
DEPARTMENT: ALL DEPARTMENTS

TITLE: FLAG PROTOCOL

Minutes reference date: 20180326 20191125 20221024

1 PURPOSE

The purpose of this policy is to provide guidance as to which stationary flags on Town of Amherst properties shall be flown and how they will be presented at half-mast.

2 DISPLAY AND MAINTENANCE OF FLAGS

- a. All flags shall be maintained in a condition fitting their significance. Frayed flags shall be replaced and/or repaired as soon as possible. Any flag that is removed from service shall be destroyed in a dignified manner.
- b. When the Canadian flag is displayed on a speaker's platform, it should be placed on a flag pole on the left (from the point of view of the audience) and when it is displayed in an auditorium, it should be placed on a flag pole on the right (from the point of view of the audience).
- c. At no time shall any flag touch the ground or be displayed at a level higher than the Canadian flag.
- d. When the Canadian flag is flown alone on top or in front of a building where there are
 - i. Two flagpoles - the Canadian flag shall be flown on the flagpole to the left.
 - ii. More than two flagpoles - the Canadian flag should be flown as near as possible to the center
- e. When the Canadian flag is flown in a line of flags
 - i. Three flags - the Canadian flag shall be displayed in the center, with the other flags being placed from left to right in order by the level of government that they represent (For example: Canadian flag (Center) > Provincial flag (Left side) > Municipal flag (Right side))
 - ii. More than three flags displayed in a straight line - the Canadian flag shall be displayed on the left side, with the other flags being placed from left to right in order based on the level of government and then organized in alphabetical order. (For example: Canadian flag > Other countries > Provincial flags > Municipal flags > All other flags)
 - iii. More than three flags displayed in a semi-circle - the Canadian flag shall be displayed in the center, with the other flags being placed in order based on the level of government and then organized in alphabetical order. (For example: Canadian flag (Center) >

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Provincial flags (Immediately left side of the Canadian flag) > Municipal flags (Immediately right side of the Canadian flag) > All other flags)

f. Town of Amherst flag locations

- Amherst Fire Station
- Amherst Stadium
- Amherst Police Department
- Community Credit Union Business Innovation Center
- Community flag poles (In front of YMCA)
- Victoria square

3 FLYING FLAGS AT HALF MAST

a. The CAO’s office will arrange for the half-masting of the flags at all Town of Amherst Facilities, and will advise the Mayor, Council and staff of the Town’s Administrative offices, of the name of the individual, and any known details of the funeral or memorial service for the individual. In addition, the CAO’s office will define the date and time in which all flags will be placed back to full mast. Regardless of the situation, the Canadian flag shall be at full mast on Victoria Day and Canada Day.

b. Recognition of Prominent Public Figures and Others

The flag will be flown at half-mast to mark the passing of any of the following individuals, 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:

i. Canadian and Abroad

- 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;
- The Prime Minister of Canada.

ii. Nova Scotia

- The Lieutenant Governor;
- The Premier.

iii. Town of Amherst

- The Mayor, or a former Mayor of the Town;
 - A Councilor, or a former Councilor of the Town;
 - A Town of Amherst employee
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- A Federal Cabinet Member, or a former Cabinet Member who represented a constituency that included the Town;
- A Member of the Legislative Assembly, or a former MLA, who represented a constituency that included the Town.

iv. Protective Services Personnel

- Individuals from the Town of Amherst whose duties can be described as “Protective Services”, who have died in the line of duty, including but not limited to police, fire, emergency health services, DNR Conservations Officers and Fisheries Officers.

v. Canadian Military Personnel

- Members of the Canadian Armed Forces from the Town of Amherst or surrounding area who have died while on a peacekeeping or combat mission.

c. Other Circumstances

All Town of Amherst flags may be lowered to half-mast from sunrise to sunset for the following events:

April 28th – Day of Mourning for Persons Killed or Injured in the Workplace

November 11th - Remembrance Day

December 6th – National day of Remembrance and Action on Violence
Against Women

- i. The flag may 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 but will be at the discretion of the CAO.
 - ii. Other individuals and events may be recognized by lowering the flag at the direction of the CAO.
- d. Any citizen, councilor or staff member of the Town of Amherst, who becomes aware of an individual whose passing should be recognized under this Policy, should contact the CAO’s office as soon as possible.
- e. The CAO will determine if the request conforms to the criteria of the Policy.
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4 PROCEDURE FOR LOWERING FLAGS TO HALF MAST

a. LOWERING FLAGS AT HALF MAST

Upon receiving authority to lower the flags to half mast the following shall occur:

- i. All flags shall be first raised to the top of the mast and then slowly lowered to half mast
- ii. All flags which are flown together will be lowered to half-mast. The Canadian flag shall be the last one to be lowered.
- iii. Only those flags that have halyards and pulleys will be flown at half-mast;

b. PLACING FLAGS BACK TO FULL MAST

At the assigned date and time flags will be returned to full mast. The following shall occur:

- i. All flags shall be returned to full mast
- ii. Where multiple flags are flown together, the Canadian flag shall be returned to full mast first; followed by the remaining flags from left to right.

5 DISPLAYING NON -GOVERNMENTAL FLAGS

- a. Details on how non-governmental flags may be displayed can be found in Policy 10350-14 (REQUESTS FOR PROCLAMATIONS AND FLAG RAISING CEREMONIES).

6 REFERENCE DOCUMENTS

- a. Government of Canada – Rules for flying the national Flag of Canada
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>
 - b. Government of Canada – Rules for half-masting the National Flag of Canada
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>
 - c. Government of Canada – Position of honour of the National Flag of Canada
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/position-honour.html>
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