



POLICY

FLAG FLYING

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Policy Number: 120-006	Supersedes Policy Number: Not Applicable
Effective Date: 2009-02-16 Amended 2012-11-19 Amended 2017-06-20	Approval By Council Motion Number: 08-02-09 04-11-12 28-06-17

1.0 Purpose

The purpose of this policy is to outline the occasions for flying flags in the Town of Wolfville.

2.0 Scope

This Policy is applicable to Town of Wolfville staff responsible for flying Flags for the Town of Wolfville.

3.0 References

- 3.1 Telephone and Electronic Polls Policy, 110-008

4.0 Definitions

- 4.1 **CAO** means the Chief Administrative Officer for the Town of Wolfville
- 4.2 **Town** means the Town of Wolfville.

5.0 Policy

- 5.1 It is the policy of the Town of Wolfville that no flag, other than a Federal Flag, a Provincial Flag, a Municipal Flag, and/or a First Nations Flag be flown from a municipal-owned flag pole with the exception of the fourth flag pole located at the Town's waterfront property. This flag pole will be designated for groups and organizations who request that their event flag be flown from a Town flag pole.
- 5.2 Notwithstanding the above policy, the Town of Wolfville will fly the appropriate flag on the occasion of a visiting dignitary; the flag will be flown for the duration of the visit to the Town of Wolfville.
- 5.3 Additionally, the Town of Wolfville undertakes to provide consistent circumstances when flags on Town property will be flown at half-mast in the Town of Wolfville.
- 5.4 **Specific Objectives**

Through the Flag Flying Policy, the Town of Wolfville undertakes to:

- a. Provide a consistent response;
- b. Provide fair and equitable opportunities; and



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- c. Provide a designated area for groups or organizations to fly their event flag from a Town flag pole

5.5 Requests for Flag Flying

- a. Flag flying requests shall be in writing and directed to the office of the CAO and should include the start and end date of the request.
- b. Flag flying requests are approved on a first come, first serve basis;
- c. Flags will only be placed on Town property in support of specific community events or activities in or around the Town at the request of the organizing group;
- d. The maximum duration of any individual flag display will be one week (seven days).
- e. If a request is perceived as contentious the CAO may conduct a Telephone or Electronic Poll of Council per Town Policy 110-008 for approval.

5.6 Responsibilities

5.6.1 The Chief Administrative Officer may:

- a. Determine if the request for half-masting conforms to the criteria of the policy.
- b. Arrange for the half-masting of the flag, and will advise the Mayor, Council and staff of the Town's Administrative offices, of the name of the individual, the individual's qualification for recognition under this policy and the date of the funeral or memorial service for the individual.

5.6.2 The Town Council may:

- a. At the request of the CAO, consider for approval the request submitted to Council.
- b. At the request of the group or organization, attend the flag raising ceremony.

5.6.3 The Fire Department Operator/Mechanic shall:

- a. Be responsible for changing the event flag at the request of the CAO.
- b. Be responsible for lowering the flag or flags to half-mast at the request of the CAO.

5.7 Half-Masting the Canadian Flag

5.7.1 The flag will be flown at half-mast to mark 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, or at the discretion of the CAO:

- a. Across Canada and abroad on the death of:
 - i. 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).



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- ii. The Governor General or a former Governor General of Canada.
 - iii. The Prime Minister or former Prime Minister of Canada
 - b. Within the Province on the death of:
 - i. The Lieutenant Governor or former Lieutenant Governor of Nova Scotia.
 - ii. The Premier or former Premier of Nova Scotia.
 - c. Within the Town of Wolfville on the death of:
 - i. The Mayor or former Mayor of the Town of Wolfville.
 - ii. A Councillor or former Councillor of the Town of Wolfville.
 - iii. A Federal Cabinet Member or former Cabinet Member who represented a constituency that included the Town of Wolfville.
 - iv. A current or former employee of the Town of Wolfville.
 - v. A Member of the Legislative Assembly (MLA) or a former MLA who represented a constituency that included the Town of Wolfville.
 - vi. A Member of the Canadian Military whose life was lost while on active duty.
 - d. In recognition of individuals from the Town, whose duties can be described as “Protective Services”, including but not limited to police, fire, emergency health services, Department of Natural Resources Conservation Officer and Fisheries Officers.
- 5.7.1 All flags will be lowered to half-mast during the Remembrance Day Ceremony on November 11.
- 5.7.2 The flag will be flown at half-mast to mourn lives lost in traffic, national and international events. In such cases the decision to lower the flag and the period during which it remains at half-mast will generally mirror the practice of the Province of Nova Scotia, but will be at the discretion of the CAO.
- 5.8 Other individuals and events may be recognized by lowering the flag at the discretion of the CAO and/or Council of the Town.

6.0 Policy Review

The Policy will be reviewed every four years from the effective/amended date.

CAO

2017-06-20

Date