

Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED: DECEMBER 3, 2018 - REGULAR AFTERNOON MEETING
FROM: CORPORATE ADMINISTRATION DIVISION
SUBJECT: FLAG RAISING POLICY

REPORT: 18-160
FILE: 0340-50

RECOMMENDATION(S):

That Council approve the proposed Flag Raising Policy.

EXECUTIVE SUMMARY:

The Township currently has a Flag Protocol that governs the display of flags from the three levels of government as well as when flags are permitted to be flown at half mast. Council has directed staff to develop a formal flag policy to manage requests from external organizations to fly guest flags.

PURPOSE:

The purpose of this report is to obtain Council approval for the proposed flag policy.

FLAG RAISING POLICY

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BACKGROUND/HISTORY:

The current flag protocol provides the procedure for the flying of flags at Township facilities, but provides no guidance to manage the flying of guest flags. To address this lack of formal guidance, Council directed staff to provide a policy or procedure to manage requests related to the flying of guest flags from external organizations.

As the determination of what flags Council may or may not choose to fly could be legally challenged, staff obtained guidance to provide direction on this matter based on available case law. The information obtained provided guidance on the development of the draft policy.

DISCUSSION/ANALYSIS:

The draft policy takes a prohibitive stance with respect to flying a guest flag to mitigate any possible opportunities for legal challenge and the cost associated with such a challenge. However, Council continues to have the broad authority to fly guest flags at its discretion.

Staff have incorporated the guidance provided by legal counsel regarding the flying of guest flags and the procedures of the Flag Protocol to provide Council with a Flag Raising Policy for discussion.

Respectfully submitted,

Steve Scheepmaker
DIRECTOR, CORPORATE ADMINISTRATION
for
CORPORATE ADMINISTRATION DIVISION

ATTACHMENT A Draft Flag Raising Policy



COUNCIL POLICY

Subject: FLAG RAISING POLICY

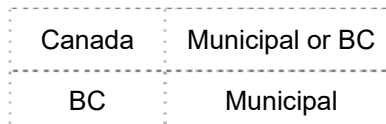
Policy No:
Approved by Council:

1. Purpose

- 1.1 To govern the flying of flags in the Township of Langley and to ensure that all flags on flagpoles on Township of Langley buildings and properties are flown in a consistent and appropriate manner.
- 1.2 To provide guidance on when flags should be lowered to half-mast on flagpoles on Township of Langley buildings and properties.

2. General Flag Etiquette

- 2.1 The Township of Langley flies only the National Flag of Canada, the Flag of the Province of British Columbia, and the Flag of the Township of Langley on designated poles on Township of Langley buildings and properties, unless otherwise set out in this policy.
- 2.2 When more than one flag is displayed, each flag requires its own flag pole. When two flags are displayed, the highest ranking flag shall always be displayed in the position of priority on the left, with the next ranking flag to its right (see the below diagram), as viewed by a spectator.



- 2.3 When all three levels of government flags are displayed together, the National Flag of Canada shall always be displayed in the position of priority occupying the central position with the next ranking flag to the left and third ranking flag to the right (see the below diagram), as viewed by a spectator.



- 2.4 It is acceptable to fly the National Flag of Canada, the Flag of the Province of British Columbia and the Flag of the Township of Langley at night.
- 2.5 Flags may be temporarily changed to accommodate a facility rental for filming at Township of Langley buildings or properties at the discretion of the Director of Corporate Administration or their designate.

