



**FLAG PROTOCOL POLICY**

<b>Section:</b> COUNCIL	<b>Number:</b> CCL-058	<b>Office of Primary Responsibility:</b> CORPORATE SERVICES	
<b>Type:</b> <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	<b>Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative		<b>Approved By:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
<b>Date Adopted/Amended:</b> June 5, 2024	<b>Council Resolution No:</b> 2024.225	<b>Date to be Reviewed:</b> December, 2026	
<b>Manner Issued:</b> Website, Internal Memo, Upon request			

**1 PURPOSE**

1.01 To establish a consistent protocol for the flying of flags at all Town Facilities and to provide guidance for flying flags on the Town Hall Community Flagpole for Community Events.

**2 SCOPE**

2.01 This policy applies to the flying of flags at any Town Facility, including flags flown on the Town Hall Community Flagpole.

**3 POLICY PRINCIPLES**

- 3.01 Half-Masting is an expression of collective mourning of the Town.
- 3.02 Flag Raising Events celebrate diversity, civic pride and initiatives, and Town recognition of these events are important to local residents and community organizations.

**4 DEFINITIONS**

- 4.01 Community Events include local recreational events, cultural celebrations and/or special occasions.
- 4.02 Community Flagpole: Means the single flagpole beside the Town Hall building provided for the purpose of highlighting community events and non-profit initiatives.
- 4.03 Half-mast and Half-masting: Flags that are lowered to a position that is an equal distance from the top and the bottom of a flagpole, as a sign of respect, mourning and condolence.
- 4.04 National Flag: Means the flag approved by Parliament of Canada as a national symbol of Canada.

- 4.05 Order of Precedence: Means the positioning of the flags in priority of importance, order or rank.
- 4.06 Non-Profit: Any organization that is registered under the British Columbia Societies Act.
- 4.07 Provincial Flag: Means the flag approved by the Legislative Assembly of British Columbia as a provincial symbol of British Columbia.
- 4.08 Town: The Town of Comox.
- 4.09 Town Facility: Includes any Town facility owned, leased or operated by the Town.
- 4.10 Town Flag: Means the flag that represents the Town of Comox.
- 4.11 Town Square: The public square located at the northeast corner of Port Augusta Street and Comox Avenue.

## **5 POLICY**

### **Flag Raising Requests**

- 5.01 Flag Raising requests shall be approved by Council.
  - 5.01 Requests shall be considered on a first-come, first-served basis.
  - 5.02 Requests shall meet the following criteria:
    - (a) Be submitted by a representative of a community or Non-Profit group based in the Comox Valley.
    - (b) Be requested only in respect of activities that support a significant number of residents of the Comox Valley or related events taking place in the Town. This includes:
      - i. Civic promotions,
      - ii. Public awareness campaigns,
      - iii. Charitable fundraising campaigns,
      - iv. Arts and culture celebrations, and
      - v. Special honours for individuals or organizations for special achievement.
    - (c) Must demonstrate respect and tolerance for all Town residents and should foster a sense of community.
  - 5.03 Requests will not be approved for:
    - (a) Matters of ideological or religious beliefs that may be subject to opposing points of view, or individual conviction;
    - (b) Events or organizations with no direct relationship to the Comox Valley;
    - (c) Campaigns or events contrary to Town policies or bylaws; or
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(d) Campaigns intended for profit-making purposes;

5.04 An organization does not have exclusive rights to any day, week or month related to their Flag Raising event.

### **Half-Masting Requests**

5.05 All Half-Masting requests shall be approved by the Chief Administrative Officer in consultation with the Mayor.

5.06 Dignitary Visits

(a) In the event of a visit of a dignitary to a Town of Comox facility, the Town may fly a courtesy flag on the Community Flagpole representing that dignitary.

(b) The flying of a courtesy flag to mark the visit of a dignitary will be made only after consulting the appropriate protocol officer responsible for coordinating the visit.

