



Administrative Policy # 2021-05

Flag Flying Policy

General Statement of Policy

It shall be the policy of the Town of Digby (“Town”) to provide clarity and direction respecting the flying of flags on municipal property.

Policy Objectives

1. To establish a policy that provides a constant protocol for flying flags on properties and flag poles owned by the Town of Digby,
2. To provide guidelines for use of the special purpose flag pole on Admiral’s Walk,
3. To establish protocol for when the Canadian flag will be flown at half-mast.

Policy

1. Protocol and Etiquette for Flag Flying on Municipal Property

- 1.1. It shall be the policy of the Town of Digby that no flag, other than the National flag, the Provincial Flag, the Municipal flag, and/or First Nation flag will be flown from a Town owned flag pole. (See **Appendix A - Inventory of Flag Poles**), with the exception of the Town owned Single mast flag pole located to the far right of the flag Poles on Admiral’s Walk. This flag pole will be designated the Special Purpose flag pole, and may fly flags noted in Section 2.
- 1.2. The National flag, Provincial Flag, Municipal flag shall be hung in Council Chamber.
- 1.3. Flags other than those mentioned may be flown when appropriate, in accordance to Section 2 of this policy.
- 1.4. Flags shall be flown in a manner consistent with flag etiquette of the Federal Department of Canadian Heritage.

2. Flying Flags of Non Profit Organizations

The Town of Digby receives requests periodically from community organizations to fly the flag of their group on a municipally owned flag pole. To enable meeting these requests in a fair and equitable manner, the Town of Digby has established protocol and a location for flying non-profit organizations flags.

- 2.1. The Town owned Single Mast Flag Pole located on Admiral's Walk to the extreme right of the Provincial and First Nations Flag is designated the Special Purpose Flag Pole for non-profit organizations that request their flags be flown for a certain period of time;
- 2.2. Approved flags from non-profit organizations will be permitted on the Special Purpose Flag Pole located on Admirals Walk;
- 2.3. All applications must be received in writing (Appendix B - Request for a Community Flag to be flown) from non-profit organizations wishing to have their flag flown. Applications are to be submitted a minimum of 1 month prior to the date the group would like the flag flown. A calendar will be maintained by the office of the CAO to track availability. Consideration will be given to the order in which requests are received.
- 2.4. All applications for the Special Purpose flag pole will require approval by Council at a Council meeting.
- 2.5. Approved applicants must provide the flag they wish to have flown at least 1 week prior to the date it is to be flown, and pick it up within a week of it being removed. The Town of Digby will not fly a flag that is in poor condition.
- 2.6. The maximum period for a special purpose flag to be flown is 2 weeks.
- 2.7. Exceptions to this are the flags of local significance from groups that may not have an established community organization to submit on their behalf (Appendix C - List of Recurring Flags) The Town of Digby will maintain these flags in their flag inventory, and will continue to purchase them until such a time as a community organization is formed.
- 2.8. The Town of Digby will not approve applications from community organizations in support of:
 - 2.8.1. Political parties
 - 2.8.2. Religious groups
 - 2.8.3. Community groups or organizations that support social or racial intolerance, violence or hatred.
 - 2.8.4. Notwithstanding Section 1 and Section 2, other governmental flags may be flown on the special purpose flag pole as deemed appropriate by Council, as in the case of a visiting dignitary for the duration of their visit to the Town of Digby.
- 2.9. When there is no special purpose flag flown on the flag pole, the Town of Digby flag will be flown.
- 2.10. The public will be advised of the significance of the flag being flown on the Special Purpose Flag Pole through communications efforts on the Town of Digby's social media pages.

3. Protocol for Flying a Flag at Half Mast

Flags flown at half-mast signify a period of mourning, respect for lives lost, or to commemorate a solemn occasion. When a flag is to be flown at half mast, the flag is to be raised to the top of the mast, and immediately slowly lowered to half-mast. When one flag is lowered to half mast, all other flags flown together with it should also be flown at half mast, following the same protocol. The CAO will advise staff to lower flags on Town owned flag poles to half-mast.

