

Section:	COUNCIL POLICY	
Sub-Section:	FLAG AND PROCLAMATION POLICY	12

APPROVALS

Approval Date: February 26, 2026

Resolution: 26-0045

Amended:

Resolution:

1. POLICY STATEMENT

1.1. The City of Campbell River (“the City”) recognizes the importance of flags and proclamations in acknowledging significant community events, organizations and causes. This policy ensures a consistent and respectful approach to managing flag displays, and issuing proclamations while aligning with federal, provincial, and municipal standards. The City is committed to maintaining transparency and civic engagement in these practices.

2. PURPOSE

- 2.1. This policy sets out the City procedures for managing flag displays and proclamations. It ensures consistency, clarity and adherence to established practices while respecting the community’s diverse perspectives and interests.
- 2.2. The City Manager has been delegated the authority to approve or deny requests for flag displays, and proclamations.
- 2.3. The decision of the City Manager is final.

3. SCOPE

3.1. This policy applies to all flags flown by the City and all proclamations issued by the City.

4. FLAG POLICY

4.1. General Flag Etiquette

- 4.1.1. The Canadian Flag shall always be displayed in the position of priority.
- 4.1.2. When multiple flags are displayed at the same height, the Canadian flag is flown on the left as seen by the observer.
- 4.1.3. In the line of three flags, the Canadian Flag should be in the centre.
- 4.1.4. When flags are displayed on an angled structure with the centre flag higher, the Canadian flag is in the centre.

4.2. Half Mast

4.2.1. Position of the Flag

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 'halfmast' 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 halfway down the staff.

4.2.2. Protocol

On occasions requiring the flags 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. Buildings which fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached, will not be half-masted.

4.2.3. Mourning

Upon notification from the City Manager's Office, all City owned property including but not limited to City Hall, Airport, Community Hall, Sportsplex and Fire Halls will be flown at half-mast. The RCMP detachment is also subject to Federal directives on half-masting of their flag. Flags are flown at half-mast on the following occasions:

- 4.2.3.1 on the death of the sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former governor general, a former prime minister or a federal cabinet minister;
- 4.2.3.2 on the death of the Lieutenant Governor, the Premier or another person similarly honoured by the province;
- 4.2.3.3 on the death of the Local Member of the House of Commons, or the Member of the Provincial Legislature;
- 4.2.3.4 on the death of a Mayor or former Mayor;
- 4.2.3.5 on the death of a person whom it is desired to honour;
- 4.2.3.6 on Remembrance Day, November 11;
- 4.2.3.7 on the Day of Mourning for Persons Killed or Injured in the Workplace (April 28);
- 4.2.3.8 on the National Day of Remembrance and Action on Violence Against Women (December 6).

4.2.4. Duration of Half Masting

- 4.2.4.1 'Death' may be taken to include the day of death and up to and including the day of the funeral and from sunrise to sunset the day of the funeral of a foreign Head of State, a Head of Government of a Commonwealth country, or a Head of Mission accredited to the Canada who dies while in office in Ottawa.
- 4.2.4.2 Flags at City buildings are also half-masted subject to special instructions on the death of members of the Royal Family other than those related in the first degree to the Sovereign, a Head of a Foreign State, or some other person whom it is desired to honour.

4.3. Guest/Community Flags

- 4.3.1. The City may, at the discretion of the City Manager, fly flags of non-profit, non-religious, non-partisan community organizations on the Community Flag Pole in Spirit Square for a maximum of one week.
- 4.3.2. Requests must be submitted to the City Manager's office at least three months in advance.
- 4.3.3. Organizations must provide their own flags, sized 36 inches x 72 inches (91.4 x 182.9 cm) and in good condition.
- 4.3.4. The City does not endorse any particular views of groups whose flags are displayed.

5. PROCLAMATION POLICY

5.1. Criteria

- 5.1.1. Proclamations will demonstrate an interest in or relationship to the city of Campbell River, including but not limited to:
 - 5.1.1.1 Arts celebrations;
 - 5.1.1.2 Cultural celebrations;
 - 5.1.1.3 Charitable fundraising campaigns;
 - 5.1.1.4 Civic promotions;
 - 5.1.1.5 Public awareness campaigns; and,
 - 5.1.1.6 Honoring individuals or organizations for special achievement(s).

5.2. Proclamations related to the following will not be approved, including but not limited to:

- 5.2.1. Individuals, events, organizations, or community groups with no demonstrated significant interest or relationship to the city;
- 5.2.2. Political parties or political organizations;
- 5.2.3. Religious organizations or the celebrations of religious events;
- 5.2.4. Business or commercial enterprises;
- 5.2.5. Illegal matters, including matters contrary to corporate policies or bylaws.
- 5.2.6. Matters which defame the integrity of the City;
- 5.2.7. Discriminatory or inflammatory matters;
- 5.2.8. Matters designed to incite hatred or disorder; and,
- 5.2.9. Proclamations will not be issued if the first day to be recognized has passed.

5.3. The City Manager will decide on requests for proclamations that do not fall into any of the criteria outlined above.

5.4. Procedure

- 5.4.1. Requests for proclamations must be submitted to the Executive Assistant in writing at least three (3) months in advance of the first date of recognition.
- 5.4.2. The City Manager will review all applications and determine if the proclamation is consistent with the Policy.
- 5.4.3. The City Manager may request and make any amendments to submitted proclamations, to improve the structure and/or overall intent of the requested proclamation.
- 5.5. If the requested proclamation was previously approved by Council or the City Manager within 5 years of the current proclamation request, and if consistent with the Proclamation Criteria, the proclamation will be issued and noted in a Council agenda for information purposes.
- 5.6. If the proclamation was not previously approved by Council or was approved by Council more than 5 years before the current request, the City Manager will approve or deny the proclamation and note this in a Council agenda prior to the first date of recognition, if possible, for information purposes.
- 5.7. Communication of the Proclamation
 - 5.7.1. The requesting individual, organization, or community group will be responsible for disseminating the proclamation to the media and inviting the attendance of the Mayor and/or Councillor(s) at the specific function or event, if any, at which the proclamation is to be made.
 - 5.7.2. A certificate of proclamation is available from the Office of the Mayor upon request.
 - 5.7.3. Proclamations may be listed in any City publication, posted on the City's website, or social media at the discretion of the City Manager.

6. IMPLEMENTATION AND REVIEW

- 6.1. This policy will be reviewed periodically to ensure alignment with City practices and community needs.
- 6.2. Amendments may be made by the City Manager as necessary and updates brought to Council for approval.