

Flag Flying Policy



Purpose

To provide a fair and consistent response to groups and organizations requesting that their ~~event~~ special purpose flag be flown from the Municipality of Colchester flagpole and provide general direction and procedures to determine when the Canadian Flag will be flown at half-mast at the Municipality of Colchester Administrative Building.

Policy

1. Flags to be Flown

a. Official Flags

It shall be the policy of the Municipality of Colchester to permanently fly a Canadian flag, a Nova Scotia flag, or a Municipality of Colchester flag from municipal-owned flagpoles.

Flags shall be flown in a manner consistent with flag etiquette of the federal Department of Canadian Heritage.

b. Special Purpose Flags

- i) Organizations that request their flag to be flown for a certain period, if approved, may have their flag flown below the Municipal flag or on a flagpole designated for special purpose flags at the Municipal Office at 1 Church Street, Truro. A list of pre-approved flags is included below in item (x).
- ii) All applications must be completed on the attached form and submitted to the Municipal administration office a minimum of one month prior to the date the flag is requested to be flown. All applications will be reviewed by Council for approval and will be done so in the order they are received.
- iii) A special purpose flag shall be flown for a period of up to two weeks, or for the duration of the associated event, whichever is less, unless otherwise approved by Council or predetermined within this Policy. If an observance is recurring, requests can be made to fly a flag on a specific date(s) annually without submitting a request every year.
- iv) The Community Flagpoles may be used to fly flags:
 - a) in honour national or independence days important to the residents of Municipality.
 - b) in support of fund- raising drives important to the residents of the Municipality.

- c) to celebrate multi-cultural, social, and civic events important to the residents of the Municipality.
 - d) to help increase public awareness of the programs, activities, or objectives of community organizations.
- v) The Community Flagpoles will not be used to fly flags:
 - a) of political parties or political organizations.
 - b) of religious groups or the celebration of religious events.
 - c) that promote or symbolize social or racial intolerance, violence, or hatred.
 - d) If the intent is to defame the integrity of Council.
 - e) Representing or advertising commercial operations or organizations.
 - f) in support of fund- raising drives that are political or religious in nature.
 - g) in support of groups, organizations, or events that promote beliefs contrary to any other Municipal policy.
- vi) Council may deny requests if the event or organization has no direct relationship with the Municipality.
- vii) The public will be advised of the significance of the community organization' s flag being flown through social media or other communication efforts on the part of the Municipality in collaboration with the community organization.
- viii) When there is no community organization flag on the community flagpole, a branded municipal flag will be flown
- ix) In the absence of a representing community organization, and when appropriate, the Equity, Diversity, and Inclusion Committee may submit a flag flying request for Council's review.
- x) The Municipality will purchase and fly the following pre-approved flags, without a written request. All other approved applicants must supply their own flag unless otherwise determined by Council.
 - a) Pan-African flag – first two weeks of February (African Heritage Month) and August 1 (Emancipation Day).
 - b) Trans flag – March 31 (Transgender Day of Visibility) and November 20 (International Transgender Day of Remembrance).
 - c) Access Awareness Week flag – last week of May (Access Awareness Week)
 - d) Pride flag – in June (Pride week).

- e) Every Child Matters flag - September 30 (National Day for Truth & Reconciliation / Orange Shirt Day).
- f) Mi'kmaw Grand Council Flag – June 21 (National Indigenous Peoples Day) and October (Mi'kmaq History Month)
- g) Acadian Flag – August 15 (National Acadian Day)

2. Recognition of Prominent Public Figures

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 Municipality is notified of the individual's death until and including the date of the funeral or memorial service:

Across Canada and abroad on the death of:

- 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 or a former Governor General of Canada
- Prime Minister of Canada

Within the Province on the death of:

- The Lieutenant Governor
- The Premier
- Another person similarly honoured by the Province

Within the Municipality of Colchester on the death of:

- Warden/Mayor or former Wardens/Mayors of the Municipality of Colchester
- Councillors or former Councillors of the Municipality of Colchester
- Federal Cabinet Member or former Cabinet Members who represent or represented constituencies in the Municipality of Colchester
- Members of the Legislative Assembly or former members who represent or represented constituencies in the Municipality of Colchester.

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

The flag will be flown at half-mast to mourn the passing of persons in or from the Municipality of Colchester whose lives are lost while in the line of duty for a period beginning when the Municipality 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 flag will be flown at half-mast to mourn the passing of members of the Canadian Military whose lives are lost while on active duty for a period beginning when the Municipality is notified of the individual's death until and including the date of the funeral or memorial service.

5. Other Circumstances

The flag will be flown at half-mast to mourn lives lost in tragic national and international events. In such cases, a 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.

Other individuals and events may be recognized by lowering the flag at the direction of the Executive Committee of the Municipality of Colchester.

6. Procedure

- a. Any citizen, Council member or staff member of the Municipality of Colchester 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 of the individual, the individual's qualifications for recognition under this policy, and the date of the funeral or memorial service.
- b. The Chief Administrative Officer will arrange to have the flag 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 flag is at half-mast.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): January 10, 2025

Date of Passage of Current Policy: January 30, 2025

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

Dan Troke

Municipal Clerk

February 5, 2025

Dated

Date amended: January 2025
Date originally approved: January 2009



Special Purpose Flag Raising Application

Please review the Flag Raising and Protocol Policy, specifically section 1B Special Purpose Flags, for further details.

Applications are to be submitted a minimum of one month prior to the date the group anticipates having the flag flown. Submissions can be sent electronically to tveno@colchester.ca or by mail to Municipality of Colchester, 1 Church Street, Truro, NS, B2N 3Z5

All applications must be reviewed by Council for approval.

Please complete the following questions for consideration.

Legal Name: _____

Organization: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Date Request was Submitted: _____

Flag description (Please attach clear image/photo): _____

Relevance of flag to the Municipality of Colchester:

Requested date(s) for flying the flag: _____

I understand and accept that the flag and all necessary attachments will be provided by the applicant and or their organization. Municipal staff will raise and lower the flag in accordance with the terms of the permissions granted.

Signature: _____

For any additional questions or concerns, please contact Tracey Veno at 902-897-3184 or email tveno@colchester.ca.