

Policy	FLAG	Policy No. 75
Effective Date	January 23, 2024	Approved by
Date Amended		Resolution No. 007/24
Date Established		

1) PURPOSE

This policy ensures that all flags flown at Village owned or operated properties and facilities are flown and displayed in a consistent and appropriate manner.

2) SCOPE

This policy applies to all flags flown by the Village of Anmore.

3) CUSTOMARY FLAG CONFIGURATION

a) The order of precedence for flags is:

- the national flag of Canada,
- the flags of other sovereign nations in alphabetical order (if applicable),
- the flags of provinces of Canada (in the order in which they joined Confederation),
- the flags of the territories of Canada (in the order in which they joined Confederation),
- the flags of municipalities (Anmore first, then alphabetical).

b) When three flags are flown together, the position of honour is the centre flagpole. When any other number of flags are flown together (i.e. two flags or more than three flags) the position of honour is furthest to the left (to an observer facing the display).

c) In a three-flag configuration, the Canadian flag will be flown on the center flagpole, with the Province of BC flag flown to the left of the Canadian flag, and the Village of Anmore flag flown to the right (to an observer facing the display).

d) Flags may be temporarily changed to accommodate a facility rental for filming opportunity at municipal operated properties, at the discretion of the Chief Administration Officer (CAO) or designate.

e) Flags are not to fall, to lie on, or touch the ground when being carried or displayed.

4) HALF-MASTING OF FLAGS

- a) Half-masting of flags is a symbol of honour and expresses a collective sense of sorrow and loss while sending a strong visual message of mourning.
- b) Half-masting may occur simultaneously at all Village facilities or at key sites only at the discretion of the CAO or designate. When one flag is flown at half-mast, all flags flown together should be at half- mast.
- c) All flags will be flown at half-mast at one or more Village facilities to mark periods of official mourning upon the death of one of the following people:
 - i) the British Sovereign or member of the Royal Family related in the first degree to the British Sovereign,
 - ii) the Canadian Governor General or a former Governor General,
 - iii) the Canadian Prime Minister or a former Prime Minister,
 - iv) a Canadian Federal Cabinet Minister from British Columbia,
 - v) the Lieutenant Governor of British Columbia,
 - vi) the Premier of British Columbia,
 - vii) a Member of Parliament from British Columbia,
 - viii) a Member of the British Columbia Legislative Assembly,
 - ix) a Senator from British Columbia,
 - x) the Mayor or Councillor of Anmore,
 - xi) a former Mayor or Councillor of Anmore, on the advice of the Corporate Officer,
 - xii) a local first responder (paramedics, police officers, special constables, firefighters, and rescuers) in the line of duty,
 - xiii) any other occasion in consultation between the Mayor, the CAO and the Corporate Officer.
- d) In the case of a death, flags will be flown at half-mast for the mourning period, which is from the notification of death until sunset on the day of the memorial service (or next working day).
- e) Flags shall first be raised to the top of the staff then lowered to half-staff.
- f) If the flags are half-masted due to a death, they must nonetheless be flown at full-mast on Canada Day and Victoria Day, after which the flags can resume half-masting until the end of the official period of mourning.

- g) When half-masting has been deemed appropriate, the Corporate Officer or designate will notify the following persons by email:
 - i) Mayor and Council;
 - ii) the manager responsible for Operations, to arrange for the half-masting of flags as identified;
 - iii) Village Staff(for information).

5) REMOVAL OF FLAGS

- a) Flags on Village property will be maintained in good condition and replaced when showing signs of wear, tear, or discolouration.
- b) Flags removed from service will be disposed of in a dignified manner and immediately replaced.