

		<b>POLICY AND PROCEDURE MANUAL</b>	
<b>Category:</b> Administrative Services	<b>Number:</b> ORG.06(C)	<b>FLAG ETIQUETTE</b>	
<b>Type:</b>	<b>Authority:</b>	<b>Approved By:</b>	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
<b>Office of Primary Responsibility:</b> Corporate Administration			
<b>Date Adopted:</b> May 17, 2004	<b>Council Resolution No:</b> 04/665	<b>Date to be Reviewed:</b>	
<b>Manner Issued:</b> Pipeline			

## PURPOSE

The purpose of this policy is to ensure that all flags at City Hall and other City owned or operated facilities are flown and displayed in a consistent and appropriate manner.

## POLICY

### 1. Definitions

“**Chief Administrative Officer**” means the individual appointed by Council to the position of Chief Administrative Officer (or his/her designate) as the head of Administration.

“**Council**” means the duly elected officials of the City, those being the Mayor and Councillors.

“**Policy**” means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

### 2. Flag Etiquette

- a) Only the National Flag of Canada, the Provincial Flag of British Columbia, and the City of Mission Flag are raised at City facilities. During Veterans’ Week, the City of Mission Flag shall be replaced with the Royal Canadian Legion’s Poppy Flag.
- b) Flags displayed at City facilities shall be displayed, in general, in accordance with the Government of Canada Flag Protocol, as amended from time to time. Flags should always be treated with dignity and displayed properly out of respect for what and who they represent.
- c) When used on a speaker’s platform, the Canadian Flag should be flown to the right of the speaker. If displayed flat against the wall at the back of the platform, the flag should be above and behind the speaker. The Canadian Flag shall not be used to cover a table or seat or be draped in front of a platform, dais, barrier, etc. When used in the body of a meeting place, the Canadian Flag should be flown to the left of the audience, as seen by the audience.

- d) Flags flown together should be approximately the same size and flown from separate flagpoles at the same height.
- e) No flag shall be flown or displayed above the Canadian Flag.
- f) When two, or more than three flags are flown together, the Canadian Flag shall be on the left, as seen by spectators in front of the flags, with the other flags flown in order or precedence.
- g) When three flags are flown together, the Canadian Flag shall occupy the central position, with the next ranking flag to the left, and the third ranking flag to the right, as seen by spectators in front of the flags.
- h) When it is practical, the Canadian Flag is flown from sunrise to sunset; however, it is not contrary to etiquette to have the flag flying at night.
- i) While it is not technically incorrect to use the Canadian Flag to cover a statue, monument, or plaque for an unveiling ceremony, this practice should be discouraged.

### **3. Flag Care**

- a) Every effort should be made to ensure that flags are kept in good repair.
- b) When a flag becomes noticeably worn, faded or otherwise unfit for service, to prevent its desecration, it should be disposed of privately by burning.

### **4. Half-Masting**

- a) A flag flown at half-mast is the universal symbol of mourning. Only flags secured to flagpoles with halyards and pulleys will be half-masted.
- b) On occasions requiring one flag to be flown at half-mast, all other flags flown with it should also be at half-mast.
- c) Flags shall remain at half-mast from the time of death, until the evening of the day of the funeral or one week, whichever is shortest.
- d) Flags shall be flown at half-mast on the following occasions:
  - i. Throughout Canada on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (i.e. husband or wife, son, or daughter, father, mother, brother or sister).
  - ii. Prime Minister or former Prime Minister of Canada.
  - iii. The Governor General of Canada or a former Governor General or Lieutenant-Governor.
  - iv. A Senator, or a Member of the House of Commons.
  - v. A Federal Cabinet Minister.
  - vi. The Premier of the Province.
  - vii. The Lieutenant -Governor of a Province.
  - viii. A British Columbia Provincial Cabinet Minister.
  - ix. A member of the British Columbia Provincial Legislature.
  - x. The current Mayor or a current Councillor, or a former Mayor or Councillor.
  - xi. Line of duty death of a member of the Police, Fire, or Ambulance organization within the Province.

- xii. In exceptional circumstances, and in consultation with the Chief Administrative Officer, the Mayor may approve the half-masting of flags on occasions not provided for in this policy.
- xiii. The Fire Chief, may at his discretion, and in consultation with the Chief Administrative Officer, lower the flags at all Mission Fire Stations to half-mast upon notification of the death of a firefighter in the line of duty.
- xiv. A Freedom of the City Medal Recipient.

**RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:**

\*\*\* END OF POLICY \*\*\*

**RECORD OF AMENDMENTS/REVIEW**

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
ORG.06	May 17, 2004				04/665
ORG.06		Dec 6, 2005	Y	Dec 6, 2005	05/1062
ORG.06(C)		Apr 19, 2022	Y	Apr 19, 2022	C2022-061
ORG.06(C)		March 20, 2023	Y	March 20, 2023	RC23-158/159