



## Flag Policy

### **Policy: 11.3**

**Adopted: February 10, 2025**

### **Strategic Goals and Priorities:**

- Retain small town character with responsible, sustainable growth
- Provide exceptional service and an excellent place to live and work
- Enhance safety and provide a welcoming community with a strong social fabric

### **Purpose**

The purpose of this policy is to establish protocols for half-masting flags, the positioning of the Canadian flag as set out by the Department of Canadian Heritage, and the order of precedence for provincial, territorial, and other sovereign flags.

### **Responsibilities**

#### Council

- Responsible to know and understand all features and guidelines of this policy.

#### Chief Administrative Officer (CAO)

- Provide oversight management of the policy implementation and cyclical review.

#### Senior Management Team

- Provide direction in accordance with the policy, and ensure the policy remains current and relevant to best practices, and industry and government standards.
- Provide oversight management of implementation, and compliancy with government standards.

#### Staff

- Community Services will lead implementation and reporting of the guidelines and regulations as set out in the policy.

## Policy

Flags are flown at half-mast as a sign of respect and mourning for an individual of precedence.

The position of the flag, when flying half-mast will depend on the length of the flagstaff and its location. Generally, the center of the flag should be positioned at the halfway point of the flagstaff, and not appear to have accidentally fallen away from the top of the flagstaff.

On occasions requiring a flag be half-masted, all flags flown will be half masted. Where the direction is to lower the National Flag and only the Provincial Flag is flying, the notice shall apply to the Provincial Flag.

Half masting of flags is only applicable to flags flown on flagstaffs fitted with halyards and pulleys and will be lowered to half-mast when conditions allow for the safety of staff during the process.

Flags are not normally half-masted in British Columbia for the death of a Federal Minister, Senator, or Member of Parliament who are not from British Columbia, nor the death of a current or former foreign head of state or government.

The determination of all half-masting of the District of Taylor and/or Taylor Fire Rescue flags, outside the special days listed below, shall be at the discretion of the Chief Administrative Officer.

Special days that flags are half-masted:

- April 28 – Workers’ Day of Mourning
- June 23 – National Day of Remembrance for Victims of Terrorism
- Second Sunday of September - Firefighters’ National Memorial Day
- Last Sunday in September – Police and Peace Officers’ National Memorial Day
- September 30 – National Day of Truth and Reconciliation
- November 11 – Remembrance Day
- December 6 – National Day of Remembrance and Action on Violence Against Women

If a half-masting coincides with a Statutory Holiday, Head of State visit, or the death of a Sovereign, the flag will be raised to full mast.

Flags will be flown at half-mast at all District buildings and/or sites. The half-masting of flags on non-District buildings is at the discretion of whoever owns the flag pole and/or property on which the flag pole resides.

The governing of when flags are half-masted for the death of an individual will follow the Policy Manual, Office of Protocol, Government of British Columbia.

The positioning of flags is determined by the Department of Canadian Heritage and shall follow the reference tool provided as Appendix A.

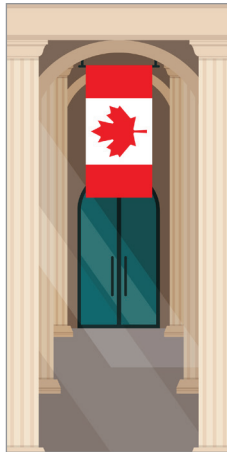
The order of precedence of flags is determined by the Department of Canadian Heritage and shall follow the quick reference guide provided as Appendix B.



## DISPLAYING THE NATIONAL FLAG OF CANADA — QUICK REFERENCE

This is a reference tool on how to display the National Flag of Canada in some common situations. These rules are established by Canadian Heritage and are mandatory for use across all federal properties and during Federal events. Other jurisdictions and private companies, institutions and individuals are also encouraged to use these rules as a guideline.

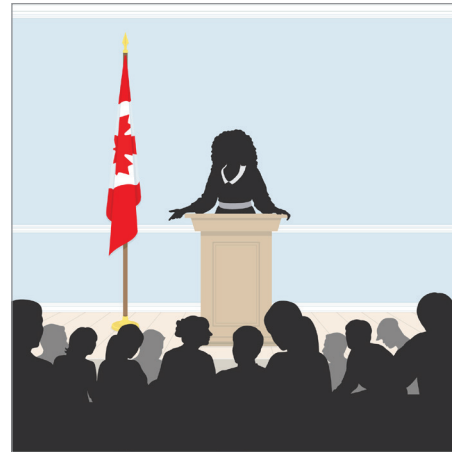
### DISPLAYING THE NATIONAL FLAG OF CANADA



Vertically  
*(The maple leaf points to the left)*

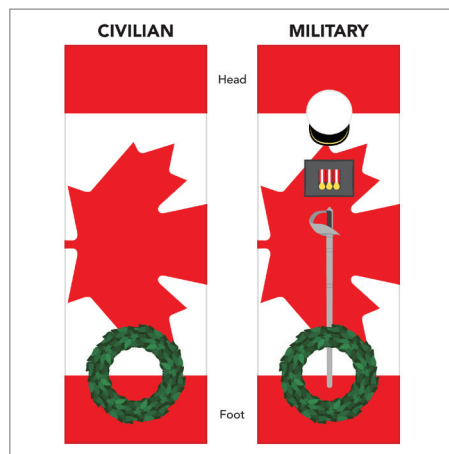


At an angle, from a building  
*(The maple leaf points away from the building)*



On a stage, with a podium  
*(To the left of the speaker, as seen by the audience)*

