



CITY OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 of 3

Approval Date: July 25, 2017

SUBJECT: FLAG PROTOCOL

Policy Statement:

To establish a flag protocol for the half-masting of flags as per the Provincial and Federal Government (through the Department of Canadian Heritage) guidelines.

Policy:

Standard half-masting for mourning protocol as prescribed by the Department of Canadian Heritage shall be utilized. In addition, half-masting shall occur for former Mayors, current Council members, Freeman of the City, and staff who died while employed by the City of West Kelowna.

The half-masting shall occur from the date of death up to and including the date of the funeral. In the case of no funeral, the half-masting shall occur for three days maximum.

Half-masting for Mourning (taken from Federal and Provincial Protocol Guidelines)

Flags are flown at the half-mast position as a sign of mourning.

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast, except personal flags and standards. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

When three flags are displayed, the National Flag (Canada Flag) is located in the centre, the Provincial flag to the left and the municipal flag to the right.

Occasion or date	Protocol or significance
The death of the sovereign	From the time of notification of death until the proclamation of the accession of the new monarch.
The death of a Governor General or Prime Minister who dies while in office	From the time of notification of death until sunset on the day of the funeral or memorial service.
The death of any member of the Royal Family, a former Governor General, the sitting Chief Justice the Supreme Court, sitting Ministers of the Crown or a former Prime Minister	From the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the service
The Lieutenant-Governor	From the date of death, up to and including the date of the funeral. In the case of no funeral, the half-masting shall occur for three days maximum.
Provincial Cabinet Ministers	From the date of death, up to and including the date of the funeral. In the case of no funeral, the half-masting shall occur for three days maximum.
Members of Parliament (in their constituency only)	From the date of death, up to and including the date of the funeral. In the case of no funeral, the half-masting shall occur for three days maximum.
Members of the Senate (in place of residence only)	From the date of death, up to and including the date of the funeral. In the case of no funeral, the half-masting shall occur for three days maximum.
Members of the Legislative Assembly (in their constituency only)	From the date of death, up to and including the date of the funeral. In the case of no funeral, the half-masting shall occur for three days maximum.

Occasion or date	Protocol or significance
Former Mayors	To Honour the death of any former Mayors of the City of West Kelowna
Current Council Members	To Honour the death of a current Council member of the City of West Kelowna
Freeman of the City	To Honour the death of those citizens awarded Freeman of the City
Staff who died while employed by the City	To Honour the death of those staff members who died while employed by the City of West Kelowna
The Death of a Fallen Soldier or RCMP member	To Honour the death of a fallen soldier or member of the RCMP
April 28 of each year	Marking the Day of Mourning for Persons Killed or Injured in the Workplace (coinciding with World Day for Safety and Health at Work)
June 23 of each year	Marking the National Day of Remembrance for Victims of Terrorism
Last Sunday in September of each year	Marking Police Officer's National Memorial Day
November 11 of each year	Marking Remembrance Day
December 6 of each year	Marking the National Day of Remembrance and Action on Violence Against Women
Note:	If Victoria Day or Canada Day fall during a period of half-masting, the flags are to be returned to full-mast for the duration of the day.
Original Policy dated: June 23, 2009	