



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: FLAG PROTOCOL POLICY	NO. COU-021
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PURPOSE:

To establish a protocol for the flying of flags by the District of North Saanich.

PROCEDURES:

1. General Flag Etiquette

- a) The Canadian Flag shall always be displayed in the position of priority:
 - When flags are displayed at the same height, the Canadian Flag is flown on the left as seen by the observer of the flags.
 - In a line of three flags, the Canadian Flag should be in the centre.
 - When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian Flag is flown in the centre.

2. Flags at Half-Mast

- a) Flags may be flown at half-mast as a sign of mourning. When one flag is flown at half-mast, all flags flown together should also be at half-mast.
- b) All Canadian Flags that are displayed on flagpoles will be flown at half-mast on the following occasions:
 - On the death of the Mayor, former Mayor, a current North Saanich Councillor or a former Councillor who has served in North Saanich, upon request or notification;
 - On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28);
 - National Day of Remembrance for victims of Terrorism (June 23);
 - Remembrance Day (November 11); and,
 - National Day of Remembrance and Action on Violence Against Women (December 6).
- d) In the case of a death, flags shall be flown at half-mast from the day of the death until the day of the funeral, or at the discretion of the Mayor or designate.

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- e) Flags to be flown at half-mast will include all District buildings.
- f) When it has been deemed appropriate to fly flags at half-mast, the Corporate Officer or designate will notify the following by email:
- Mayor and Council
 - The Senior Management Team
 - All Staff (for information)
- g) The Fire Department may honour fallen comrades by flying flags at half-mast at North Saanich Fire Halls at the discretion of the Fire Chief or designate.
- h) The Canadian flags may also be lowered to half-mast upon recommendations from the Provincial Protocol Office, for the death of a variety of dignitary or military positions.
- i) In addition to the dates and events identified in the Provincial government policy, the Mayor and the Corporate Officer in the absence of the Mayor may also direct the flag to be placed at half-mast to honor other individuals of significance for or to the North Saanich community.

3. Guest Flags

- a) At the discretion of the Mayor, Corporate Officer or designate, the District will display the flags of local non-profit societies and other local organizations upon request.
- b) Parties wishing to have their flags displayed are required to supply the flag. Each nylon flag should be 36" by 72" in size and must be in good condition.
- c) A guest flag will replace the District of North Saanich flag for such events.
- d) Only one guest flag will be displayed at one time.
- e) Guest flags will only be displayed at the Municipal Hall.

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f) Commencing in 2023 and preceding every year thereafter, the Pride Flag will be flown between June 1 to June 30 or as otherwise determined.

4. Responsibility and Maintenance of Flags

- a) The Corporate Officer or designate has the responsibility of communicating to staff regarding the flying of guest flags, half-masting and any other discretionary matters.
- b) Maintenance of flags flown at Municipal buildings are the responsibility of the Corporate Services, Building Maintenance and Fire Departments respectively.

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