

Policy: **Town Flag Flying Policy**

Date Originally Approved: **December 20, 2007**

Motion: *That Council approve Policy number 2007 – 27 “Use of Town Flag Poles Policy” as presented; and*

Further that this Policy be effective immediately

Date Amended: **March 22nd 2012**

Motion: *That Council approve Policy number 2007 – 27 “Town Flag Flying Policy” as presented; and*

Further that this Policy be effective immediately

Policy Number: 2007 – 27

Policy Subject: Town Flag Flying Policy

Policy Objective

This Policy is intended to outline permitted uses for all flag poles owned and maintained by the Town of Stewiacke and provide general direction and procedures to determine when flags will be flown at half-mast at the Flag Poles located in Dennis Park.

Policy

1. Flags to be Flown

- a. Only approved flags will be permitted to be flown on any Town owned and maintained flag pole. Flags shall be flown in a manner consistent with flag etiquette of the Federal Department of Canadian Heritage
- b. Approved flags include:
 - Canadian Flag
 - Union Jack
 - Nova Scotia Provincial Flag
 - Town of Stewiacke Flag (Banner)

2. Recognition of Prominent Public Figures

The flag will be flown at half-mast to mark and mourn the passing of any of the prominent public figures listed below, for a period beginning when the Town is notified of the individual's death until and including the date of the funeral or memorial service:

- 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 of Canada
- The Lieutenant Governor
- The Premier
- Mayor or former Mayor of the Town of Stewiacke
- Councillors or former Councillors of the Town of Stewiacke
- Federal Member of Parliament representing the Town of Stewiacke
- Member of the Legislative assembly representing the Town of Stewiacke
- Member of the Senate representing the Province of Nova Scotia

3. Recognition of persons from the Town of Stewiacke whose duties can be described as “Protective Services”, including but not limited to police, fire, emergency health services, DNR Conservation Officers, Fisheries Officers.

The flags will be flown at half-mast to mark and mourn the passing of person(s):

- Who reside in the Town of Stewiacke; or
- who are members of the Stewiacke and District Volunteer Fire Department.

for a period beginning when the Town is notified of the individual's death until and including the date of the funeral or memorial service.

4. Recognition of Canadian Military personnel

The flags will be flown at half-mast to mark and mourn the passing of,

- member(s) of the Canadian Military whose lives are lost while on active duty;
- veteran(s) of the Canadian Military who reside in the Town of Stewiacke.

for a period beginning when the Town is notified of the individual's death until and including the date of the funeral or memorial service.

5. Other Circumstances

The flags will be flown at half-mast to mourn lives lost in tragic national and international events. In such cases, a decision to lower the flags and the period during which the flags remain at half-mast will generally mirror the Province of Nova Scotia.

6. Procedure

- a) Any citizen, Council member or staff member of the Town who becomes aware of an individual deserving of recognition under this policy should contact the Chief Administrative Officer as soon as possible to inform him / her of the name on the individual, the individual's qualification under this policy and the date of the funeral or memorial service.
- b) The Chief Administrative Officer will arrange to have the Flags properly lowered and flown at half-mast in accordance with this policy.
- c) The Chief Administrative Officer will arrange to distribute information to Council and staff by e-mail to explain why the flags are at half-mast.

Annotation for Official Policy Book

Date of Notice to Council Members of
Intent to consider: March 8th 2012

Date of Passage of Current Policy: March 22nd 2012
I certify that this was adopted by Council as indicated above.

CAO / Clerk

Date