
FLAG PROTOCOL POLICY

1. PURPOSE

To set out the District of North Cowichan's policy and procedures for flying flags at all District owned properties and facilities, and to ensure that all flags at District operated properties and buildings are flown and displayed in a consistent and appropriate manner.

2. SCOPE

The jurisdiction of flag protocol in the District of North Cowichan falls under the directive of the Office of the Mayor and Chief Administrative Officer (CAO).

3. DEFINITIONS

"Flag" – the National Flag of Canada (Canadian Flag) as approved by Parliament and proclaimed by her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

"Half-mast" – the position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.

"Rules" – the rules for half-masting the National Flag of Canada.

"Guest Flag" – flags of local non-profit societies and other local organizations.

4. POLICY

All flags displayed at District of North Cowichan (District) properties and buildings must be in good condition, free of tears and tattered edges. Where there is only one flag pole, the Canadian Flag shall be flown. The Canadian Flag must always be displayed in the position of priority and on its own pole. All flags are to be displayed on separate poles. The RCMP Detachment is exempt from this policy.

5. HALF-MASTING

Ensuing the rules, the Flag at all District properties and facilities is flown at the half-mast position as a sign of mourning and respect in recognition of the following;

Days:

- April 28 – 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';
- November 11 – Remembrance Day; and
- December 6 – National Day of Remembrance and Action on Violence against Women.

Deaths:

- A Sovereign or a member of the Royal Family related in the first degree to the Sovereign;
- The Governor General of Canada, Prime Minister, Lieutenant Governor of British Columbia or the Premier, Member of Parliament or a Member of the Legislative Assembly representing any portion of the District of North Cowichan;
- Death of the current or a former Mayor;
- Death of a current Councillor or a former Councillor;
- Death of a Freeman of the Municipality; and
- Death of a current North Cowichan employee if the death is a direct result of the employee performing their duties at the District.

When half-masting the Flag is deemed appropriate, the CAO or designate will notify by email, the Mayor and Council, Executive Management Team, the Manager of Communications and Engagement, the Managers of each facility, and the remainder of District staff, for information.

The Mayor or CAO, may designate the Flag to be flown at half-mast in other circumstances they deem appropriate. The North Cowichan Fire Department may lower the Flag when deemed appropriate to commemorate fallen fire fighters in other jurisdictions.

6. GUEST FLAGS

- At the direction of Council, the District will display the flags of local non-profit societies and other local organizations upon request.
- Only one guest flag will be displayed at a time.
- Parties wishing to have their flags displayed by the District are required to supply the flag. Flags must be in good condition.
- Guest flags will only be displayed at the Cowichan Aquatic Centre on the third pole.
- Commencing in 2021 and proceeding every year from there, the Pride Flag will be flown on May 17 and from June 1 to June 30 on the third pole at the Cowichan Aquatic Centre. If the District does not receive a request to display a flag from another local non-profit society or organization between May 18 and May 31, the Pride Flag shall be displayed during that period. [Added: 2021-05-19; Updated 2022-05-04]

RELATED POLICIES & PROCEDURES

Administrative Procedure - Flag Protocol

APPROVAL HISTORY

WRITTEN BY: Nelda Richardson, Deputy Corporate Officer, Legislative Services Department	APPROVED BY: Council	January 29, 2020
	AMENDED BY: Council	May 19, 2021
	AMENDED BY: Council	May 4, 2022