

POLICY MANUAL

Title: Flags and Banners	Policy No.: 30.06 Supersedes: July 28, 2017
Authority: <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational Approval: <input type="checkbox"/> Council <input checked="" type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: March 15, 2021 Review Date: March 15, 2023
Purpose: <p>The City of Maple Ridge Flags and Banners Policy provides guidelines to ensure that:</p> <ul style="list-style-type: none"> the City of Maple Ridge is following accepted protocols related to official and ceremonial functions regarding flags and banners; the City of Maple Ridge is acting in a manner consistent with other local, provincial and federal governments when dealing with issues of protocol concerning flags and banners; there are procedures to help guide decisions with reference to requests for flying or hanging flags and banners; and, a communication process is in place to inform both City employees and the public about decisions concerning the display of flags and banners. 	
Policy Statements: <ol style="list-style-type: none"> The City of Maple Ridge Flags and Banners Policy will use national guidelines and protocols for the display of national symbols as laid out by the Canadian Heritage Department published online at www.pch.gc.ca. Site specific exceptions to these established protocols may be permitted for significant community events at the request of Council or for significant community and national celebrations (see sections 8 and 9). Flag poles attached to City Hall, Police and Fire facilities will only fly current government or state flags unless identified otherwise within this policy. This applies to City and City departments, provincial, and national flags. 	

3. The Cenotaph, located at Memorial Peace Park in Maple Ridge's Town Centre is to display three flags:

- a. Looking east, the center flag pole will display the Canadian Flag.
- b. The north, or left flag pole, will display the Royal Union Flag.
- c. The south, or right flag pole, will display the provincial flag of British Columbia.

These three flag poles are limited to displaying the above noted flags due to the solemn nature of the Cenotaph. These poles will not be used to display historical flags, flags of other nations or event flags. The only exception that may be authorized is for temporary use of this area for film and television production.

4. Flag poles attached to or on the property of any other City facility such as a recreation center, cemetery or park space, will fly the Canadian Flag (where there is only one flag pole), the British Columbia Provincial Flag or official City of Maple Ridge flag (in that precedence) as more poles become available.
5. The City of Maple Ridge has the following three flag designs:
 - a. The Heraldic Flag design that was presented with the City of Maple Ridge's Coat of Arms. This flag should be used for all protocol events as the 'official' flag of the City of Maple Ridge. This is the preferred flag when there is only one flagpole designated for a City flag.
 - b. The City of Maple Ridge Coat of Arms Flag displays the full crest of the City of Maple Ridge and should be used when the City Flag is being displayed along with the flags of other local governments as part of ceremonial displays.
 - c. The City of Maple Ridge Corporate Logo Flag should not be used for protocol or ceremonial purposes and has been phased out in favour of heraldic flags.
6. The display of Katzie First Nation and Kwantlen First Nation, as part of internal and external displays, entails the development of protocols between each First Nation and the City of Maple Ridge and includes formal approval and permission from each First Nation.
7. Requests for the display of other sovereign national flags, historical flags and community organization flags will not be accepted from outside organizations. The exception to this guideline is described in Section 8 of this policy.
8. Special events, such as a formal state visit by a foreign dignitary, or a large local, provincial or national festival or sport tournament, may be granted permission to fly flags for the duration of the event on poles that they supply and at locations laid out as part of the event planning. The event organizers are responsible for maintaining these flags according to established protocols and ensuring that the installations are safe and secure.
9. Flags associated with significant national, regional or local events may be flown on the two designated flag poles on the balcony outside City Hall with the authorization of the CAO or designate.
10. Flying flags at half-mast and related protocols will follow the generally accepted protocol as outlined by the Canadian Heritage Department. Half-masting will be done in conjunction with the Office of Protocol for the Province of BC. Otherwise, this will be coordinated by the

Communications & Community Engagement Manager in consultation with the Mayor, Chief Administrative Officer, Fire Chief or RCMP Officer-in-Charge. The generally accepted protocol in the case of death is that flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral. The specific flags designated to be half-masted are at City Hall, the Fire Halls, the Operations Centre and the Randy Herman Public Safety Building. The RCMP follow Federal protocols for half-masting of their flags which diverge from the City protocols laid out in Policy item 11 as indicated by an asterisk.

