



1. PURPOSE

The purpose of this Policy is to provide guidance as to which flags will be flown and how they will be presented at half-staff on Municipal properties.

2. DEFINITIONS

“Municipal Flag” means a flag with the logo of the Regional Municipality.

“Municipal Flagpole” means a flagpole which will fly the Municipal Flag. This is also the location where specialty flags will be flown when scheduled and/or requested.

“Municipal Property” means property owned, leased, and managed by the Regional Municipality.

“Municipal Work Site” means any permanent building where employees of the Regional Municipality work regularly and where flagpoles are present.

“Regional Municipality” means the West Hants Regional Municipality.

“Speciality flag” means a flag representing historical or cultural recognition, that is flown to show respect, acknowledgement, and understanding.

3. DISPLAY AND MAINTENANCE OF FLAGS

- a. All flags will be maintained in a good condition. Frayed flags will be replaced and/or repaired as soon as possible.
- b. When the Canadian flag is displayed on a speaker’s platform, it should be placed on a flag pole on the left (from the point of view of the audience) and when it is displayed in an auditorium, it should be placed on a flag pole to the right (from the point of view of the audience).
- c. At no time will any flag be permitted to touch the ground or be displayed at a level higher than the Canadian flag.
- d. When the Canadian flag is flown on top or in front of a building where there are:



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- i. Two flagpoles – the Canadian flag will be flown on the flagpole to the left (to an observer facing the display).
 - ii. More than two flagpoles – the Canadian flag should be flown as near as possible to the center of the group of flagpoles.
- e. When the Canadian flag is flown in a line of flags on other Municipal properties:
- i. Three flags – the Canadian flag will be displayed in the center, with the Provincial flag to the left of the center and the Municipal flag to the right of the center (to an observer facing the display).
 - ii. More than three flags – the Canadian flag will be displayed on the left side, with the other flags being placed from left to right in order based on level of government and then organized in alphabetical order (for example: Canadian flag > other countries > provincial flags (in order in which they joined confederation) > Territories of Canada (in order in which they joined confederation) > municipal flag > all other flags)
- f. The West Hants Regional Municipality shall designate the flagpole located at as the Speciality and Community Flag Pole.
- g. Regional Municipality flagpole locations:

Flagpole location	Number of flagpoles	Flags in order from left to right	Notes
Municipal office, 76 Morison Dr, Windsor	2	Canada, Municipal	
Municipal Office 100 King St., Windsor	1	Canada	Windsor Fire Department has their own poles and polices.
Pisiquid Park, Smaller park beside Falmouth Mini park, Falmouth	1	Canada	



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Falmouth Mini Park, Falmouth	4	Nova Scotia, Mi'kmaq, Acadian, Canada	These flagpoles are in close proximity and are viewed as one display, with the same 4 flags on the Windsor Waterfront and the Falmouth Mini Park.
Windsor Waterfront Park, Windsor	4	Nova Scotia, Mi'kmaq, Acadian, Canada	
King Street Loop, Windsor Waterfront Area, near Tim Hortons	1	Municipal	This flagpole will display Speciality or Community requested flags. When no Speciality Flag is displayed, the Municipal Flag will be displayed.
Dr. Silas Rand Park, Hantsport	1	Canada	
Centennial Park, Hantsport	1	Canada	
St. Croix Recreation Site – Diamond 1, St Croix	2 large flag poles 14 shorter flag poles behind diamond	Canada, Nova Scotia Any province or territory that is attending the event, in order of joining confederation (from left to right as viewed from the pitcher's mound).	



Hants County War Memorial Community Centre, Windsor	1 on the Community Centre	Canada	
Hants Aquatic Centre, Windsor	4 fence mounted flags	Canada, Nova Scotia, Municipal, Municipal/Specialty Flagpole	

The West Hants Regional Municipality recognizes that Municipal Fire Stations/Halls, Community Centres and Halls, will follow their own flag policy with respects to recognition and commemorating occasions

- h. Flags flown on temporary flagpoles by the Regional Municipality will be at the discretion of the CAO, these may include the Canadian flag, Nova Scotia flag, Municipal flag or a specialty flag.

4. FLYING FLAGS AT HALF-STAFF

- a. Flags at Municipal sites may be flown at half-staff to mark the death of those detailed below. If there is to be a memorial service, the half-staffing should take place from the time of notification of death until the end of the workday following the memorial service. If no memorial service is held, flags will be raised at the end of the second workday after the notification of was death was received. Notwithstanding, the duration of the flags at half-staff can be prolonged at the discretion of the CAO.
 - i. **Recognition of persons from the Regional Municipality who had served or currently serving with the Canadian Military**
 - ii. **Recognition of Prominent Public Figures:** The death of any of the following prominent public figures:
 - 1. Across Canada and abroad on the death of:
 - a. The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree (spouse, child, parent, sibling)
 - b. The Governor-General or a current or former Prime Minister

2. Within the Province on the death of the current:
 - a. Lieutenant Governor
 - b. Premier

3. Within the Regional Municipality on the death of:
 - a. Current or former Mayors/Wardens/Councilors of the Regional Municipality, former Municipality of West Hants, former Town of Windsor, or former Town of Hantsport.

- iii. **Recognition of persons from the Regional Municipality whose duties can be described as “Protective Services”, including but not limited to RCMP members and Firefighters:** Flags will be flown at half-staff for the passing of persons in or from the Regional Municipality who die in the line of duty.

- iv. **Recognition of Regional Municipality Employees:** An employee of the Regional Employee who dies while actively employed.

