
ADMINISTRATIVE PROCEDURE 270 FLAG PROTOCOL

The purpose of this Administrative Procedure is to ensure that the National flag of Canada, the Provincial flag of British Columbia, and Sovereign Nations flags are displayed, raised, lowered, stored, replaced, and disposed of in accordance with federal and provincial protocols and the requirements of the *School Act*.

The District will:

- follow the [Federal guidelines](#) for displaying the National flag of Canada as published by the Canadian Heritage Ministry of the Government of Canada.
- adopt the [Provincial Guidelines](#) of the Protocol and Events Branch of the Government of British Columbia for the lowering (half-masting) of flags.
- follow the [Ministry of Education and Childcare, School Regulation 265/89](#).

PROCEDURES

Flying the Flag

“The manner in which flags may be displayed in Canada is not governed by any legislation but by established practice. The rules applied by the federal government are in no way mandatory for individuals or organizations; they may serve as guidelines for all persons who wish to display the Canadian Flag and other flags in Canada.” From Protocol and Events Branch (Provincial).

Dignity of Flags

1. The National Flag of Canada is to be displayed only in a manner befitting this important national symbol; it is not to be subjected to indignity or displayed in a position inferior to other flags or ensigns. The National Flag of Canada always takes precedence over all other flags.
2. The National Flag of Canada is always to be flown on its own mast - flag protocol dictates that it is improper to fly two or more flags on the same mast (e.g. one beneath the other).
3. When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all present are to face the flag, all hats are to be removed, and all are to remain silent. Those in uniform are to salute.
4. The Provincial flag of British Columbia will either be flown on its own flagpole (for sites and schools that have two exterior flagpoles) or prominently displayed inside the school or site using one of the following methods:
 - 4.1. Attached to a flat wall with fasteners penetrating the hem area only.
 - 4.2. Hung from a beam in the gymnasium, or
 - 4.3. With the National flag of Canada, on upright or crossed flagpoles against a wall.

Related Legislation: Sections 20, 22, 65, 85 School Act, School Regulation 265/89, Provincial Protocol, Federal Protocol

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5. Sovereign Nations, including Indigenous Nations, as recognized by the Canadian Constitution, also have flags. To display sovereign nation flags, follow the federal and provincial guidelines for use:
 - 5.1. Flag displays in gymnasiums: The National flag of Canada is the furthest to the left, followed by Provincial flag of British Columbia, followed by other Sovereign Nation flags. Center flags so that all are in a position of honour, above the speaker.
 - 5.2. Sovereign Nation flags should not be placed in display cabinets or in classrooms, unless advised by Rightsholders for awareness purposes.
6. Community Organizations and Banners (Pride flags, Every Child Matters etc.).
 - 6.1. Community-based and awareness flags may be displayed broadly throughout classrooms and buildings, as determined appropriate by school staff.

Half-Masting of Flags

1. In accordance with [Canadian flag etiquette](#), flags in the Chilliwack School District will be flown at half-mast on these occasions:
 - 1.1. As directed by the provincial [Office of Protocol](#).
 - 1.2. As directed by the Ministry of Education.
 - 1.3. As directed by the superintendent.
 - 1.4. On System-Wide Half-Masting of Flags days (see 3.6.1)
2. With the approval of the superintendent or designate, flags at individual sites may be flown at half-mast upon the death of a member of the school community or other tragic event.
 - 2.1. Flags may also be half-masted at the request of the Prime Minister and/or Premier of British Columbia for certain significant tragic events (at International, National or Regional levels).
 - 2.2. On occasions requiring that the National flag of Canada be flown at half-mast, all flags flown together should also be flown at half-mast.
 - 2.3. Flags will be half-masted only on flagpoles fitted with halyards and pulleys such that school personnel may raise and lower the flag.
3. System-wide Half-Masting of Flags:
 - 3.1. The National Flag of Canada shall be flown at half-mast at all Chilliwack School District schools and sites on the following days:
 - **January 27** – International Holocaust Remembrance Day
 - **January 29** – National Day of Remembrance of Quebec Mosque Attack and Action against Islamophobia.

Related Legislation: Sections 20, 22, 65, 85 School Act, School Regulation 265/89, Provincial Protocol, Federal Protocol

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- **April 28** – Workers' Mourning Day
 - **June 23** – National Day of Remembrance for Victims of Terrorism
 - **Last Sunday in September** – Police and Peace Officers' National Memorial Day
 - **September 30** – National Day for Truth and Reconciliation
 - **November 11** – Remembrance Day
 - **December 6** – National Day of Remembrance and Action on Violence Against Women
4. If the day to be observed falls when schools are not in session, flags should be lowered on the last school day preceding the date of observation and raised on the first day following the date of observation.
 5. The School District Office will fly “special occasion” flags (such as the Pride Flag or the Poppy Flag) for brief periods (for example, during June Pride Month) on its third flagpole. Flags for consideration are based on “special occasions” embedded in the District [Equity, Diversity and Inclusion \(EDI\) Calendar](#).

Method of Half-Masting

1. 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.
2. 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 halfway down the staff.

Disposal of Flags

When a flag becomes tattered and is no longer in a suitable condition for use, it should be respectfully disposed of, not discarded in the garbage. A work request is submitted to the Facilities Department to ensure proper disposal.

Obtaining Flags

A National flag of Canada and/or BC Provincial flag may be ordered by submitting a work request to the Facilities Department. The cost of a flag is paid from school funds.