



POLICY AND PROCEDURE MANUAL

FLAG RAISINGS AND FLAG PROTOCOL POLICY

Section: COUNCIL	Number: CCL-058.06	Office of Primary Responsibility: CORPORATE SERVICES
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Date Adopted: December 16, 2020	Date Last Amended: January 21, 2026	Date to be Reviewed: December, 2026
Manner Issued: 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: the single flagpole beside the Town Hall building provided for the purpose of highlighting community events and non-profit initiatives.

4.03 Community Flag Raising: the raising of a flag on the Community Flagpole, provided for the purpose of highlighting community events and non-profit initiatives.

4.04 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.

4.05 K'ómoks First Nation Flag: the official flag of the K'ómoks First Nation, displaying a

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stylized sea creature and thunderbird crest in Coast Salish–Kwakwaka’wakw form line style, symbolizing cultural identity, connection to land and waters, and ancestral wisdom.

- 4.06 National Flag: the flag approved by Parliament of Canada as a national symbol of Canada.
- 4.07 Order of Precedence: the positioning of the flags in priority of importance, order or rank.
- 4.08 Non-Profit: Any organization that is registered under the British Columbia Societies Act.
- 4.09 Provincial Flag: the flag approved by the Legislative Assembly of British Columbia as a provincial symbol of British Columbia.
- 4.10 Town: The Town of Comox.
- 4.11 Town Facility includes any facility owned, leased or operated by the Town.
- 4.12 Town Flag: the flag that represents the Town of Comox.

5 POLICY

5.01 Community Flag Raisings

- (a) The following flags will be raised on the Community Flagpole annually:
 - i. April 28: National Day of Mourning for Persons Killed or Injured in the Workplace
 - ii. September 30: National Day for Truth and Reconciliation
 - iii. November 11: Veterans Soldier Flag
- (b) Council will accept applications for a Community Flag Raising from the following organizations annually:
 - i. Pride Society of the Comox Valley
 - ii. MIKI'SIW Metis Association
 - iii. Canadian Union of Public Employees, Local 556
- (c) All other requests for Community Flag Raisings will be circulated to Mayor and Council and will not be placed on an agenda unless Administration is requested to do so by a member of Council. This section supersedes any direction for correspondence included in Council Correspondence Policy No. CCL-006.

5.02 Flag Protocol

- (a) Flags at Half-Mast
 - i. Flags will be flown at Half-Mast to mark periods of official mourning upon the death of:
 - (A) The Sovereign or an immediate member of the Canadian Royal

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- Family;
 - (B) The current or former Governor General of Canada or Lieutenant Governor of British Columbia;
 - (C) The current or former Prime Minister of Canada;
 - (D) The Leader of Her Majesty's Loyal Opposition, Parliament of Canada;
 - (E) The current or former Premier of British Columbia;
 - (F) The current or former member of the Town Council
 - (G) A current employee of the Town;
 - (H) A Comox Valley police officer, paramedic, firefighter or other person who dies in the line of duty; and
 - ii. In the event of a death not specified in this policy, the Town of Comox will follow the direction of the federal Department of Canadian Heritage.
 - iii. Flags at Town Hall will be flown at Half-Mast from sunrise to sunset on the following days each year:
 - (A) April 28: National Day of Mourning for Persons Killed or Injured in the Workplace
 - (B) June 6: D Day
 - (C) September 30: National Day for Truth and Reconciliation
 - (D) November 11: Remembrance Day
 - iv. Flags flown at Half-Mast may occur at all Town Facilities or specific locations.
 - v. All Half-Masting requests shall be approved by the Chief Administrative Officer in consultation with the Mayor.
- (b) Dignitary Visits
- i. 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.
 - ii. 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.
- (c) Flag Protocols and Configuration
- i. The following outlines the Order of Precedence to be usually flown at Town Facilities.
 - (A) Flags Flown Permanently at Town Hall:
From left to right: K'ómoks First Nation, Provincial Flag;

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National Flag; Town Flag

- (B) Flags Appearing Permanently in Council Chambers, Town Hall:
From left to right: Provincial Flag, Town Flag, National Flag
- ii. Only one flag shall be flown per pole.
 - iii. Where there are only two flagpoles, the Provincial Flag and the Town Flag shall be flown.
 - iv. Where there is only one flagpole, the Town Flag shall be flown.

6 PROCEDURES

6.01 Flying of Flags on the Community Flagpole:

- (a) The Community Flagpole at the Town Hall shall be used for Community 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.

6.02 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 for a maximum of five business days from the date the notice of death is received.
- (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.

7 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Government of Canada – [Position of honour of the National Flag of Canada - Canada.ca](#)



Amendment Date	Section Amended or Description of Amendment	Resolution Number
Dec 16, 2020	CCL 058.00 - Policy established as Flag Raisings and Flag Protocol Policy.	2020.426
May 18, 2022	CCL 058.01 - Policy renamed to Flag Protocol Policy and community flag raising policy and procedures moved to Community Event Recognition Policy CCL-059.	2022.194
Aug 7, 2024	CCL 058.02 - Community flag raising requests moved back to Flag Protocol Policy as proclamation and building light-up requests deleted from Community Event Recognition Policy CCL-059. September 30 added to half-masting policy in s. 5.02(a)(ii). CCL-059 recommended for discontinuance.	2024.297
Nov 6, 2024	CCL 058.03 – Policy for community flag raising requests updated to include an automatically approved list, and process established for all other requests – s. 5.01(a) & (b). Section 6.02(c) changed to five business days.	2024.395
May 7, 2025	CCL-058.04 - Update the policy by removing the Mayors discretionary flag-lowering for any deaths not listed in the policy and add that the Town will instead follow guidance from the federal Department of Canadian Heritage.	2025.190
Sept 3, 2025	CCL-058.05 – Policy updated to define the K'ómoks First Nation flag and assign it to the flagpole left of the BC flag.	2025.344
Jan 21, 2026	CCL-058.06: - Policy updated to amend Section 5.01(a) by adding subsection (iii) to include November 11 - Veterans Soldier Flag and to delete Section 5.02(b) (iii) and renumber accordingly.	2026.030