

# REGIONAL DISTRICT OF NANAIMO

## POLICY

SUBJECT: <i>Flag Policy</i>	POLICY NO: <b>A1.34</b>
	CROSS REF.:
EFFECTIVE DATE: <b>October 16, 2018</b>	APPROVED BY: <b>Board</b>
REVISION DATE:	PAGE 1 OF 4

### A. PURPOSE

The purpose of this policy is to ensure flags under the control of the Regional District of Nanaimo (RDN) are flown and displayed in a consistent and appropriate manner and in accordance with the protocols followed by the Government of Canada and the Province of British Columbia.

### B. POLICY

The jurisdiction of flags in the RDN falls under the directive of the Chair, acting through the Chief Administrative Officer (CAO) or delegates. The application of this policy is limited to the RDN Electoral Areas and does not apply to any member municipalities (City of Nanaimo, City of Parksville, District of Lantzville and Town of Qualicum Beach).

### C. FLAG LOCATIONS, SIZE AND USE

1. Flag locations are noted in Appendix A. Any new flag locations must be approved by the Board. Only the National Flag of Canada, the Provincial Flag of British Columbia and the Vancouver Island flag (until replaced by an RDN flag) are raised on flagpoles at the locations identified in Appendix A, Flagpole Locations. In the event only one flagpole exists at a new location, the National Flag of Canada will be displayed.
2. In cases where three flags are displayed, the Canadian flag should be in the centre with the Province of British Columbia flag to the left and the Vancouver Island flag to the right as would appear to an observer facing the display.
3. All flags under the control of the RDN are flown throughout the day and evening. The RDN will not conduct flag raisings for community groups in the RDN or engage in any promotions on behalf of a community group.
4. Flags may be temporarily changed to accommodate a facility rental for filming at RDN locations with CAO approval.

**D. HALF-MASTED FLAGS**

1. Flags are flown at half-mast as a sign of mourning. Flags to be flown at half-mast include all flags identified by location in this policy. However, where deemed appropriate, half-masting can occur at just one specific location. In locations where there is more than one flag, all flags must be half-masted.
2. Flags can be half-masted from time of notification of death until the morning on the day of the funeral OR from time of notification of death until the evening on the following day and from the evening to the morning on the day of the funeral OR only from the morning to the evening on the day of the funeral.

**E. WHEN HALF-MASTING OCCURS**

1. Flags will be flown at half-mast to mark periods of official mourning upon the death of:
  - i. The Sovereign.
  - ii. The Sovereign's family: spouse, the Heir to the Throne or the Heir of the Heir to the Throne.
  - iii. Prime Minister or former Prime Minister of Canada.
  - iv. Premier or former Premier of British Columbia.
  - v. The sitting member in the Provincial legislature or local ridings.
  - vi. Current Chair or Board member of the Regional District of Nanaimo Board.
  - vii. A current employee of the RDN.
  - viii. On April 28<sup>th</sup>: National Day of Mourning for Persons Killed or Injured in the Workplace
  - ix. November 11<sup>th</sup>: Remembrance Day
2. The Chair or CAO may approve the lowering of the flags in response to a tragic or catastrophic event in Canada.
3. Should half-masting need to be commenced on a weekend or a statutory holiday, flags are permitted to be lowered on the Friday evening before the half-masting date and raised again on the following Monday morning.
4. Decisions to fly flags at half-mast on RDN property on occasions not provided for in this policy will be made in consultation between the Chair and the CAO.
5. The RDN will not display flags or guest organizational banners other than those described above.

## **F. RESPONSIBILITIES**

1. Communications will:
  - a. administer the policy;
  - b. administer civic flag ceremonies and events where appropriate;
  - c. act as a resource for all RDN staff on the subject of flag etiquette;
  - d. contact the Chair's and CAO's offices in situations where further discussion or decisions must be made regarding displaying or raising flags;
  - e. be responsible for notifying the appropriate areas in the RDN regarding flying or displaying flags;
  - f. prepare and distribute a timely notice to the public and staff outlining reasons for each occasion of half-masting; and,
  - g. consult with the Government of Canada or the Government of British Columbia Office of Protocol in situations requiring advice regarding flags and protocol.
2. Building and Bylaw Services will:
  - a. be responsible for the maintenance, security and raising or lowering of flags at the Administration Building.
3. Parks and Recreation will:
  - a. be responsible for the maintenance, security and raising or lowering of all flags located in parks or at recreation facilities.

## APPENDIX 'A'

Oceanside Place  
830 West Island Highway, Parksville

1. Canada Flag
2. Provincial Flag
3. Vancouver Island Flag

Regional District of Nanaimo Administration Building  
6300 Hammond Bay Road, Nanaimo

1. Canada Flag

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