



Town of Digby

Administrative Policy # 2007-03

Flag Policy

1. PREAMBLE

- 1.1 The Canadian flag is the symbol of the nation's unity and represents all the citizens of Canada without distinction of race, language, belief or opinion. Flags are symbols that identify people belonging to a group. The National Flag of Canada, the official flags of the Province(s) and the Town of Digby are symbols of honour and pride for all Canadians. They should be treated with respect.

2. POLICY

- 2.1 What flags will be flown on flag poles under control of the town of Digby.
 - 2.1.1 The Canadian flag (National Flag of Canada), Official Provincial flag of Nova Scotia, and Official Town flags are the only flags authorized to be flown on any present or future flagpoles under the care and control of the Town of Digby with the exception of the flag poles on Admirals Walk where the official Provincial and Territorial flags of Canada only are to be flown.
- 2.2 Occasions when the flags will be flown at half-mast on town flag poles
 - 2.1.2 when as indicated by the Federal Government of Canada, where flags on federal government buildings, airports, military bases and other establishments are flown at half-mast when directed by the Department of Canadian Heritage;
 - 2.1.3 when as indicated by the Province of Nova Scotia, on the death of the Lieutenant Governor, the Premier or another person similarly honoured by that province;
 - 2.1.4 on the death of the Mayor, a Councillor or another person similarly honoured;
 - 2.1.5 upon the direction of the Mayor, or his designate, upon the death of:

- Staff of the Town
- Long-serving former staff (normally ten years or more)
- Former Mayors, Councillors, or another person similarly honoured
- Other significant contributors

2.1.6 on Remembrance Day, November 11, the flag is flown at half-mast from 11:00 a.m. to 12:00 noon

3. POLICY PROCEDURES

3.1 The Mayor, any Councillor or staff member of the Town of Digby aware of the death of an individual deserving of recognition by the Town of Digby should contact the Town Clerk's Office. The Town Clerk's Office will notify the Superintendent of Public Works who will arrange to have the flag properly lowered and flown at half-mast from the notification of death until the completion of the funeral or memorial.

4. FLAG PROCEDURES

4.1 Flags will be flown at half mast for the same duration as indicated by the Federal Government of Canada, Provincial Government of Nova Scotia, from the notification of death until the completion of the funeral or memorial service.

5. FLAG PROTOCOL

5.1 Flags under the control of the Town of Digby shall be displayed in accordance with flag etiquette in Canada as outlined by the Government of Canada Canadian Heritage Ceremonial and Canadian Symbols, and in accordance with the Flag Protocol Guidelines.

Clerk's Annotation For Official Policy Book

Date of Notice: 17 September 2007

Date of adoption: 27 September 2007

Policy effective date: 27 September 2007

I certify that this **Flag Policy** was adopted by Council as indicated above.



Clerk

28 September 2007

Date