

NO: R104

COUNCIL DATE: **June 23, 2014**

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## REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **June 23, 2014**

FROM: **City Clerk**

FILE: **0625-01**

SUBJECT: **Flag Policy**

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## RECOMMENDATION

That Council adopt Corporate Policy R 26, being Flag Policy, as proposed.

## BACKGROUND

The City has several City-operated facilities where combinations of City, Provincial and Canadian flags are flown. The City has a practice whereby it refers to the Government of British Columbia Office of Protocol and protocols of the Federal Government as outlined by the Department of Canadian Heritage and by the Department of Public Work and Government Services Canada to provide advice on matters of protocol including the flying of flags. More recently the City has been asked to review this practice with Council and bring forward a policy in this regard.

## DISCUSSION

The request to review our practice centered on a recent request to fly a symbolic flag on one of the City's official City flagpoles. The City of Surrey "embraces diversity and inclusiveness". The City offers numerous initiatives and opportunities and venues to promote diversity, reduce the barriers and increase understanding to this end. The City has a Diversity Advisory Committee and Social Policy Advisory Committee that assists in identifying and addressing need and opportunities within the City and through these Committees the City hosts the annual "Fusion Festival", cultural celebrations on a monthly basis for staff and the public alike, the annual "Doors Open" event, and facilitate various multi-cultural events held by the diverse citizens that make up Surrey.

The City offers members of the public several other avenues to publicize their special events and bring awareness of their culture or cause. Citizens may request to appear as a Delegation at an open meeting of Council in Committee; anyone may request a Proclamation or submit a Community Event to be published on the City of Surrey website. Staff works with a diverse number of groups on cross-promotional opportunities throughout the year.

Flags are defined as symbols that identify people belonging to a group. The National Flag of Canada and the flags of the provinces and territories are symbols of honour and pride for all Canadians. On February 15, 1965, at the official ceremony held on Parliament Hill in Ottawa to officially raise our new Canadian flag, it was proclaimed that: "The flag is the symbol of the nation's unity, for it, beyond any doubt, represents all the citizens of Canada without distinction of race, language, belief or opinion."

The longstanding practice in the City of Surrey is that the City flagpoles located at City Hall and our various facilities have followed the Federal and Provincial practices and protocols. The one exception to our practice was in 2010, in flying the Olympic Games flag with the City of Surrey flag. This practice was sanctioned by the Provincial Protocol Office at the time as we were classified as an Olympic Venue City.

The opportunity to fly flags and banners are available to various groups and individuals at events, festivals and places of business. Flying our Canadian, Provincial and City flags on the official City flagpoles fully represent embracing diversity and inclusiveness in our City.

## **CONCLUSION**

The purpose of this Policy is to ensure that all flags at City Hall and other City operated municipal facilities are flown and displayed in a consistent manner. The proposed Policy cites specific elements taken from the Canadian Government's Rules for Flying the Flag and provides for a balanced approach to flag protocol.

Jane Sullivan  
City Clerk

Appendix I – Draft Policy R-26 - Flag Policy



# City of Surrey Policy

No. R-26

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**Policy Title:** FLAG POLICY

**Approval Date:**

**History:** NEW

**Department:** City Manager's

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## Policy Statement

The following Policy and Regulations have been developed to ensure that all flags at City Hall and other City of Surrey operated municipal properties and buildings are flown and displayed in a consistent and appropriate manner.

### 1. General Terms and Conditions

1.1 The Canadian Flag is to be displayed in a position of priority.

When two flags (or more than three flags) are displayed, the position of honour is furthest to the left (to an observer facing the display). When three flags are flown, the position of honour is in the centre.

According to Canadian and Provincial Protocol, the order of precedence for flags is:

1. The National Flag of Canada
2. The flags of other sovereign nations in alphabetical order (if applicable)
3. The flags of the provinces of Canada (in the order in which they joined Confederation)
4. The flags of the territories of Canada (in the order in which they joined Confederation)
5. The flags of municipalities/cities (Surrey first then alphabetical)

1.2 The Canadian, Provincial and City flags may be flown at night.

1.3 The City of Surrey will not display other national flags or guest organizational banners on City facility flagpoles, as listed on Appendix I, other than those described in **Section 1.1** above.

1.4 Flags may be temporarily changed to accommodate a facility rental for filming at Surrey City Hall or operated municipal properties at the discretion of the City Manager or designate.

## **2. Half-Masting**

- 2.1 Flags are flown at the half-mast position as a sign of mourning.
- 2.2 For detailed information on half-masting, refer to Policy R-20.

## **3. Sister City Flags**

- 3.1 The City of Surrey does not fly the flags of its sister city on a permanent basis. A public display to acknowledge and identify the sister city is located in City Hall.

## **4. Responsibilities**

- 4.1 The City Clerk's Office is responsible for updating this policy and will serve as a resource for administering this policy.
- 4.2 Questions regarding the City of Surrey Flag Policy should be referred to the City Clerk.

## **5. Key Terms and Definitions**

### **5.1 Canadian Flag**

The national flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

### **5.2 Canadian and Provincial Official Protocol**

- a. Defined federally by the Government of Canada as outlined by the Department of Canadian Heritage and by the Department of Public Work and Government Services Canada through Ceremonial Procedures.
- b. Defined provincially by the Province of British Columbia, Office of Protocol.

APPENDIX I

<u>Facility</u>	<u>Flag</u>		
RCMP HQ	Canadian		
Guildford RCMP	Canadian		
Whalley RCMP	Canadian		
Agriplex	Canadian	Provincial	City
1912 Hall/archives	Canadian	Provincial	City
Old City hall	Canadian	Provincial	City
New City Hall	Canadian	Provincial	City
Fleetwood Community and Library	Canadian	Provincial	City
Central Works Yard	Canadian		
Hemlock Yard	Canadian		
Bridgeview Hall	Canadian		
Newton Senior Centre	Canadian		
Kensington School	Canadian		
Firehall 1	Canadian		
Firehall 3	Canadian		
Firehall 4	Canadian		
Firehall 5	Canadian		
Firehall 6	Canadian		
Firehall 7	Canadian	Provincial	
Firehall 8	Canadian		
Firehall 10	Canadian		
Firehall 12	Canadian		
Firehall 13	Canadian		
Firehall 14	Canadian		
Firehall 15	Canadian		
Firehall 17	Canadian		
Firehall 18	Canadian		