Prime Minister	Half-masting will occur
Current Langley Member of Parliament	Half-masting will occur
Current Senator residing in Langley	Half-masting will occur
Canadian Forces member residing in or from Langley (in the line of duty)	Half-masting will occur
PROVINCIAL	
Current Langley Member of Provincial Legislature	Half-masting will occur
Worker's Mourning Day (April 28)	Half-masting will occur on day observed by the City
Remembrance Day (November 11)	Half-masting will occur when operationally feasible
MUNICIPAL	
Mayor (in office and former)	Half-masting will occur
Member of Council (in office)	Half-masting will occur
City of Langley employee or member of the Langley RCMP Detachment (in a work related accident)	Half-masting will occur

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 and the Community Police Office.

7. Rainbow Flag

Supplemental to section 4, City Council may direct a Rainbow Flag be flown for a period of seven (7) days to coincide with the beginning of the Vancouver annual Pride Week. The City will not be responsible for providing the flag. In the event the Rainbow Flag cannot be flown due to a half-masting requirement, the Rainbow Flag will be flown for 7 days immediately following the half-masting.

References

Policy Number:	**CO-33**
Policy Owner:	**Administration**
Endorsed by:	**Senior Management Team**
Final Approval:	**Council**
Date Approved:	**April 23, 2012**
Revision Date:	
Amendments:	
Related Policies:	**n/a**
Related Publications:	**n/a**

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