
Part 1 Purpose

- 1.1 The Municipality of the District of St. Mary's recognizes that flags are important symbols of honour and pride and must be treated in a respectful and consistent manner.
- 1.2 The purpose of this policy is to provide standards for flags flown on municipal property including procedures for raising and lowering flags, as well as procedures for lowering the flags to half-mast, to provide public awareness, and support of equity-seeking groups in the Municipality.
- 1.3 This policy is also in place to ensure flag raisings honouring St. Mary's diversity occur in a fair, inclusive and equitable manner.

Part 2 Definitions

- 2.1 "**CAO**" means Chief Administration Officer;
- 2.2 "**Council**" means the Council of the Municipality of the District of St. Mary's;
- 2.3 "**Equity-seeking group**" means those groups that identify barriers to equal access, opportunities and resources due to disadvantage and discrimination and actively seek social justice and reparation.

Part 3 Flag Protocol

- 3.1 St. Mary's will follow the Federal and Provincial practices and protocols for the display and flying of flags.
- 3.2 The following protocol should be followed with respect to the displaying of flags:
 - 3.2.1 Only one flag is to be displayed per pole;
 - 3.2.2 The Canadian Flag should be given the place of honour and as such no flag should be flown or displayed above the Canadian Flag; Hence the Canadian Flag shall be flown on the 30-foot pole located in front of the Municipal Building located at 8296 Highway # 7 (Marine Drive), Sherbrooke NS. The Canadian Flag on this pole shall not be substituted for any other flag.
 - 3.2.3 Flags that are flown together should be approximately the same size.
 - 3.2.4 The St. Mary's Municipal Flag shall always be flown on the municipal flagpole located at the intersection of Old Road Hill and Hwy #7 (Marine Drive)
 - 3.2.5 One additional Flag may be flown (per the standards in this policy) at an additional, flagpole located at the intersection of Old Road Hill and Hwy #7 (Marine Drive)

Part 4 Procedure for flying flags at half mast

- 4.1 The flying of flags at half-mast denotes a period of official mourning or commemoration. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.
- 4.2 The Municipality of the District of St. Mary's will fly its flags at half-mast in the event of a death or to commemorate a solemn occasion. In consultation with the Warden, the CAO will provide instructions to lower the flags at the on Municipal property.
- 4.3 The Canadian and the Municipal flag will be lowered to half-mast on the day of passing until sunset on the day of the funeral, in memory of the following people:
 - 4.3.1 The sovereign or a member of the sovereign's immediate family
 - 4.3.2 The Governor General of Canada
 - 4.3.3 The Prime Minister of Canada
 - 4.3.4 Former Prime Minister of Canada
 - 4.3.5 The Lieutenant Governor of the Province of Nova Scotia
 - 4.3.6 The Member of Parliament for the Municipality of the District of St. Mary's
 - 4.3.7 A current member of the Legislative Assembly of Nova Scotia who represents the Municipality of St. Mary's riding
 - 4.3.8 A current Municipal Councillor of the Municipality of the District of St. Mary's.
 - 4.3.9 A Municipality of the District of St. Mary's employee who had died while performing their duties
- 4.4 In keeping with Federal and Provincial protocol, flags will be lowered to half- mast on the occasions provided annually by the Province of Nova Scotia Protocol and Honours Secretariat.
- 4.5 In the event of the death of a Canadian Firefighter or RCMP Officer in the line of duty, the decision to lower the flag on municipal property shall rest with the Warden.
- 4.6 When the flag is lowered to half-mast for one of the reasons described above, notice will be provided of the reason to all staff and Council and posted on the Municipality's website and social media accounts.

