



POLICY MANUAL

POLICY TITLE: Flag Protocol Policy	POLICY #: 0100-57
AUTHORITY: Administrative	EFFECTIVE DATE: November 18, 2025
	REVIEW DATE: Every 5 years
ISSUED BY: Chief Administrative Officer	APPROVED BY: Council
DATE ISSUED:	DATE APPROVED: November 18, 2025

PURPOSE:

To establish consistent and respectful practices for the flying, displaying, and half-masting of flags at the Town of View Royal Town Hall and the Public Safety Building. This policy incorporates guidance from the Department of Canadian Heritage and the Province of British Columbia's Office Protocol.

SCOPE:

This policy applies to all flags flown at the Town of View Royal Town Hall and the Public Safety Building. Provisions for half-masting apply only to exterior flagpoles at Town Hall and the Public Safety Building.

DEFINITIONS:

"half-mast or half-masting": the position of a flag lowered halfway between the top and bottom of a flagpole, as a sign of respect, mourning, and condolence.

"Provincial flag": the official flag of the Province of British Columbia.

"Town flag": the official flag of the Town of View Royal.

"Town": the Town of View Royal.

POLICY:

1) General Flag Etiquette

- a) The Canadian, Provincial, and Town flags are flown at Town Hall and the Public Safety Building. The Canadian flag normally occupies the position of precedence.
- b) Flags are displayed according to the Rules of Precedence of Flags in Canada. In exceptional cases (e.g., visiting dignitaries), another sovereign flag may be given precedence by Council resolution.
- c) Flags must be treated with respect and dignity, and replaced when worn, faded, or damaged.

- d) Flags may be displayed on separate poles or on a shared pole, in which case the order of priority is from top to bottom.
- e) When displayed together, flags should be of comparable size whenever possible. Practical differences in pole height or flag size at Town Hall or the Public Safety Building are permitted.
- f) When flown at night, exterior flags should be properly illuminated.

2) Permanent Flags at Town Hall and the Public Safety Building

- a) The following flags are permanently flown on the exterior flagpoles at Town Hall and the Public Safety Building:
 - Canadian flag
 - Provincial flag
 - Town flag
- b) Flags are flown continuously, day and night, except during maintenance.
- c) By Council resolution, the flagpoles at Town flagpole, the Public Safety Building, and the flags in Council Chambers may be used to display the flag of another sovereign nation or community. In such cases:
 - the Town flag will be temporarily retired
 - the Provincial flag will remain in place
 - the guest flag will be purchased (if available) and flown for a period determined by Council resolution.

3) Half-masting of Exterior Flags at Town Hall and the Public Safety Building

- a) Flags may be flown at half-mast as a sign of official mourning or commemoration.
- b) Flags shall normally be lowered to half-mast and returned to full-mast during regular working hours. Any exceptions or special arrangements shall be determined by the Chief Administrative Officer (CAO).
- c) Half-masting that would fall on weekends or holidays may be implemented on the preceding business day.
- d) When a flag already flying at full-mast is to be lowered to half-mast, it should be lowered to the half-mast position in a respectful manner. When raising a flag from storage directly to half-mast, it should first be raised to the top of the pole, then lowered to the half-mast position.

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- e) Should all be lowered together.
- f) Commemorative Half-Masting Dates – Flags shall be half-masted on designated commemorative days as set out in Schedule 1 – Commemorative Half-Masting Dates.
- g) Half-Masting on the Death of Designated Persons – Flags will be half-masted upon the death of designated persons as set out in Schedule 2 – Half-Masting on the Death of Designated Persons.
- h) The CAO may direct half-masting on other occasions not specified in this policy and will notify Mayor and Council as well as the Protective Services and Engineering and Parks departments.

5) Responsibility and Maintenance of Flags

- a) The Parks Department is responsible for care, maintenance, and replacement of flags, and for ensuring flags are raised, lowered, and half-masted in accordance with this policy. The Protective Services Department holds the same responsibilities for flags at the Public Safety Building.

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Schedule 1 – Commemorative Half-Masting Dates

- 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)

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Schedule 2 – Half-Masting on the Death of Designated Persons

- A Sovereign or an immediate member of the Royal Family
- A current or former Governor General, Prime Minister, Lieutenant Governor, Premier, or a present federal cabinet minister.
- A current or former Mayor and Members of Council.
- An active employee of the Town of View Royal, or an RCMP member serving at the Westshore Detachment.

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