11. Flying flags at half-mast involves bringing the flag to the half-mast position by first raising it to the top of the mast and immediately lowering it slowly to half-mast. All flags will be lowered to the half-mast position on the following occasions:
 - a. On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former prime minister, or a federal cabinet minister;
 - b. On the death of the Lieutenant Governor or the Premier;
 - c. On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents a Maple Ridge riding;
 - d. On the death of the Mayor, former Mayor, a current Maple Ridge Councillor or a former Councillor who has served at least 10 years;
 - e. On the death of a City of Maple Ridge employee when their death has occurred as a direct result of performing their duties;
 - f. On Remembrance Day (November 11). The protocol associated with the flag on this day will be coordinated by the Maple Ridge Royal Canadian Legion with assistance provided from the City;
 - g. On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28) from sunrise to sunset; and,
 - h. On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize.
12. In the event of a death not specified in this policy, the City of Maple Ridge will follow the direction of the Federal Department of Canadian Heritage found here <https://www.canada.ca/en/services/culture/canadian-identity-society/anthems-symbols/national-flag/halfmasting.html>.
13. Flags should be treated in a dignified manner and kept in a clean and well-maintained state.
14. Requests to display or hang banners on or over City properties or any other area for which it has responsibility will be limited to government and non-profit organizations, with the exception of those requests related to movie and television production. If a film production company removes existing City designated banners or alters any part of the banner or flag infrastructure, all costs associated with repairs required to reactivate a banner or flag location will be charged to the Economic Development Department who will work directly with the film company to recover any repair costs.
15. Banners must be deemed socially acceptable and not depict pornography, violence, racism or commercial endorsement. They must also be nonsectarian and nonpartisan in nature.

Film production is exempt from this clause under the discretion of the Engineering and Economic Development Departments in consultation with the Corporate Communications & Community Engagement Department.

16. If the City needs to remove community organization or special event flags or banners before the agreed upon length of time they would have been displayed, the City will promptly advise the affected group indicating when flags will be removed and for what period of time.

17. Flags will be procured by the City Purchasing Department, who will confirm orders with the Communications & Community Engagement Department to ensure the correct flags are being utilized. The costs associated with supplying flags will be borne by each department that requests them. For special protocol ceremonies, the Communications & Community Engagement Department may cover the costs of the flag after consultation with the Communications & Community Engagement Manager.

Definitions:

City means the City of Maple Ridge.

Banner means any sign composed of non-rigid material such as paper, cloth, canvas, plastic or similar material.

Flag refers to a rectangular piece of fabric of distinctive design that is used as a symbol of a nation, province, City or organization or as a decoration.

Half-mast or half-staff refers to a point some distance but not necessarily halfway down below the top of a mast or staff or the peak of a gaff.

Key Areas of Responsibility

Action to Take

Management of protocols and requests related to the flying and hanging of flags.

Development of protocols around First Nations flag displays.

Maintenance of City flags, banners and the poles they hang on.

Costs associated with the repair of banner or flag locations due to film production use.

Requests to alter or display flags on or over any City of Maple Ridge property or any other area for which it has responsibility, unless stated otherwise in this Policy, including half-masting of flags (sign of mourning) and requests for placement and flying of non-City flags.

Responsibility

Communications & Community Engagement Manager

Designates of the Katzie First Nation Government, Kwantlen First Nation Government and City of Maple Ridge

Parks, Recreation & Culture Department

Economic Development Department

Communications & Community Engagement Manager
Economic Development Department

Requests related to the flying and hanging of flags associated with movie and television production. Film productions may request to change flags on the principal buildings identified in this policy where only government flags are displayed. This is permitted, but must be limited to a period of no more than two days' time. These may be removed at any time at the discretion of the City.	Communications & Community Engagement Manager Economic Development Department
Requests related to hanging banners on or over any City of Maple Ridge property or any other area for which it has responsibility, including associated booking or installation costs, size and design of banner and the length of time that a banner can be displayed.	Engineering Department
Management of requests to display or hang banners associated with movie and television production. These may be removed at any time at the discretion of the municipality.	Engineering Department and Strategic Economic Initiatives Department
The supply of new flags.	Purchasing Department