Part 5 Honouring Equity

- 5.1 For the following dates/events throughout the year, St. Mary's will fly flags and, and where a flag is raised for the first time, Council may host a ceremony in honour of the recognition:
- 5.1.2 Access Awareness Week (Access Awareness Week)
 - 5.1.3 Emancipation Day (Pan-African flag)
 - 5.1.4 Pride Month (Progress Pride flag)
 - 5.1.5 Transgender Awareness week (Transgender flag)
 - 5.1.6 International Transgender Day of Visibility (Transgender flag)
 - 5.1.7 African Heritage Month (Pan-African flag or African Nova Scotia flag)
 - 5.1.8 Day for Truth and Reconciliation (Mi'kmaq Grand Council flag)
 - 5.1.9 National Aboriginal Day (Mi'kmaq Grand Council flag)
 - 5.1.10 Mi'kmaq History Month (Mi'kmaq Grand Council flag)
 - 5.1.11 National Acadian Day (Acadian flag)

These flags shall be purchased and owned by the Municipality.

- 5.2 If a day of recognition falls on a weekend or holiday where the Administration offices are closed, the flag will be raised the regular business day immediately preceding the day of recognition and remain until the regular business day immediately following the day of recognition.
- 5.3 Requests for additional honour flag-raising shall be made writing on the form in Appendix A. a minimum of 60 days in advance of the flag raising event. Council will review applications and make a determination on if the municipality will fly the requested flag. A motion shall be made at Council and recorded in the minutes. Equity seeking groups and/or individuals may host flag raising ceremonies at the designated flag location (see part 3.2.5)
- 5.4 Groups requesting additional honour flag-raising shall provide St. Mary's with the appropriate flag. If a decision is made by Council that a flag shall be flown on a recurring basis, it shall be purchased by the Municipality.
- 5.5 Honour Flags shall be not larger than 36 inches x 60inches (standard 3' by 5')
- 5.6 Information on honour flags being raised will be provided to staff and Council and posted on the Municipality's website and social media accounts.

Part 6 The Municipality of the District of St. Marys shall not fly the following flags

- 6.1 Organizations or groups that are political or partisan in nature including political parties and organizations
- 6.2 Organizations that promote hatred, racism, violence or discrimination of any kind
- 6.3 Religious organizations
- 6.4 Commercial entities
- 6.5 The Municipality will not participate in posting flags or other banners in locations not named in this policy and not on municipal property.
- 6.6 St. Mary's reserves the right to reject any request and/or flag that does not comply with St. Mary's policies or bylaws, or that promote racism, personal discrimination, violence or hatred. Flags shall not promote a point of view or organization of a political, ethical or religious nature or directly encourage or exhibit obvious indifference to unlawful behaviour.

Part 7 Revisions to Policy

- 7.1 The Municipality shall ensure that this policy is reviewed at least every four years and, where necessary, revised. All amendments to this policy will be recorded using Schedule B - Policy Amendments.



APPENDIX A
MUNICIPALITY OF THE DISTRICT OF ST MARY'S
Application for Flying a Flag

Please note: To have an application considered by Council, this form must be submitted at least 60 days prior to the date requested. Once a decision has been reached, you will be advised 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 jpg/png file of the flag, along with promotional text/media release information.

Community Organization Requesting Flag to be Flown

Flag to be Flown

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

Do you plan on holding a flag raising ceremony?

Municipality of the District of St. Mary's Flag Policy



Please indicate the dates that your organization would like the flag flown, along with a second choice should the first choice be unavailable:

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

First Choice: _____

Second Choice: _____

Contact Person: Please provide full name and contact details including email and cell phone number.

Signature of Applicant

Date



SCHEDULE B
“Policy Record”

The “Policy Review Record” will be updated accordingly to reflect policy review and amendment dates.

| Date of Review | Section(s) Updated | Council Approval Date |
|----------------------|--------------------|---|
| COTW - June 19, 2024 | Adoption of Policy | July 8 th , 2024 – Regular Council |
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Committee of the Whole – June 19th, 2024.

On recommendation of Councillor Malloy, and seconded by Councillor Mailman, Council agree to adopted the Flag policy as presented.

Recommendation adopted.

Regular Council Meeting – Monday July 8th, 2024.

On motion of Councillor Mailman, and seconded by Councillor Malloy, Council agree to adopted the Flag policy as presented.

Motion approved.