

<b>POLICY NO.</b>	POL-2601	<b>DEPARTMENT</b>	Legislative and Regulatory
<b>TITLE</b>	Flag Display Policy		
<b>DATE ADOPTED</b>	February 17, 2026		
<b>DATE AMENDED</b>			

### 1. Purpose

This policy establishes consistent and appropriate standards for the display, handling, and half-masting of flags flown at the Village of Lions Bay Municipal Hall and other Village-operated facilities.

### 2. Scope

This policy applies to all flags flown by the Village of Lions Bay at Municipal Hall and any other Village-operated location where flagpoles are installed.

### 3. Procedures and Guidelines

#### 3.1 Displaying of Flags – General Terms and Conditions

- a) The Village of Lions Bay flies the Canadian flag, the Province of British Columbia flag, and the Village of Lions Bay flag at Municipal Hall.
- b) Flags shall be displayed in accordance with the Government of Canada Flag Protocol, as amended from time to time.
- c) The Municipality does not maintain a courtesy pole for guest or organizational flags and does not consider requests for temporary flag display, except as otherwise approved by the Chief Administrative Officer (CAO) or designate for official municipal purposes.

#### 3.2 Customary Flag Configuration

- a) The order of precedence for flags in Canada is:
  - The National Flag of Canada
  - Flags of other sovereign nations (alphabetical order, if applicable)
  - Flags of the provinces of Canada (order of entry into Confederation)
  - Flags of the territories of Canada (order of creation)
  - Flags of municipalities
- b) When three flags are flown together, the position of honour is the centre pole. When any other number of flags are flown, the position of honour is the far left from the perspective of an observer facing the display.
- c) In a three-flag configuration at Municipal Hall:
  - The **Canadian** flag shall be flown in the centre;

- The **British Columbia** flag to the observer's left;
- The **Village of Lions Bay** flag to the observer's right.

d) Flags may be flown at night where lighting and safety permit.

e) Flags may be temporarily adjusted to accommodate municipal filming, ceremonies, or official events at the discretion of the CAO or designate.

### **3.3 Half-Masting of Flags**

a) Half-masting is a symbol of collective mourning and respect.

b) Half-masting may occur at Municipal Hall or other Village facilities at the discretion of the CAO or designate. When one flag is half-masted, all flags displayed together shall also be half-masted.

c) Flags shall be flown at half-mast to mark official mourning upon:

- The death of the Sovereign, a member of the Royal Family in the first degree, the Governor General, the Prime Minister, or former holders of those offices;
- The death of the Lieutenant Governor or Premier of British Columbia;
- The death of a Member of Parliament or Member of the Legislative Assembly representing the area that includes Lions Bay;
- The death of the current Mayor, a former Mayor, or a current or former Councillor of the Village of Lions Bay;
- The death of a Village employee occurring in the line of duty;
- Remembrance Day (November 11) from 11:00 a.m. until sunset;
- Day of Mourning for Persons Killed or Injured in the Workplace (April 28) from sunrise to sunset;
- National Day of Remembrance and Action on Violence Against Women (December 6) from sunrise to sunset;
- Any additional person or event that Council determines should be honoured.

d) Where a circumstance is not identified in this policy, the Village shall follow direction provided by the Department of Canadian Heritage.

e) In exceptional circumstances, the Mayor, on the advice of the CAO, may approve half-masting not otherwise provided for in this policy.

f) Unless otherwise directed, flags shall remain half-masted from the day of death until sunset on the day of the funeral.

g) If a half-masting period coincides with Canada Day or Victoria Day, flags shall be raised to full mast for those days and returned to half-mast afterward for the remainder of the mourning period.

h) The Corporate Officer or designate is responsible for coordinating half-masting and notifying:

- Mayor and Council;

- Public Works;
- Communications staff (for website or public notice, where appropriate);
- The Fire Chief, where relevant;
- The Corporate Leadership Team, for information.

### **3.4 Special Events and Ceremonies**

- a) Flag-raising ceremonies or special event displays at Municipal Hall may occur upon request and at the discretion of the CAO or designate.
- b) Appropriate municipal staff shall be notified to coordinate logistics and communications.

### **3.5 Purchase and Private Display of Flags**

- a) The Village may make municipal flags available for purchase at Municipal Hall or at Village events, at the discretion of the CAO or designate.
- b) The Village does not sell federal or provincial flags.
- c) The Village does not regulate the display of flags on private property.

### **3.6 Financial Implications**

An annual budget may be established for the maintenance, replacement, and proper disposal of flags at Village facilities.

### **3.7 Removal and Disposal of Flags**

- a) Flags shall be maintained in good condition and replaced when worn, torn, or faded.
- b) Retired flags shall be disposed of in a dignified manner and replaced promptly.

### **3.8 Responsibilities**

- a) The Corporate Officer is responsible for maintaining and updating this policy and serving as a procedural resource.
- b) The Chief Administrative Officer has authority over operational decisions regarding the flying, positioning, and half-masting of flags.
- c) The Public Works Department is responsible for flag installation, maintenance, replacement, and operational support related to half-masting.

Certified a true copy of Policy No. POL-2601: Flag Display Policy, adopted February 17, 2026.



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Corporate Officer