



Town of Trenton

POLICY NO. GOV-20221108

APPROVED: 2022-11-08

FLAG RAISING & PROTOCOL POLICY

Scope

The Flag Raising and Protocol Policy establishes a framework and guidelines for the flying of flags at municipally owned properties and standards for processing requests related to flag flying, proclamations, and public awareness campaigns.

Definitions

“CAO” means the Chief Administrative Officer appointed by Town Council, or their designate.

“Community Flag Pole” means a flag pole designated by Council for community flag raising.

“Flying a Flag at Half-Mast” means the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

“Town” means the Town of Trenton.

Policy

1.1. This policy applies to flags flown on all Town property, including parks, and all requests for:

- a) Flag flying;
- b) Proclamations; and
- c) Public Awareness Campaigns

Flag Flying

2.1. The Town will fly the flags listed below on Town properties:

- a) National Flag of Canada
- b) Flag of the Province of Nova Scotia
- c) Municipal flag of the Town of Trenton

2.2. All flags shall be flown in accordance with the flag flying etiquette of Canada as established by the Federal Department of Canadian Heritage.



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2.3. The Town flag is the property of the Corporation, and the Town reserves the right to direct the appropriate use and display of the flag. The Town also reserves the right to determine whether to fly any flag at a municipal facility.

Half-Masting of Flags

3.1. The flying of flags at half-mast denotes a period of official mourning or commemoration. The Town will fly flags at half-mast upon notification of the death until sunset on the day of the funeral or memorial service in the case where no funeral is held, unless circumstances prohibit the lowering of the flags for that time as determined by the CAO for the following:

- a) The Sovereign or spouse;
- b) The current Governor General of Canada;
- c) The current Prime Minister of Canada;
- d) The current Lieutenant Governor of Nova Scotia;
- e) The current Premier of Nova Scotia
- f) The current Member of Parliament or Member of Provincial Parliament representing Pictou Centre;
- g) The current Mayor, former Mayor, a Member of Council, a former Member of Council;
- h) A current Town employee;
- i) A current Pictou County Firefighter or former member of the Trenton Fire Department at the discretion of the Fire Chief or designate;
- j) A Pictou County Police or RCMP Officer who dies in the line of duty; and
- k) A resident of Pictou County, who is a member of the Canadian Armed Forces, killed while deployed on operations.

3.2. The CAO shall have the authority to direct the half-masting of flags in the event of the death of someone not identified above or to recognize/commemorate a solemn occasion.

3.3. The Town will fly flags at half-mast on special days as established by the Federal Government of Canada. Below is a list of the special days to be recognized by this policy:

- a) April 28th - Day of Mourning for all Persons Killed or Injured in the Workplace
 - b) June 23rd - National Day of Remembrance for Victims of Terrorism
 - c) Second Sunday in September - Firefighters' National Memorial Day
 - d) Last Sunday in September - Police and Peace Officers' National Memorial Day
 - e) September 30 - National Day for Truth and Reconciliation
 - f) November 11th - Remembrance Day
 - g) December 6th - National Day of Remembrance and Action on Violence Against Women
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Full-Mast

4.1. If the flag is half-masted, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act (R.S.C. c. H-5):

- a) Canada Day
- b) Victoria Day

4.2. Exceptions to Section 4.1, the flag remains half-masted for the death of the following:

- a) The Sovereign
- b) Current Governor General of Canada
- c) Current Prime Minister of Canada

Special Permission for Flag Flying on the Community Flag Pole

5.1. The third (right) flag pole, located with the National (centre) and Provincial (left) flag poles on Main Street next to the Trenton Station, shall be designated the Town of Trenton Community flag pole. The community flag raising is to: celebrate achievement, to help increase public awareness of programs and activities, acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the Town in a positive manner. When a community flag is not raised, the Municipal flag of the Town will occupy this flag pole.

5.2. Town Council authorizes decisions regarding the flying of flags by special permission on the Community Flag Pole be made at the discretion of the CAO in accordance with the following criteria:

5.2.1 Requests for the raising and displaying of flags may be approved for:

- a) Community service, charitable or not-for profit organizations and/or public awareness campaigns;
 - b) To support fund-raising activities;
 - c) Celebrate achievement;
 - d) Celebrate multi-cultural and civic events;
 - e) Improve public awareness of programs and/or activities;
 - f) Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community;
 - g) An organization that has helped to enhance the Town in a positive manner
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5.2.2 Requests will not be approved where the flag flying relates to:

- a) Political parties, political organizations, or candidates for election;
- b) Religious organizations or religious events or celebrations;
- c) Celebrations, campaigns or events with no direct relationship to the Town of Trenton;
- d) Celebrations, campaigns or events contrary to Town policies or by-laws;
- e) Celebrations, campaigns or events intended for profit making purposes;
- f) Celebrations, campaigns or events intended to defame the integrity of the Town;
- g) Celebrations, campaigns or events deemed inappropriate by the Mayor or CAO;
- h) Attempting to influence government policy; or
- i) Supporting discrimination, hatred, violence, or prejudice.

5.2.3 All requests for flag flying must be made to the CAO through the Administration Office, located at 120 Main Street, Trenton, Nova Scotia at a minimum of four (4) weeks prior to the requested date, in writing, and include the following information:

- a) Name of the requesting organization or individual;
- b) Contact information (phone, email, etc.);
- c) Details of requested event or occasion including date(s);
- d) Explanation of the purpose of the event or occasion;
- e) Picture of the flag to be flown;
- f) Description of the applicant organization or individual including a brief history, and any other relevant information.

5.2.4 Flag flying shall be in connection with a particular event by an organization.

5.2.5 The CAO will determine the timing and duration that the requested flag will be flown, which will be no longer than 14 days. Approvals shall be based on a first come first served basis, based on the date the request is received by the CAO. An event calendar will be maintained by the Administration Office to confirm availability.

5.2.6 Individuals and organizations requesting the flag flying are required to provide the flag to be raised to the Administration Office at least one (1) week prior to the flag raising. Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.

5.2.7 Notification to the media and advertising related to flag flying is the responsibility of the requesting party.

5.2.8 An organization's flag shall be flown no more than once per calendar year.



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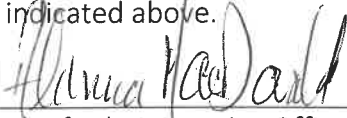
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- 5.2.9 Organizations shall be required to submit flag flying requests on an annual basis.
- 5.2.10 The Town is not responsible for damaged or lost flags.
- 5.2.11 In the event there is a dispute between an organization and the Towns as to the eligibility of a request, the appeal process shall be through the Town Council having full and final say as to whether the request to fly a flag will be granted.
- 5.2.12 Flags shall only be raised and lowered on those business days the Town is open.
- 5.2.13 The Town does not imply or express support for, or approval of, the politics or opinions expressed by the groups or organizations whose flag is flown in accordance with this policy.

Repeal

6.1. All former policies and/or practices heretofore enacted with respect to flags are hereby repealed.

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	GOV-20221108	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>Oct.25, 2022</u>
Council Approval:	<u>2022/ 11/ 08</u> Y M D	Date of Passage of Current Policy:	<u>Nov.08, 2022</u>
Effective Date:	<u>2022/ 11/ 08</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u> / / </u> Y M D		<u>11/08/2022</u>
		Chief Administrative Officer	Date