



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

CORPORATE POLICY

Effective Date June 28, 2021 Amendment Date(s):	POLICY NO. ADMIN-17
	File No: 0340-60-2021
SUBJECT: Flag Protocol Policy	
Category: Administration	

PURPOSE

The policy outlines the circumstances under which the District of Central Saanich will fly and display flags at half-mast at District-operated municipal buildings and properties, and provides guidelines to ensure a consistent and appropriate implementation.

APPLICATION

This policy applies to Municipal Hall and other District-operated buildings and properties as applicable. Property owned by the District of Central Saanich but operated by a third party is excluded from this policy, but the practices outlined are recommended for these locations as well.

Flags to be flown at half-mast include all flags at municipal buildings and properties capable of half-masting.

POLICY

Flags at District of Central Saanich municipal buildings and properties are flown at half-mast as a sign of respect and mourning for an individual of prominence and to commemorate significant occasions and anniversaries.

When one flag is flown at half-mast, all flags flown together will be at half-mast.

Flags will be flown at half-mast at all District facilities to mark periods of mourning upon the death of:

- the Sovereign;
- immediate relative of the Sovereign;
- current, or former, Prime Minister;
- current, or former, Governor General;
- current, or former, Lieutenant Governor of British Columbia;
- current, or former, Premier of British Columbia;
- local Member of Parliament;
- local Member of the Legislative Assembly;
- current, or former, Mayor of the District of Central Saanich;
- member of the District of Central Saanich Council;
- in-the-line-of-duty death of a District of Central Saanich employee;
- Canadian Forces Member residing in the District.

The official period of mourning protocols for each of the above is outlined in Schedule "A".

Flags will be flown at half-mast on an annual basis to commemorate the following occasions:

- National Day of Mourning for Persons Killed or Injured in the Workplace – April 28;
- National Day of Remembrance for Victims of Terrorism – June 23;
- Peacekeepers' Day – August 9;
- Firefighters' National Day of Mourning – second Sunday in September;
- Police and Peace Officers, National Memorial Day – last Sunday of September;
- Remembrance Day – November 11;
- National Day of Remembrance and Action on Violence Against Women – December 6.

Decisions to fly flags at half-mast on municipal property on occasions not specified in this policy, and not directed by the Federal Government or the Province of British Columbia, will be made in consultation between the Mayor, Chief Administrative Officer (CAO) and the Corporate Officer.

Notwithstanding a period of half-masting, the flags are to be raised to full-mast on the following days:

- Victoria Day – May 24;
- Canada Day – July 1;
- BC Day – first Monday in August.

These full-mast procedures do not apply when the flags are half-masted for the death of the Sovereign, in which case they are only raised to full-mast for the day on which the accession of a new Sovereign is proclaimed.

GENERAL FLAG PROCEDURES

1. Displaying of flags

- All flags are to be flown on separate poles.
- All flags are to be flown at the same height, including times of half-masting.
- All municipal, provincial or federal flags flown in a group are to be the same size.
- Flags will be flown according to the federal government's precedence of flags. The District of Central Saanich flag takes precedence over all community flags.
- All flags must be good condition.
- Flags should never touch the ground when being raised, lowered or removed.

2. Disposing of flags

Disposal of flags must be carried out in a respectful and dignified manner, following federal or provincial government guidelines.

3. Flags flown permanently outside Municipal Hall

- All flags at the Municipal Hall and Fire Hall are flown throughout the day and evening.
- When there are requests for the flags of visiting dignitaries the flagpole used to fly the District of Central Saanich flag is used to accommodate approved requests. The Central Saanich flag is moved over to the provincial flagpole and the provincial flag is retired for 24 hours or until the flag is retired.
- When courtesy flags are flown (e.g., Pride flag, Poppy flag) the Central Saanich flag is lowered and retired for 24 hours, or longer as appropriate, and the courtesy flag is raised in its place on the municipal flagpole.

- Additional flagpoles may be installed to fly designated flags on a continuing basis at the direction of the Mayor. These flags are to be installed on the outside of the core group of flag poles.

HALF-MASTING PROCEDURES

1. Displaying flags at half-mast

- The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast.
- As a general rule, the centre of the flag should be halfway down the flagstaff or pole and noticeably “half-mast” to avoid the appearance of inadvertent slippage.
- When one flag is flown at half-mast, all flags flown together should also be at half-mast.
- The flags to be flown at half-mast include all flags at Municipal Hall and Central Saanich Fire Hall, and other District-operated facilities when deemed appropriate.
- No courtesy flags will be flown during periods of half-masting.

2. Period of half-masting

- In the case of the death of a prominent individual as noted in Appendix A, flags may be half-masted, at the direction of the Chief Administrative Officer and/or the Corporate Officer, from:
 - the time of notification of death until sunset on the day of the funeral; OR
 - from the time of notification of death until sunset on the following day, and from sunrise to sunset on the day of the funeral; OR
 - only from sunrise to sunset on the day of the funeral.
- Exceptions are made when half-masting needs to commence or end on a weekend or statutory holiday. In this event, flags are permitted to be lowered in the late afternoon or evening on the Friday prior to the half-masting date and raised on the Monday, or next business day, following the conclusion of the half-masting period.
- Flags may also be half-masted, at the direction of the Chief Administrative Officer and/or the Corporate Officer, to commemorate an event or pay tribute to individuals or groups. In these cases, the period of half-masting will be based on the nature and circumstances of the designated event.

