



CITY OF NANAIMO

COUNCIL POLICY MANUAL

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SECTION: GENERAL ADMINISTRATION
SUBJECT: Flag Protocol

Standard half-masting for mourning protocol as prescribed by the Federal Government shall be utilized. In addition, half-masting shall occur for former Mayors, current Council members, Freeman of the City, and Staff who died while on the job.

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 Policy)

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.

This is not an adopted Council Policy, these are Flag Protocols established by Staff based upon the Provincial and Federal Government Flag Protocols.