

## COUNCIL POLICIES & PROCEDURES

### SECTION - H

#### MISCELLANEOUS

**SUBJECT:** Flag Protocol Policy

**POLICY NUMBER:** H-27

**APPROVAL DATE:** September 22, 2021

**PURPOSE:** The goal of the Municipality's flag protocol policy is to ensure that the proper protocols and etiquette are followed at all times on Municipal Property.

#### **POLICY**

#### **FLAG ETIQUETTE**

Flag etiquette will be consistent with the Department of Canadian Heritage rules for displaying flags.

When multiple flags are flown from the same base the National Flag of Canada should be at the centre, the Provincial Flag of Nova Scotia shall be placed to the left of centre and the Municipal Flag of the Municipality of the District of Guysborough shall be placed to the right of centre (to an observer facing the display).

#### **FLAGS AT HALF-MAST**

Flags are flown at 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.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

Flags flown on Municipal Property will be flown at half-mast to mark the passing of the individuals listed below for a period beginning when the Municipality is notified of the individual's death until sunset on the day of the funeral.

If there is to be a memorial service, the half-masting should take place from when the Municipality is notified of the death until sunset the following day, and from sunrise to sunset on the day of the memorial service.

## ROYALTY

- The Sovereign
- Member of the Royal Family in the first degree (spouse, child, parent, sibling)

## GOVERNOR GENERAL

## FORMER GOVERNOR GENERAL

## FEDERAL GOVERNMENT

- Prime Minister
- Former Prime Minister
- Member of the Canadian Military killed in the line of duty
- Local Member of the House of Commons

## PROVINCIAL GOVERNMENT

- Premier
- Lieutenant Governor
- Local Member of the Provincial Legislature

## MUNICIPAL GOVERNMENT

- Warden or Former Warden
- Councillor or Former Councillor
- Employee of the Municipality of the District of Guysborough

## EMERGENCY SERVICE PROVIDERS (KILLED IN THE LINE OF DUTY)

- Member of local police force
- Member of local fire rescue
- Member of local Emergency Health Services- Paramedics

## ANY OTHER PERSON OR PERSONS DESIRED TO BE HONORED

## SPECIAL DAYS

## REMEMBRANCE DAY

The flags will be lowered on November 11<sup>th</sup> of each year from 11:00 a.m. to sunset

The flags will be flown at half-mast from sunrise to sunset on the following commemorative days:

- April 28<sup>th</sup>, Day of Mourning for Persons Injured or Killed in the Workplace
- June 21<sup>st</sup>, National Indigenous Peoples Day
- August 1<sup>st</sup>, Emancipation Day

Flags will be flown at half-mast to mourn lives lost in tragic national and international events. In

such cases the decision to lower the flag, and the period it shall remain lowered, will mirror the practices of the Provincial Government.

## **FLAGS TO BE FLOWN ON MUNICIPAL PROPERTIES**

The Council may approve requests made on behalf of members of the public to fly a flag in recognition of a special event or cause.

All requests to fly a special purpose flag must be received in writing (or email) and state:

- The significance of the flag
- The requested duration to fly the flag
- The contact information of the person or group making the request

The Municipality of the District of Guysborough's flag shall be removed from the flagpole and replaced with the approved special purpose flag for the duration of the approval. Once this time has lapsed, the Municipal flag will be returned to the flagpole.

The person making the request must provide the flag (in good condition) unless the Municipality is in possession of one.

All requests will be granted on a first come, first serve basis.