3. Half-Mast Notification

- The decision to fly flags at half-mast usually occurs at the lead of the federal or provincial governments, though the District does not always fly flags at half-mast when senior levels of government decide to do so.
- The District may determine periods of half-masting for events in addition to those identified by other levels of government or noted in Appendix A.
- Upon the occurrence of an event provided for in Appendix A or upon the approval of the Mayor or Chief Administrative Officer, the Corporate Officer will send a notice to all relevant staff instructing them to half-mast flags. The notice will stipulate the reason, extent and duration of the half-masting.

RESPONSIBILITIES

1. Corporate Officer:

- responsible for administering the policy;
- acts as a resource to all District staff on the subject of flag etiquette;

- communicates with the Mayor and CAO in situations where further discussion or decisions must be made regarding displaying or raising/half-masting of flags;
- responsible for notifying the appropriate areas in the District regarding need for raising or lowering of flags;
- responsible for notifying Council and staff of changes in flag displays, and informing the public through standard District communication channels.

2. Public Works:

- responsible for maintenance, security and raising or lowering of Municipal Hall flags, and the flag at the Cenotaph when applicable;
- ensures the appropriate flags are flying/half-masted during the approved period at Municipal Hall, and at the Cenotaph when applicable.

3. Central Saanich Fire Department:

- responsible for maintenance, security and raising or lowering of all flags located at the Fire Hall;
- in addition to the periods of mourning noted above, Fire Hall flags may be flown at half-mast in recognition of the death of an active or retired District of Central Saanich firefighter, and in recognition of in-the-line-of-duty deaths of firefighters in surrounding municipalities. The CAO or Corporate Officer are to be notified when this occurs.

4. Central Saanich Police Services:

- assists with lowering and raising Municipal Hall flags when requested;
- in addition to the periods of mourning noted above, Municipal Hall flags may be flown at half-mast in recognition of the death of an active or retired District of Central Saanich Police Services member, and in recognition of in-the-line-of-duty deaths of members of in surrounding municipal police departments or local RCMP detachments. The CAO or Corporate Officer are to be notified when this occurs.

REFERENCES

Province of British Columbia "Flag Protocol".

<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/office-of-the-premier/intergovernmental-relations-secretariat/protocol/flags>

Government of Canada "Rules for Flying the National Flag of Canada"

<https://www.canada.ca/en/services/culture/canadian-identity-society/anthems-symbols/national-flag.html>

REVIEWED AND APPROVED

Chief Administrative Officer

Schedule "A" – Periods of Mourning

On occasion of their death	Protocol	Civic Facility
The Sovereign	From notification of death until proclamation of the accession of the new Sovereign.	Municipal Hall, Fire Hall, Cenotaph
An immediate relative of the Sovereign	From notification of death until sunset on the day of memorial service.	Municipal Hall, Fire Hall, Cenotaph
Prime Minister	From notification of death until sunset on the day of memorial service.	Municipal Hall, Fire Hall, Cenotaph
Former Prime Minister	From notification of death until sunset the following day and from sunrise to sundown the day of memorial service.	Municipal Hall, Fire Hall, Cenotaph
Governor General	From notification of death until sunset on the day of memorial service.	Municipal Hall, Fire Hall, Cenotaph
A Lieutenant Governor of British Columbia	From notification of death until sunset on the day of memorial service.	Municipal Hall, Fire Hall, Cenotaph
Premier of British Columbia	From notification of death until sunset on the day of memorial service.	Municipal Hall, Fire Hall, Cenotaph
Former Premier of British Columbia	From notification of death until sunset the following day and from sunrise to sundown the day of memorial service.	Municipal Hall
A local Member of Parliament	From notification of death until sunset on the day of memorial service.	Municipal Hall
A local Member of the Legislative Assembly	From notification of death until sunset on the day of memorial service.	Municipal Hall
Mayor of the District of Central Saanich	From notification of death until sunset on the day of memorial service.	Municipal Hall, Fire Hall
Former Mayor of the District of Central Saanich	From notification of death until sunset the following day and from sunrise to sundown the day of memorial service.	Municipal Hall, Fire Hall
Member of the District of Central Saanich Council	From notification of death until sunset on the day of memorial service.	Municipal Hall, Fire Hall
Former Member of the District of Central Saanich Council	From notification of death until sunset the following day and from sunrise to sundown the day of memorial service.	Municipal Hall, Fire Hall

A District of Central Saanich employee in the line of duty	From notification of death until sunset on the day of memorial service.	Municipal Hall, Fire Hall
Canadian Forces Member residing in the District of Central Saanich	From sunrise to sundown the day of memorial service.	Municipal Hall, Fire Hall
To commemorate event/date	Protocol	Facility
National Day of Mourning for Persons Killed or Injured in the Workplace – April 28	From sunrise to sunset of the designated day.	Municipal Hall, Fire Hall
Peacekeepers’ Day – August 9	From sunrise to sunset of the designated day.	Municipal Hall, Fire Hall
Firefighters’ National Day of Mourning – second Sunday in September	From sunrise to sunset of the designated day.	Municipal Hall, Fire Hall
Police and Peace Officers, National Memorial Day – last Sunday of September	From sunrise to sunset of the designated day.	Municipal Hall, Fire Hall
Remembrance Day – November 11	From sunrise to sunset of the designated day.	Municipal Hall, Fire Hall, Cenotaph
National Day of Remembrance and Action on Violence Against Women – December 6	From sunrise to sunset of the designated day.	Municipal Hall, Fire Hall