- 3.1. From the time of notification of death, until sunset on the day of the funeral or memorial service, flags in the Town of Digby will be flown at half-mast for the following dignitaries:
 - 3.1.1.1. The Sovereign, the Governor General, and the Prime Minister
 - 3.1.1.2. The Sovereign's family
 - 3.1.1.3. Former Governor General
 - 3.1.1.4. Former Prime Minister
 - 3.1.1.5. Lieutenant Governor
 - 3.1.1.6. The Premier
 - 3.1.1.7. Following the lead of the Province of Nova Scotia, when they initiate a half mast flying of the Provincial flag
- 3.2. From the time of notification of death until sunset on the day of the funeral or memorial service, flags in the Town of Digby will be lowered to half-mast in recognition of persons residing in the Town of Digby whose duties were in the field of protective services (ie; RCMP, Canadian military personnel, fire fighter/first responder) whose lives were lost in the line of duty.
- 3.3. From the time of notification of death until sunset the day of the funeral or memorial service, flags in the Town of Digby will be lowered to half-mast out of respect for those who served the Municipality in the following capacities:
 - 3.3.1.1. Mayor or former Mayor of the Town of Digby.
 - 3.3.1.2. Councillor or former Councillor of the Town of Digby.
 - 3.3.1.3. Staff of the Town of Digby.
- 3.4. Flags will be flown at half-mast to commemorate lives lost in tragic national or international events. In these circumstances, a decision to lower flags, and the duration they will remain at half-mast will be reflective of the practice of the Province and/or the Rules for half-masting the National Flag of Canada.
- 3.5. The Flags on the Promenade shall be placed at half-mast from Sunrise to Sunset on Remembrance Day November 11th.
- 3.6. Other individuals may be recognized by the act of lowering the flags to half-mast at the direction of Council.
- 3.7. Any citizen or staff member of the Town of Digby may advise the CAO's office of the details (individual's name, qualifications for recognition, and date of funeral or memorial service) pertaining to those individuals included under 3.3.1.1 to 3.3.1.3 inclusive.
- 3.8. The CAO will arrange for the flags to be lowered to half-mast.

3.9. The public will be advised of the solemn occasion for which the flag is being flown at half-mast through communications efforts on the Town of Digby social media pages.

Clerk's Annotation for Official Policy Book

Date of Notice: June 21, 2021

Date of adoption: July 5, 2021

Policy effective date: July 6, 2021

I certify that this Administrative Policy # 2021-05 Flag Flying Policy was adopted by Council as indicated above.



Clerk

July 6, 2021

Date

APPENDIX “A” - Inventory of Flag Poles

Inventory of Municipally Owned Flag Poles

Location	Number of Poles	Flag(s) Flown
Promenade	One (1) with Yard Arm	Canadian, Nova Scotia, Town of Digby
Admirals Walk	Fifteen (15)	10 Provincial, 3 Territory, 1 First Nations, 1 Special purpose Flag (By request of organization, or CAO) Town of Digby when not in use for special purposes. Canadian Flags on all poles for Canada Day
Digby Town VIC	One (1) with Yard Arm	Canadian, Nova Scotia, Town of Digby
Digby Station	Two (2)	Nova Scotia, Town of Digby

APPENDIX B - APPLICATION FORM

TOWN OF DIGBY

Application for Flying a Flag on the Special Purpose Flag Pole located on Admiral’s Walk – last flag pole to the extreme right

Consideration will be given to the order in which applications are received.

Please note: To have an application placed on an upcoming Council agenda for approval, submit this form at least one month prior to the date being requested. Once Council reaches a decision, you will be advised by staff through the contact information you provide below. Approved applicants must provide the flag noted in their application at least one week prior to the date of the flag being flown, and will be requested to provide a jpeg of their flag, along with promotional text/media release. Approved flags may be dropped off at the Town of Digby Town Hall 147 First Avenue Digby NS during business hours.

Community Organization Requesting Flag to be flown:

Flag to be flown:

Significance of Flag: If additional space is required, please attach information to the application form. This information may be used in Town of Digby social media posts regarding the flag being flown:

Contact person: _____

Contact address: _____

Contact Phone: _____ Contact Email address: _____

Please indicate the dates of the two (2) week period that your organization would like the flag flown, along with a second choice should the first choice be unavailable:

First Choice: _____ Second Choice: _____

FOR OFFICE USE ONLY:

Date/Time Received: _____

Meets Policy: _____ Yes _____ No _____ CAO initials

Date Requested: _____ 1st Choice _____ 2nd Choice

FOR OFFICE USE ONLY:

Date/Time Received: _____

Meets Policy: _____ Yes _____ No _____ CAO initials

Date Requested: _____ 1st Choice _____ 2nd Choice

Council Agenda: _____ Approved: _____

APPENDIX C – List of Recurring Flags

Recurring Flags to Fly on the Special Purpose Flag Pole

Flags/Event Date/Approximate Dates

African Heritage Month 2 weeks in February, coinciding with African Heritage month

National Volunteer Week 2 weeks in April to encompass National Volunteer Week

Pride flag 2 weeks encompassing Pride Month

National Aboriginal Day 2 weeks encompassing National Aboriginal Day, June 21

Mi'kmaq History Month first 2 weeks of October to coincide with Mi'kmaq History month

Veterans Week 2 weeks encompassing Veterans Week (November 5-11th)