



FLAG PROTOCOL POLICY

Council Policy: POL-0179-ADMIN

Original Policy: POL-0010 ADMIN
Repealed and Replaced

Presiding Council Member, Scott Goodmanson

Date:

Signature:

Purpose

The purpose of this policy is to establish protocols for flying flags at City of Langford properties and buildings and to ensure the practice of raising and lowering flags is exercised in a consistent and appropriate manner incorporating practices by the British Columbia Provincial Government Protocol, the Government of Canada, Canadian Heritage, and the Canadian Association of Fire Chiefs.

Scope

This policy applies to all flags flown by or on behalf of the City of Langford.

Definitions

“City” means the City of Langford.

“Council” means the Council of the City of Langford.

Policy

1) General Flag Etiquette

- a) The City of Langford follows the [Position of Honour of the National Flag of Canada flag etiquette](#) issued by the Government of Canada, and honours the [Flag Protocol for the Province of British Columbia](#).
- b) The Canadian Flag shall always be displayed in the position of priority.
- c) When flags are displayed at the same height, the Canadian flag is flown on the left.
- d) When only three flags are displayed, the Canadian flag should be at the center.
- e) When multiple flags are flown, the Canadian flag is flown on the left.
- f) When flags are displayed on an angle such that the center flag is higher than the other flags, the Canadian flag is flown in the center.
- g) Only flags in good condition should be displayed. Flags that are tattered, faded or stained should never be flown.

2) City Flag

- a) The City flag should be flown or displayed properly and treated with dignity and respect.
- b) The City flag must never be flown at a position higher than the Canadian Flag.



City of Langford

- c) The City of Langford reserves the right to refuse, deny or restrict the use of the City flag with respect to where or how it will be flown or displayed.

3) Half-masting

- a) Flags are flown at half-mast as a sign of official mourning or commemoration.
- b) To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial services, unless other arrangements have been specified.
- c) Should a half-masting need to be commenced on a weekend or statutory holiday, flags are permitted to be lowered on the Friday evening prior.
- d) When lowering to half-mast, the flag should be raised fully to the top of the flagpole, then lowered immediately to the half-mast position.
- e) When one flag is flown at half-mast, all flags flown together should also be at half-mast.
- f) In accordance with the Province of British Columbia's Half-Masting Policy, the flags will be flown at half-mast from sunrise to sunset on the following special days:
- Workers' Day of Mourning (April 28)
 - National Day of Remembrance for Victims of Terrorism (June 23)
 - Firefighters' National Memorial Day (second Sunday in September)
 - Police and Peace Officers' National Memorial Day (last Sunday in September)
 - National Day for Truth and Reconciliation (September 30)
 - Remembrance Day (November 11)
 - National Day of Remembrance and Action on Violence Against Women (December 6)
- g) The flags will be flown at half-mast in the case of the death of the following people:
- A Sovereign or member of the Royal Family related in the first degree to the Sovereign
 - A past or present Governor General
 - A past or present Prime Minister or a present federal cabinet minister
 - A past or present Lieutenant Governor
 - A past or present Premier
 - A past or present Mayor or Councillor
 - An Indigenous leader from the Lekwungen (Songhees), Xwsepsum (Esquimalt), Sc'ianew (Beecher Bay) or WSANEC Peoples First Nations
 - An active City of Langford employee, firefighter or member of the West Shore RCMP.
- h) The decision to lower flags on City property, on occasions not provided for in this policy, will be made by the Mayor.
- i) When half-masting is deemed appropriate by the Mayor, the Chief Administrative Officer or designate will notify the following by email:
- Council
 - Senior Management
 - Fire Department
 - Public Works
 - Communications



City of Langford

4) Flag Raising

- a) The City of Langford will fly the following flags on City properties on a permanent basis and a temporary basis as follows:
- Royal Canadian Legion (November 11)
 - Canadian Indigenous Flag (September 30 and the month of June)
 - Pride Flag
- b) Events involving flag raising ceremonies may be held at City Hall upon request and at the City's discretion. The City's Chief Administrative Officer or designate may be contacted to make arrangements for such events.

5) Responsibility and Maintenance of Flags

- a) The following departments are responsible for maintaining and lowering the flags as laid out in this policy:
- i) Public Works Department – City Hall location, City Centre Park location, Veterans Memorial Park Cenotaph location, Goldstream Avenue/Veterans Memorial Parkway location, Goldstream Arch location (these two (2) flags unable to be lowered), RCMP location.
 - ii) RCMP – West Shore RCMP location.
 - iii) Fire Department – Fire Hall locations.

6) Disposal of Flags

- a) When a flag becomes tattered and is no longer in a suitable condition for use, it must be destroyed in a dignified way. See [Disposal of the Canadian Flag](#) on the Government of Canada's website.

**Adopted by Council
Meeting Date:**

CERTIFIED CORRECT

ADMINISTRATOR

DATE: