



VILLAGE OF HARRISON HOT SPRINGS POLICY

COUNCIL	POLICY NO. 1.36
FLAG	DATE ADOPTED: MARCH 1, 2021 AMENDMENT: MAY 16, 2022

1. PURPOSE

This policy has been developed to ensure that all flags flown at the Village Office and on other properties and/or at facilities owned and operated by the Village of Harrison Hot Springs are flown and displayed in a consistent and appropriate manner.

2. SCOPE

This policy applies to all flags flown by the Village of Harrison Hot Springs.

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 the 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 (Harrison Hot Springs first, then alphabetical)
- b. When three flags are flown together, the position of honour is the centre flag pole. 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 Harrison Hot Springs 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 the Village Office or at operated municipal properties, at the discretion of the Chief Administration Officer (CAO) or designate.

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, such as the Village Office, Civic Plaza, Memorial Hall, or 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:
 - the British Sovereign or member of the Royal Family related in the first degree to the British Sovereign,
 - the Canadian Governor General or a former Governor General,
 - the Canadian Prime Minister or a former Prime Minister,
 - a Canadian Federal Cabinet Minister from British Columbia,
 - the Lieutenant Governor of British Columbia,
 - the Premier of British Columbia,
 - a Member of Parliament from British Columbia,
 - a Member of the British Columbia Legislative Assembly,
 - a Senator from British Columbia,
 - the Mayor or Councillor of Harrison Hot Springs,
 - a former Mayor or Councillor of Harrison Hot Springs, on the advice of the Corporate Officer,
 - the Chief or Councillor of Sts'ailes,
 - a former Chief or Councillor of Sts'ailes, on the advice of the Sts'ailes Administration,
 - a local first responder (paramedics, police officers, special constables, firefighters, and rescuers) in the line of duty,
 - upon direction of the Mayor, any person to be honoured.
- d. All flags will be flown at half-mast at one or more Village facilities in observance of the following:
 - April 9, Vimy Ridge Day;
 - April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
 - June 23, National Day of Remembrance for Victims of Terrorism;
 - Second Sunday in September, Firefighters' National Memorial Day;
 - Last Sunday in September, Police and Peace Officers' National Memorial Day;

- September 30, National Day for Truth and Reconciliation (flags lowered to half-mast for one entire week prior to this day);
 - November 11, Remembrance Day;
 - December 6, National Day of Remembrance and Action on Violence Against Women; (*Amended May 16, 2022*)
- e. In the case of a death, flags will be flown at half-mast during the official period of mourning, which is defined as the day of death until five calendar days have passed.
- f. Flags shall first be raised to the top of the staff then lowered to half-staff.
- g. 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.
- h. The Corporate Officer is responsible for coordinating the lowering of flags at Village facilities.
- i. When half-masting has been deemed appropriate, the Corporate Officer or designate will notify the following persons by email:
- Mayor and Council;
 - The manager responsible for Operations, to arrange for the half-masting of flags as identified;
 - The manager responsible for the Communications to arrange for notification of the half-masting on the website;
 - The Fire Chief to arrange for half-masting of the flags at the Fire Hall (when relevant); and
 - The Corporate Management Team (for information).

5. STS'AILES FIRST NATION

- a. The Sts'ailes First Nation flag will fly to the right of the Village of Harrison Hot Springs Flag in the Civic Plaza.
- b. All applicable procedures in this policy will apply to the Sts'ailes First Nation flag.

6. 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.