



**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 236**



**TITLE: Flag Protocol Policy**

<b>AUTHORITY:</b> <input checked="" type="checkbox"/> <b>Administrative/Legislative</b> <input type="checkbox"/> <b>Operational</b> <input checked="" type="checkbox"/> <b>Council</b>		
<b>APPROVAL: Council</b>	<b>ISSUED BY: Corporate Officer</b>	<b>EFFECTIVE DATE: March 31, 2025</b>
<b>Repeals Policy No. 182</b>		<b>REVIEW DATE: March 2027</b>

**1. Purpose**

- 1.1 The purpose of this policy is to ensure that the National Flag of Canada flown at the Village of Belcarra Municipal Hall is displayed in a consistent and appropriate manner and to set out a protocol and procedure for flags and flying flags at half-mast

**2. Scope**

- 2.1 This policy applies to the National Flag of Canada being flown by the Village of Belcarra.

**3. Definitions**

- 3.1 **Flag** means the National Flag of Canada (Canadian Flag) as approved by Parliament and proclaimed by her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.
- 3.2 **Half-Mast** means the position of the Flag when flying at half-mast will depend on its size, the length of the mast, and its location. As a general rule, the centre of the Flag should be halfway down the mast, but high enough that it can't be tampered with by passers-by. When hoisted to or lowered from the half-mast position, a flag should be first raised to its masthead.
- 3.3 **Official Period of Mourning** means the day of passing until sunset on the day of the funeral or celebration of life.
- 3.4 **Rules** means the rules for half-masting the National Flag of Canada

**4. Policy**

**4.1 General Flag Etiquette**

- 4.1.1 Where there is only one flagpole, the Canadian Flag shall be flown. The Village of Belcarra shall fly the Canadian Flag on a designated flagpole outside the Municipal Hall building.
- 4.1.2 The Canadian Flag shall always be flown on its own flagpole, with the sleeve nearest to the pole. The canton should be placed in the position nearest the top of the flagpole or mast.
- 4.1.3 The Canadian Flag can be flown at night without being lit.

- 4.1.4 The Canadian Flag displayed at the Village Hall must be in good condition and free of rents, tears, or tattered edges. Flags that have become worn, faded or otherwise unfit for service will be destroyed in a dignified way. See [Disposal of the Canadian Flag](#) on the Government of Canada's website.
- 4.1.5 Flags should always be treated with respect and should be maintained and folded properly when not being flown.
- 4.1.6 The Canadian Flag is lowered to half-mast on occasions when a demonstration of sorrow is called for.

## 4.2 Half-masting

- 4.1 Flags are flown at half-mast as a sign of respect and mourning for an individual, group of people, or to acknowledge an occasion.
- 4.2 Requests for the flying of flags at half-mast must be made to the Chief Administrative Officer. In exceptional circumstances, flag half-masting may be ordered at the call of the Mayor, subject to discussion with the Chief Administrative Officer.
- 4.3 Flags flown at Village facilities shall be flown half-mast to mark periods of official mourning upon the death of:
  - The Sovereign or Member of the Royal Family related to the first degree of the Sovereign, the Governor General of Canada, the Prime Minister of Canada, a former governor general, a former prime minister or a federal cabinet minister;
  - The current Chief Justice or a current Member of the Canadian Ministry;
  - The Lieutenant Governor or former Lieutenant of British Columbia;
  - The Premier or former Premier of British Columbia;
  - A Member of the House of Commons or a Member of the British Columbia Legislative Assembly when that member represents the Village of Belcarra
  - A Senator from British Columbia;
  - The Mayor or Councillor;
  - A former Mayor or Councillor;
  - A current Village employee when their death has occurred as a direct result of performing duties for the Village;
  - Any Canadian Armed Forces personnel from the Village of Belcarra serving Canada in war or in peacekeeping duties when the death occurs in the line of duty;
  - Upon direction from the Mayor or Chief Administrative Officer, any person to be honoured or an event that Council wishes to recognize.
- 4.4 The flag will be half-masted on the following special days:
  - April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
  - June 23, National Day of Remembrance for Victims of Terrorism;
  - Second Sunday in September, Firefighters' National Memorial Day\*;
  - Last Sunday in September, Police and Peace Officers' National Memorial Day\*;
  - September 30, National Day for Truth and Reconciliation;
  - November 11, Remembrance Day\*
  - December 6, National Day of Remembrance and Action on Violence Against Women
  - Any other nationally or professionally designated of mourning.

*\*unless half-masting occurs near the place where a memorial is being observed, then half-masting can occur according to the prescribed order of service.*

- 4.5 In the event of a death not specified in this policy, the Village of Belcarra will follow the direction of the Federal Department of Canadian Heritage.
- 4.6 The flags shall first be raised to the top of the mast and then lowered to half-mast. As a general rule the centre of the flag should be exactly half-way down the mast.
- 4.7 The flags shall be flown half-mast for the period beginning the day of the death up to and including the day of the funeral.
- 4.8 All flags flying together shall be flown at half-mast.
- 4.9 In addition to this Flag Protocol Policy, the Police and Fire and Rescue Services Departments may honour fallen comrades by way of order from the Fire Chief.

## **5. Position of Flags**

- 5.1 The Village of Belcarra follows flag etiquette set by the Government of Canada, [Position of the National Flag of Canada](#)

## **6. Responsibility and Maintenance of Flags**

- 6.1 The Corporate Officer is responsible for updating this policy and will serve as a resource for administering this policy.
- 6.2 The Chief Administrative Officer has the responsibility and authority for making decisions regarding the flying of flags, half-masting and any other discretionary matters.
- 6.3 Maintenance of the flag flown at the Village's Municipal Hall is the responsibility of the Public Works Department.

## **6. References and Resources**

- 6.1 This policy should be read and applied in consultation with the following references and resources, as updated from time to time:
  - National Flag of Canadian Etiquette, Government of Canada website
  - Rules for Half-masting the National Flag of Canada, Government of Canada website