

COUNCIL POLICIES & PROCEDURES

SECTION - H

MISCELLANEOUS

SUBJECT: Flag Protocol Policy

POLICY NUMBER: H-27

APPROVAL DATE: September 22, 2021

AMENDED DATE: September 16, 2026

PURPOSE: The purpose of this policy is to establish a consistent process for the display of flags on Municipal property, including flag etiquette, half-masting, and requests to fly special purpose flags.

POLICY STATEMENT The Municipality of the District of Guysborough will display flags in a respectful and consistent manner in accordance with recognized flag etiquette and this policy.

SCOPE This policy applies to flags flown on property owned or operated by the Municipality.

This policy does not apply to flags displayed by outside organizations or individuals using Municipal property unless the flag is being flown on a Municipal flagpole with the approval of the Municipality.

FLAG ETIQUETTE

Flags shall be displayed in accordance with recognized flag etiquette, including the guidance of the Government of Canada where applicable.

Where the National Flag of Canada, the Provincial Flag of Nova Scotia, and the Municipal Flag are flown together, the National Flag of Canada shall be displayed in the position of honour.

When three flags are flown together, the National Flag of Canada shall be placed in the centre, the Provincial Flag of Nova Scotia shall be placed to the left of centre, and the Municipal Flag shall be placed to the right of centre, from the perspective of an observer facing the display.

Flags shall be maintained in good condition and replaced when worn, faded, torn, or otherwise unsuitable for display.

No person, other than the municipality, shall use a flag, symbol or coat of arms of the municipality unless specifically authorized by the council and upon payment of any fee charged by the municipality for the use.

FLAGS AT HALF-MAST

Flags may be flown at half-mast as a sign of mourning, remembrance or respect.

When a flag is lowered to half-mast, it shall first be raised to the top of the mast and then lowered slowly to the half-mast position.

Where one flag in a group of flags is flown at half-mast, all flags flown together shall also be flown at half-mast, unless flag protocol provides otherwise.

Flags on Municipal property shall be flown at half-mast from the time the Municipality is notified of the death until sunset on the day of the funeral or memorial service, unless otherwise directed by the Warden or Chief Administrative Officer.

HALF-MASTING UPON DEATH

Flags on Municipal property shall be flown at half-mast upon the death of the following:

ROYALTY

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

FEDERAL GOVERNMENT

- The Governor General;
- A former Governor General;
- Prime Minister;
- Former Prime Minister;
- A local member of Parliament;
- A member of the Canadian Military killed in the line of duty.

PROVINCIAL GOVERNMENT

- Premier of Nova Scotia;
- Lieutenant Governor of Nova Scotia;
- A local Member of the Provincial Legislature Assembly.

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 department;
- Member of local emergency health services;
- Another emergency service provider as determined by the Municipality.

The Warden of CAO may authorize flags to be flown at half-mast in other circumstances where it is appropriate to recognize a death, tragedy or significant event.

COMMEMORATIVE DAYS

Flags shall be flown at half-mast from sunrise to sunset on the following commemorative days:

- June 21st, National Indigenous Peoples Day
- August 1st, Emancipation Day
- November 11th, Remembrance Day

Flags may also be flown at half-mast on other commemorative days or in response to tragic provincial, national, or international events, as determined by the Warden or Chief Administrative Officer.

Where appropriate, the Municipality may follow the half-masting practices of the Province of Nova Scotia or the Government of Canada.

FLAGS TO BE FLOWN ON MUNICIPAL PROPERTIES

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, subject to Council approval, flag availability, operational requirements and this policy.