3. Half-masting

- 3.1 Flags are flown at half-mast to bestow honour and express a collective sense of sorrow. A satisfactory position for half-masting is to place the centre of the flag approximately half-way down the pole. When one flag is flown at half-mast, all flags flown together will also be at half-mast.
- 3.2 When half-masting is deemed appropriate based on section 3.3 below, the half-masting will occur between the notification of death until sunset on the day of the funeral or memorial service.
- 3.3 All flags will be flown at half-mast following the death of:
- the British Sovereign;
 - the current Governor General;
 - the current Prime Minister;
 - the British Sovereign's spouse;
 - the Heir to the British Sovereign;
 - the Heir of the Heir to the British Sovereign;
 - a former Governor General;
 - a former Prime Minister;
 - the Premier of British Columbia;
 - the current Lieutenant-Governor of British Columbia;
 - a former Lieutenant-Governor of British Columbia;
 - a current Member of the House of Commons, when that member represents a Township of Langley riding;
 - a current Member of the British Columbia Legislative Assembly when that member represents a Township of Langley riding;
 - a current Township of Langley Mayor;
 - a former Township of Langley Mayor, who served at least 10 years;
 - a current Township of Langley Councillor;
 - a former Township of Langley Councillor, who served at least 10 years;
 - a current Township of Langley employee, including a firefighter and an RCMP officer; and
 - any other special circumstance, as approved by the Director of Corporate Administration.
- 3.4 All flags displayed on flagpoles on Township of Langley buildings and properties will be flown at half-mast on the following dates and for the following periods of time:
- April 28, Day of Mourning for Persons Killed or Injured in the Workplace, from sunrise to sunset;

- Last Sunday in September, Police and Peace Officers' National Memorial Day, from sunrise to sunset;
- November 11, Remembrance Day, from 11:00am until sunset; and
- December 6, National Day of Remembrance and Action on Violence Against Women, from sunrise to sunset.

3.5 The Township of Langley Fire Department and RCMP have additional guidelines that they follow to fly flags at half-mast on their buildings and properties and are responsible for the maintenance, security and raising or lowering of all flags flown on those buildings or properties.

3.6 The Peace Tower Flag at Derek Doubleday Arboretum will be flown at half-mast in place of the National Flag of Canada on July 1, from sunrise to sunset, and November 11, from 11:00am until sunset.

4. Guest Flags and Banners

4.1 The Township of Langley does not permit the flying of any guest flags or banners on flagpoles on Township of Langley buildings or properties, including, without limitation, flags of other sovereign nations, non-profit societies, and other local organizations.

Flags at Township of Langley facilities:

Location	Flags	Responsible Staff
Airport	TOL, Prov, Can, TOL (4 total)	Airport Manager
Civic Facility: <ul style="list-style-type: none"> lower entrance Council Chambers (cannot be lowered) 	Prov, Can, TOL	Facility Maintenance Worker
Fire Halls:		
Hall 2	Prov, Can, TOL	Deputy Chief
Hall 3	Prov, Can, TOL	Deputy Chief
Hall 4	Prov, Can, TOL	Deputy Chief
Hall 5	Prov, Can, TOL	Deputy Chief
Hall 6	Prov, Can, TOL	Deputy Chief
Hall 7	None	
Hall 8	Can	Deputy Chief
Highway 1 @ 264 Street (cannot be lowered –special equipment required)	Prov, Can, TOL	Roads Maintenance Superintendent
Langley Events Centre	Prov, Can, TOL	Facility Operations Director
Libraries	None	
Museum	Can	Arts and Heritage Supervisor
Operations	Can	Facilities Maintenance Manager
Parks:		
Derek Doubleday Arboretum	Can/Peace Tower*	Superintendent Parks Infrastructure and Cemetery Services
Fort Langley Cemetery	Can	Superintendent Parks Infrastructure and Cemetery Services
Fort Langley Park	Can	Superintendent Parks Infrastructure and Cemetery Services
McLeod Athletic Park	Prov, Can, TOL	Superintendent Parks Infrastructure and Cemetery Services
Recreation Centres:		
ACUCC	Prov, Can, TOL	Community Recreation Manager, ACUCC
AKC	Prov, TOL	Community Recreation Manager, GPC
GPC	TOL	Community Recreation Manager, GPC
WCB	None	
WGC	Can, TOL at one entrance TOL, BC at second entrance	Community Recreation Manager, Walnut Grove
WBK	None – Civic Facility	
RCMP:	Can	Superintendent, RCMP
Aldergrove CPO	Can, TOL	Superintendent, RCMP
Brookwood CPO	None – storefront	
Walnut Grove CPO	None – storefront	

Willoughby CPO	None – Civic Facility	
Time Capsule – old Hall	Prov, Can, TOL	Facilities Maintenance Manager

*Peace Tower flag to be flown at half-mast on July 1 and November 11 only.