### DISPLAYING THE NATIONAL FLAG OF CANADA IN SITUATIONS OF MOURNING



When draping a casket



At half-mast

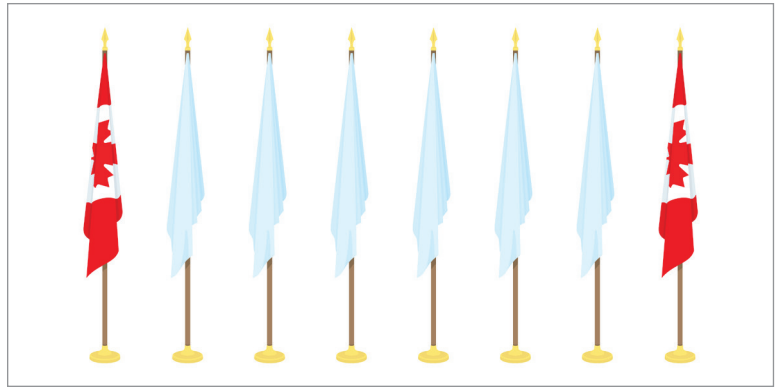
## POSITIONS OF HONOUR



2 flags



3 flags

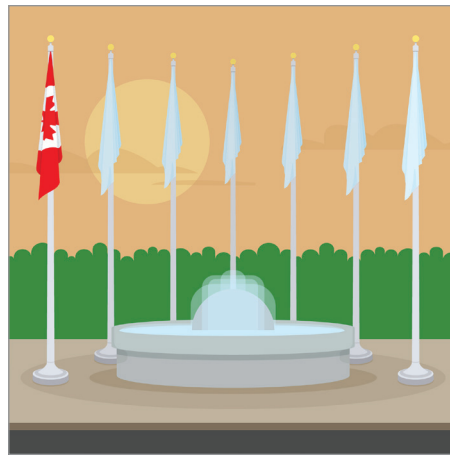


Multiple flags

*(The second National Flag of Canada on the right is optional)*



3 poles



In a semi-circle

*(Leftmost position as viewed from the main approach)*



In a full-circle

*(Central position as viewed from the main approach)*

## POSITIONS OF HONOUR IN A PROCESSION

The poles used to carry flags in a procession should be 2.10 to 2.40m (7 or 8 feet) in length.



In a single line procession



In line abreast, when two National Flags of Canada are available  
*(Preferable option)*



Three flags in line abreast, when only one National Flag of Canada is available



More than three flags in line abreast, when only one National Flag of Canada is available



## ORDER OF PRECEDENCE FOR FLAGS — QUICK REFERENCE

This is a reference tool on the order of precedence of flags. The order of precedence is under the authority of the Department of Canadian Heritage. It must be respected by all Federal departments and institutions and can serve as a guideline for individuals and private institutions and companies.

### THE ORDER OF PRECEDENCE FOR FLAGS IN CANADA

1. The National Flag of Canada; (*Note A*)
2. The flags of other sovereign nations, in alphabetical order;
3. The flags of the provinces of Canada, in order in which they joined Confederation;
4. The flags of the territories of Canada, in order in which they joined Confederation;
5. The flags of municipalities/cities;
6. The flags and banners of organizations; (*Note B*)
7. Historical flags.

*Note A: The Queen’s Personal Canadian Flag, as well as the Personal Canadian Flags of members of the Royal Family and the personal flags of the Governor General and Lieutenant Governors (in their province of jurisdiction) when assuming the duties of the representative of the Queen, all take precedence over the National Flag on the buildings where these dignitaries are in residence or attending a function.*

*For example, when the Queen arrives on Parliament Hill, the National Flag on the Peace Tower is replaced by Her Majesty’s Personal Canadian Flag for the duration of her visit on Parliament Hill.*

*It should also be noted that the Government of Quebec has decreed that on all buildings under its authority within the province of Quebec, whether it be those of government departments, boards, schools or others, as well as on city halls, the provincial flag of Quebec is given precedence over the National Flag of Canada and must occupy the place of honour. This does not apply to the Federal government’s properties in Quebec, where the National Flag of Canada retains precedence.*

*Note B: If multiple organizational flags are displayed, they should respect the following order of precedence: international, national, provincial, territorial, regional, municipal and commercial or private organizations.*

### THE ORDER OF PRECEDENCE FOR PROVINCIAL AND TERRITORIAL FLAGS

The order of precedence for the flying of the provincial flags is according to the date of entry of the province into Confederation, by population at the time of entry. The three Territories are displayed in order of creation and follow those of the provinces.

- |                  |                         |                               |
|------------------|-------------------------|-------------------------------|
| 1. Canada        | 6. Manitoba             | 11. Newfoundland and Labrador |
| 2. Ontario       | 7. British Columbia     | 12. Northwest Territories     |
| 3. Quebec        | 8. Prince Edward Island | 13. Yukon                     |
| 4. Nova Scotia   | 9. Saskatchewan         | 14. Nunavut                   |
| 5. New Brunswick | 10. Alberta             |                               |

## ALONG A WALL

Flags displayed along a wall start with the National Flag on the left, in the place of honour, followed by the provinces, in order of precedence, followed by the territories. If desired, another National Flag may be placed at the end.



## FLANKING AN ENTRANCE

Flags displayed flanking an entrance start with the National Flag on the left, in the place of honour, followed by the provinces, in order of precedence, followed by the territories. The order alternates sides, starting from the left, then right, then left and so on.



## “V” DISPLAY FOR VISUAL EFFECT

Flags displayed in a “V” shape start with the National Flag in the centre, in the place of honour, followed by the provinces, in order of precedence, followed by the territories. The order alternates sides, starting from the left, then right, then left and so on.

