



Staff Report to Council

Administrative Services

FILE: 01-0340-50/24

REPORT DATE: January 06, 2025 **MEETING DATE:** January 14, 2025

TO: Mayor and Council

FROM: Kate Barchard, Manager of Administrative Services

SUBJECT: Flag Policy C001 Amendments

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Approve amendments to Flag Policy C001 as presented at the January 14, 2025 Public Council Meeting; OR
- B. Other.

PURPOSE

The purpose of this report is to present amendments to Flag Policy C001 for Council’s review and approval.

- Information Report Decision Report Direction Report

DISCUSSION

Background:

As part of the City’s good governance practices, bylaws and policies are regularly reviewed to ensure they stay current and aligned with best practices. The Administrative Services department identified the Flag Policy (C001) for review as part of their 2025 key initiatives. Amendments have now been drafted and are ready for Council’s review (see **Attachment A**).

Relevant Policy, Bylaw or Legislation:

Federal Protocol for Half-Masting of Flags - <https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>

Analysis:

Flag Policy C001 provides standards and protocol for the display and half-masting of City flags at various City facilities, and generally aligns with federal protocol. The policy currently includes:

- general standards for the displaying of flags;
- customary configuration and order of precedence for various flags;
- periods of mourning when City flags are half-masted;
- approval and direction for the display of the ᑕᑎᑕᑎ (Katzie) First Nation flag in Spirit Square and Council Chamber;
- the availability of Pitt Meadows flags for purchase at City Hall;
- the provision of Pitt Meadows flags, at no cost, to each Pitt Meadows school, the MP's Office, the MLA's Office, the Pitt Meadows Airport, and the Pitt Meadows Museum; and
- roles and responsibilities for the maintenance of City flags and the administration of the policy.

The following amendments to the policy are recommended:

- Half-masting City flags upon the death of a ᑕᑎᑕᑎ (Katzie) First Nation Council member or elder (upon notice from their Council).
- Changing the period during which flags are half-masted to mourn a death. The current policy reads that flags will be half-masted '...from the day of death until sunset on the day of the funeral'. It was once customary to have a funeral within a week of a person's passing. It is becoming more common to hold memorial services instead, which can occur several weeks or months after a person's death. Staff are therefore recommending the half-masting period be modified to read 'from the time of notification of death until sunset the following day, and from sunrise to sunset on the day of the memorial service.' This option is included in the federal half-masting protocol.
- The exception to the above would be the half-masting of flags for the death of the Sovereign, Governor General, and the Prime Minister. It is recommended that flags remain half-masted from the time of notification of death until sunset on the day of the funeral or the memorial service. This is because of the significance to the country of the deaths of these individuals, and the fact that their deaths will result in state funerals which will occur within a timely period.

- The addition of half-masting for the following days of significance:
 - 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 of Truth and Reconciliation; and
 - November 8 – 11 inclusive – to commemorate Veterans' Week, Indigenous Veterans Day, and Remembrance Day.
- Inclusion of language that allows staff to adjust the timing of the half-masting and raising of flags to fall within regular business hours to avoid staff overtime.
- Removal of administrative details pertaining to who is notified when flags are half-masted. Instead, the Corporate Officer is delegated responsibility to establish the necessary procedures to ensure effective communication.
- Inclusion of language that ensures the ᑕᓴᑖᓴᑦ (Katzie) flag in Spirit Square is only half-masted with the approval of their Chief.

Proposed changes that impact the intent or service level established by the current policy have been tracked **in red font** in **Attachment A**. Minor changes to grammar and sentence structure have not been tracked.

COUNCIL STRATEGIC PLAN ALIGNMENT

- Principled Governance
 Balanced Economic Prosperity
 Infrastructure
 Community Spirit & Wellbeing
 Corporate Pride
 Public Safety

WORKPLAN IMPLICATIONS

- Already accounted for in department workplan / no adjustments required
 Emergent issue / will require deferral of other priority(ies)
 Other

FINANCIAL IMPLICATIONS

- None
 Budget Previously Approved
 Referral to Business Planning
 Other

A small inventory of Pitt Meadows flags is maintained by Administrative Services for sale to the public at City Hall and for replacing torn/worn flags flown at City facilities.

PUBLIC PARTICIPATION

Inform Consult Involve Collaborate Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No Other

Staff reached out to ᑏᑏᑏᑏ (Katzie) First Nation Council to inform them and seek their feedback on the proposed policy changes related to the flying of the Katzie flag and the half-masting of City flags upon the death of a Katzie Council member or elder. Although no feedback was received before this report was published, Staff will keep Council informed should any communications be received.

SIGN-OFFS

Written by:

Kate Barchard,
Manager of Administrative Services

Reviewed by:

Diane Chamberlain,
Director of Parks, Recreation & Culture

Tia O’Grady,
Manager of Communications & Public Engagement

ATTACHMENT(S):

- A. Flag Policy C001 – with tracked changes