5.07 Flag Protocols and Configuration

(a) The following outlines the Order of Precedence to be usually flown at Town Facilities.

i. Flags Flown Permanently at Town Hall:

From left to right: Provincial Flag; National Flag; Town Flag

ii. Flags Appearing Permanently in Council Chambers, Town Hall:

From left to right: Provincial Flag, Town Flag, National Flag

(b) Only one flag shall be flown per pole.

(c) Where there are only two flagpoles the Provincial Flag and the Town Flag shall be flown.

(d) Where there is only one flagpole, the Town Flag shall be flown.

5.08 Flags at Half-Mast

(a) Flags will be flown at Half-Mast to mark periods of official mourning upon the death of:

i. The Sovereign or an immediate member of the Canadian Royal Family;

ii. The current or former Governor General of Canada or Lieutenant Governor of British Columbia;

iii. The current or former Prime Minister of Canada;

iv. The Leader of Her Majesty's Loyal Opposition, Parliament of Canada;

v. The current or former Premier of British Columbia;

vi. The current or former member of the Town Council

vii. A current employee of the Town;

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- viii. A Comox Valley police officer, paramedic, firefighter or other person who dies in the line of duty; and
  - ix. Any other person at the discretion of the Mayor as a symbolic gesture of collective community mourning.
- (b) Flags at Town Hall will be flown at Half-Mast from sunrise to sunset on the following days each year:
- i. April 28: National Day of Mourning for Persons Killed or Injured in the Workplace
  - ii. June 6: D Day
  - iii. September 30: National Day for Truth and Reconciliation
  - iv. November 11: Remembrance Day
- (c) Flags flown at Half-Mast may occur at all Town Facilities or specific locations.

## **PROCEDURES**

### 5.09 Flying of Flags on the Community Flagpole:

- (a) The Community Flagpole at the Town Hall shall be used for Courtesy Flag Raisings.
- (b) The Town will endeavour to fly Community Flags as scheduled; however, civic uses and emergencies take precedence.
- (c) Community Flags shall be hung for a maximum of seven (7) days.
- (d) Application for Flag Raising shall be made in writing to the Corporate Services Department using the prescribed form of application and shall be submitted at least four (4) weeks prior to the date of recognition.
- (e) The Corporate Services Department shall review all applications to determine consistency with this Policy, and requests consistent with this policy, shall be provided to Council for consideration.
- (f) Notices of Council's decision shall be communicated to all applicants, posted on the Town Website and shared to the Town's social media channels.
- (g) A record shall be maintained of all Flag Raising requests received that shall include when the request was received, whether the request was granted or denied, and the dates the Community Flag was flown.

### 5.10 Half-mast Procedures

- (a) All flags flown together at Town Facilities shall be flown at Half-mast together.
  - (b) In the case of a national or provincial official, flags flown at Half-mast shall be for the duration established by the appropriate federal or provincial protocol offices.
  - (c) In the case of other persons, flags will be flown at Half-mast from the date the
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notice of death is received until sunset of the date of the funeral for that individual.

- (d) A flag is brought to the Half-mast position by first raising the flag to the top of the mast, and then immediately lowering it, slowly to the Half-mast position.

## 6 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Government of Canada – Position of honour of the National Flag of Canada - [Position of honour of the National Flag of Canada - Canada.ca](https://www.canada.ca/en/government/gen-info/gen-info.aspx?lang=eng)

*Flag Raising Request Form*

Amendment Date	Section Amended or Description of Amendment	Resolution Number
Dec 16, 2020	Policy adopted (Proclamation Policy)	2020.426
May 18, 2022	Policy renamed and Community Flag Raising policy and procedures removed and added to Special Events Recognition Policy; remove flagpole located at Town Circle	2022.194
June 5, 2024	Policy updated to include Community Flag Raising requests (replacing Community Event Recognition policy CCL-059) and add National Day for Truth and Reconciliation half-mast requirements on September 30 <sup>th</sup> each year.	2024.225

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