- v. **Other Circumstances:**
 1. All flags may be lowered to half-staff for the following events:
 - a. **April 18th, 19th** – Provincial Day of Remembrance, NS Mass Shooting
 - b. **April 28th** – Day of Mourning for Persons Killed or Injured in the Workplace
 - c. **September 30th** – National Day of Truth and Reconciliation
 - d. **November 11th** – Remembrance Day
 - e. **December 6th** – National day of the Remembrance and Action on Violence Against Women.

 2. Flags may be flown at half-staff to mourn deaths due to tragic national and international events. In such cases, a decision to lower the flag and the period during which it remains at half-staff will generally mirror the practice of the Province of Nova Scotia but will be at the discretion of the CAO.

3. Other individuals and events may be recognized by lowering the flag at the discretion of the CAO.

b. Procedure:

- i. Any citizen, member of Council, or member of staff who becomes aware of an individual deserving of recognition under this Policy, should contact the Municipal Clerk as soon as possible to inform them of the name of the individual, the individual's qualifications for recognition under this Policy, and the date of the funeral or memorial service. The Municipal Clerk will determine if the request conforms to the criteria of the Policy.
- ii. The Municipal Clerk will distribute information to Council and staff by e-mail to explain why the flag is at half-staff.
- iii. The Municipal Clerk will post public notice for the reason for the half-staffing of flags both online and at the Municipal Office.

5. Procedure for Lowering Flags to Half-Staff

a. Lowering Flags at Half-Staff

Upon receiving authority to lower the flags to half-staff the following will occur:

- i. All flags will be first raised to the top of the staff and then slowly lowered to half-staff.
- ii. All flags which are flown together will be lowered to half-staff. The Canadian Flag will be the last one to be lowered.
- iii. Only those flags that have halyards and pulleys will be flown at half-staff.

b. Placing Flags Back to Full-Staff

At the assigned date and time, the following will occur:

- i. All flags will be returned to full-staff.



- ii. Where multiple flags are flown together, the Canadian flag will be returned to full-staff first; followed by the remaining flags from left to right.

6. Specialty Flags

The existing municipal flag poles at municipal work sites will fly specialty flags that meet the following criteria:

- a. Flags representing historical or cultural recognition, the following flags will be annually displayed for 1 month as indicated
 - i. In recognition of Black History Month, during the month of February the Pan African Flag will be flown.
 - ii. In recognition of Pride Month, during the month of June the Rainbow Pride Flag will be flown.
 - iii. In recognition of Emancipation Day, during the month of August the Pan African flag will be flown.
 - iv. In recognition of Mi'kmaq Heritage Month, during the month of October the Mi'kmaq Flag will be flown.
 - v. In recognition for our Veterans and those currently serving in the Canadian Armed Forces, during the month of November a Poppy/Lest We Forget Flag will be flown.
- b. Specialty flags of non-profit or charitable organizations may be flown for a maximum of one week. Request will be received by:
 - i. Submitting a written request for a specialty flag to the Municipal Clerk with the following information:
 1. Date requested
 2. Organization name
 3. Organization address
 4. Organization email and phone number
 5. Contact Name
 6. Name of flag requested to be raised
 7. An image of the flag
 8. Purpose of flag raising
 9. Additional information (website, Facebook page, etc.)



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- ii. Requests will be received, reviewed and confirmed on a first come first served basis, by the Municipal Clerk.

- iii. Requests will not be approved for:
 1. Political parties or organizations
 2. Religious organizations or in celebration of religious events
 3. Commercial entities or in celebration of corporate events
 4. Intent that is contrary to Municipal policies or bylaws
 5. Organizations requesting flag raisings that espouse hatred, violence or racism
 6. Organizations that have already flown a courtesy flag during the same calendar year.

Approved by: 
 Mark Phillips, Chief Administrative Officer (CAO)

<i>Adoption</i>	
<i>Notice to Council:</i>	Not Applicable
<i>Approval:</i>	May 15, 2020
<i>Description:</i> Initial approval of the Flag Policy, RADGE-002.00.	
<i>1st Amendment</i>	
<i>Notice to Council:</i>	Not Applicable
<i>Approval:</i>	November 30, 2020
<i>Description:</i> Added the Municipal Flag as the second flag at the 20 Main St. Hantsport Municipal Office.	
<i>2nd Amendment</i>	
<i>Notice to Council:</i>	<i>Not Applicable</i>
<i>Approval:</i>	<i>August 2, 2022</i>



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Description:

- Removed the Municipal Flag as the second flag at the 20 Main St. Hantsport Municipal Office. Section 3 (f)
- Removed the Municipal Flag as the flag at the St. Croix Recreation Site – Diamond 2. Section 3 (f)
- Added April 18th, 19th – Provincial Day of Remembrance. Flags will fly at half-staff. Section 4(a)(v)(1)(b)
- Section 3(a) Added flags will be inspected monthly.
- Section 4(a)(v)(1)(b) Added September 30th – National Day of Truth and Reconciliation.
- Section 4(b)(iii) The Municipal Clerk will post public notice for the reason for the half-staffing of flags both online and at the Municipal Office.
- Section 6 (a)(iii) Added in recognition of Emancipation Day, during the month of August the Pan African flag will be flown.

3rd Amendment

Notice to Council:

Not Applicable

Approval:

January 24, 2023

Description: Amended Section 3(g) Regional Municipality flagpole locations: The Falmouth Mini Park, Falmouth and the Windsor Waterfront Park, Windsor will display a Canadian flag. The King Street Loop, Windsor Waterfront Area, near Tim Hortons will be display the Municipal flag or Speciality flag when appropriate.