



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**COUNCIL POLICY**

|   |                                |                                 |                |                    |
|---|--------------------------------|---------------------------------|----------------|--------------------|
| <b>TITLE: FLAG POLICY</b>   |                                | <b>NO. ADMIN-66</b>             |                |                    |
| <b>PURPOSE:</b><br><br>To establish a protocol for the flying of flags by the Township of Esquimalt.  |                                |                                 |                |                    |
| <b>PROCEDURES:</b>  |                                |                                 |                |                    |
| <b>1. General Flag Etiquette</b>  |                                |                                 |                |                    |
| a) The Canadian Flag shall always be displayed in the position of priority: <ul style="list-style-type: none"><li>(i) When flags are displayed at the same height, the Canadian Flag is flown on the left as seen by the observer of the flags.</li><li>(ii) In a line of three flags, the Canadian Flag should be in the centre.</li><li>(iii) When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian Flag is flown in the centre.</li></ul>  |                                |                                 |                |                    |
| b) All flags may be flown at night.   |                                |                                 |                |                    |
| c) Only one flag shall be flown from a flagpole at any one time, and no other items shall be affixed to a flagpole other than a flag.   |                                |                                 |                |                    |
| <b>2. Flags at Half-Mast</b>  |                                |                                 |                |                    |
| a) Flags may be flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.  |                                |                                 |                |                    |
| b) All Canadian Flags that are displayed on flagpoles with halyards will be flown at half-mast on the following occasions: <ul style="list-style-type: none"><li>(i) On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister;</li><li>(ii) On the death of a Lieutenant Governor or the Premier;</li><li>(iii) On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents Esquimalt;</li><li>(iv) On the death of the Mayor, former Mayor, a current Esquimalt Councillor or a former Councillor who has served in Esquimalt, upon request or notification;</li><li>(v) On the death of an Esquimalt employee when their death has occurred as a direct result of performing their duties;</li><li>(vi) On Remembrance Day (November 11) from 8:00 a.m. until 12:00 noon;</li><li>(vii) On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28); and</li><li>(viii) On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize, at the discretion of the Mayor in consultation with the CAO.</li></ul> |                                |                                 |                |                    |
| c) At the discretion of the CAO, on the death of a current Township employee who has been employed by the Township for at least 10 years, the flags may be flown at half-mast at the facility or facilities relating to the department in which that employee had been employed.  |                                |                                 |                |                    |
| <b>EFFECTIVE DATE:</b><br>August 26, 2013   | <b>APPROVED BY:</b><br>Council | <b>REFERENCE:</b><br>ADM-13-035 | <b>AMENDS:</b> | <b>PAGE 1 OF 2</b> |

- d) In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral.
- e) Flags to be flown at half-mast will include those flown from rooftops of the Township's buildings.
- f) In the event of a death not specified in this Policy, the Township will follow the direction of the Federal Department of Canadian Heritage.
- g) When it has been deemed appropriate to fly flags at half-mast, the Manager of Corporate Services or designate will notify the following by email:
  - (i) Mayor and Council
  - (ii) The Corporate Senior Management Team
  - (iii) An assigned representative for Engineering & Public Works and for Parks & Recreation
  - (iv) The Communications Coordinator
  - (v) The Mayor's Executive Assistant
  - (vi) The Fire and Police Departments
  - (vii) Esquimalt Branch of the Library
  - (viii) Municipal Archives
  - (ix) All Staff (for information)
- h) In addition, the Police and Fire Department may honour fallen comrades by flying flags at half-mast at the Public Safety building by order from the Chief of Police or the Fire Chief.

### **3. Guest Flags and Banners**

- a) At the discretion of the Mayor, in consultation with the CAO, the Township may fly the flags of other sovereign nations, non-profit societies and other local organizations upon request, at such locations as deemed appropriate.
- b) The Township reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.
- c) Parties wishing to have their flags displayed by the Township are required to supply the flag(s). These flags should be 36" X 72" and must be in good condition. The Public Works Manager may be asked to store such flags for use in annual events.
- d) Events involving flag raising ceremonies may be held at Municipal Hall upon request and at the Township's discretion. Corporate Services will be contacted to make arrangements for such events including notifying appropriate departments.

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

- a) The Mayor, in consultation with the CAO, has the responsibility and authority for making decisions regarding the flying of guest flags, flying flags at half-mast and any other discretionary matters.
- b) Maintenance of the flags flown at the Municipal Hall is the responsibility of the Public Works Manager.
- c) Maintenance of the flags in other departments will be delegated within each department as appropriate.