



TOWN OF GOLDEN CORPORATE POLICY

MUNICIPAL FLAG PROTOCOL

Effective Date: July 17 th , 2018	Authorized By: Council Resolution # 18-187	Replaces: New
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INTENT

It is the purpose of this policy to provide flag protocol for the Town of Golden.

GENERAL POLICY STATEMENT

The Town of Golden recognizes the symbolism of displaying flags as a visual statement that speaks to the solidarity that is shared by all citizens. This policy allows the Town to honour individuals and recognize significant efforts of groups and organizations within the community.

PURPOSE

The following policy will provide a framework to ensure that all flags located upon municipal properties are flown and displayed in a consistent and appropriate manner.

DEFINITIONS

Official Period of Mourning:	means the day of passing until sunset on the day of the funeral or celebration of life.
Town:	means the Town of Golden.
Town Facilities:	means all Town of Golden owned and operated facilities.
Town Office:	means the Town of Golden Office located at 810 9 th Avenue South, Golden, B.C.

1. DISPLAYING OF FLAGS

- (a) Only the National Flag of Canada, the Provincial Flag of British Columbia, or the Town of Golden flag may be raised on the flagpoles at the facilities identified in Schedule "A", Flagpole Locations: "Town Facilities".
- (b) Flags, in general, will be displayed in accordance with the Government of Canada Flag Protocol, as amended from time to time.
- (c) Notwithstanding Section 1(a), the Mayor or Chief Administrative Officer may approve the raising of any of the following flags on the poles at the Visitor Information Centre:

- i. The flag of the United Nations;
 - ii. The flag of a country recognized by the Canadian Department of Foreign Affairs, Trade and Development, when an official representative is visiting the Town; or
 - iii. Any flag which is required to be flown by contractual obligation.
- (d) When a flag of a visiting dignitary is flown it will be from the pole used to fly the Town of Golden flag only.

2. CUSTOMARY FLAG CONFIGURATION

In a tri-pole configuration, the National Flag of Canada will be flown on the center flagpole. To an observer facing the main entrance or intuitive main viewpoint, the Provincial Flag of British Columbia will fly to the left of the National Flag of Canada and the Town of Golden Flag will be flown to the right. In the event of the National Flag of Canada being half-masted, the remaining flags shall follow suit for the duration of the half-masting period.

3. HALF-MASTING OF FLAGS

- (a) The National Flag of Canada will be flown at half-mast at all Town Facilities to mark periods of official mourning upon the death of:
- i. the Sovereign;
 - ii. an immediate relative of the Sovereign;
 - iii. the Governor General of Canada;
 - iv. the Prime Minister of Canada;
 - v. the Lieutenant-Governor of BC;
 - vi. the Premier of BC;
 - vii. a local Member of the Legislative Assembly;
 - viii. a local Member of Parliament;
- (b) The Provincial Flag of British Columbia and the Town of Golden Flag may be flown at half-mast at Town Facilities identified at the discretion of the Mayor to mark periods of official mourning upon the death of:
- i. the current Mayor of the Town of Golden;
 - ii. an incumbent Councillor of the Town of Golden; or
 - iii. an in line-of-duty death of a Town of Golden employee.
- (c) The National Flag of Canada at the Cenotaph shall be half-masted in accordance with the Remembrance Day ceremonies held annually November 11th.
- (d) The National Flag of Canada at the Cenotaph shall be half-masted for a twenty-four hour period annually from 08:00 a.m. April 28th to 08:00 a.m. April 29th in recognition of National Day of Mourning for persons killed or injured in the workplace.
- (e) The Manager of Legislative Services is responsible for coordinating the lowering of flags at Town Facilities.

4. SPECIAL EVENTS

In exceptional circumstances, and on the advice of the Chief Administrative Officer, the Mayor may approve the half-masting of flags not provided for in this Policy.

5. REPLACEMENTS

Flags will be maintained in good condition and replaced when showing signs of wear, tear or discolouration. An annual budget is established to cover the costs of maintaining and replacing flags at Town Facilities.

6. DISPOSAL OF FLAGS

Flags removed from service will be disposed of in a dignified manner and immediately replaced.

7. COMMUNITY FLAG POLE

(a) The following flags shall be permitted to be flown at the Community Flagpole located at the south end of 8th Avenue North:

- i. The Town of Golden flag at all times when there is no flag of a charitable or non-profit organization to be flown as provided for in section 7.(a)(ii); and
- ii. To celebrate achievement, the flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the Town of Golden in a positive manner.
- iii. The following guidelines shall be observed for the flying of flags permitted under section 7.(a)(ii), above:
 - iv. flag raisings shall be in connection with a particular event or period of commemoration associated with an organization;
 - v. no flags of commercial, religious or political organizations shall be permitted;
 - vi. no flags of a group or organization whose undertakings or philosophy are contrary to the Town of Golden policies or bylaws, or that espouse hatred, violence or racism shall be permitted;
 - vii. an organization's flag shall be flown no more than twice per calendar year for a period not exceeding seven continuous days or for the duration of the associated event or commemoration, whichever is less;
 - viii. organizations shall be required to submit flag raising requests by application pro forma no less than fourteen days in advance of the date to be flown;
 - ix. flags shall only be raised and lowered on those business days that

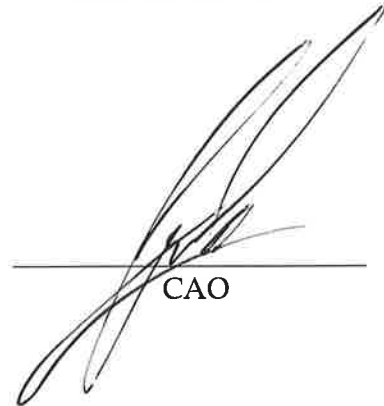
the Town Office is open.

8. CONFLICT RESOLUTION

The following guidelines shall apply to resolving conflicts arising from this policy:

- (a) conflicts between the dates requested for flags to be flown by two or more organizations on the Community Flag Pole at Spirit Square shall be settled in favour of the organization which first made its request;
- (b) in the event there is a dispute between an organization and the Manager of Legislative Services as to the eligibility of a request, the Manager of Legislative Services will consult with the Provincial Protocol Office and Council.



Mayor

CAO

SCHEDULE “A”

FLAGPOLE LOCATIONS TOWN FACILITIES	
Cenotaph	Located at the north end of 9 th Avenue South
Keith King Memorial Park	Located to the north of the concession building, 1600 Maple Drive
Seniors Centre	Located at 1401 9 th Street South
Town of Golden Fire Hall	Located at 1107 11 th Avenue South
Visitor Information Centre	Located at the 1000 TransCanada Highway Service Road East