



## **1. Purpose**

The purpose of this policy is to establish clear practices regarding flags to be flown on municipal properties and the procedures for flying flags.

## **2. Authority**

This policy derives its authority from section 48 (3) of the *Municipal Government Act (MGA)*.

## **3. Scope**

This policy applies to all flags flown on municipally owned flag poles.

## **4. Definitions**

- 4.1 *CAO* – the Chief Administration Officer of the Municipality of the District of St. Mary's.
- 4.2 *Commercial Entities* – for profit organizations or businesses that are not affiliated with government bodies, non-profits, or community groups and whose primary purpose is commercial activity such as selling goods or services.
- 4.3 *Council* – the Council of the Municipality of the District of St. Mary's.
- 4.4 *Equity Seeking Group* – groups that identify barriers to equal access, opportunities and resources due to disadvantage and discrimination and actively seek social justice and reparation.
- 4.5 *First Responder* – includes volunteers and professionals who are responsible for the protection and preservation of life, property and the environment during an emergency such as police, firefighters, military personnel, auxiliary coast guard members, paramedics, dispatchers, doctors, nurses, medical evacuation pilots, mental health providers, emergency managers, tow truck drivers and ground search and rescue volunteers.
- 4.6 *Political Parties* – organized groups of people who share similar political beliefs, values, or goals and work together to influence public policy, win elections, and govern.
- 4.7 *Religious Organizations* – groups or organizations formed around shared beliefs, practices and systems of faith or worship.

## **5. Flag Flying Protocol**

- 5.1 Only one flag is to be displayed per municipal flagpole.
- 5.2 The Canadian Flag should be given the place of honour and as such no flag should be flown or displayed above the Canadian Flag. The Canadian Flag shall be flown on the 30-foot pole located at 8296 Highway 7, Sherbrooke, Nova Scotia. The Canadian Flag on this pole shall not be substituted for any other flag.

5.3 Flags should be the standard size of three feet by five feet.

5.4 One additional flag may be flown at the second flagpole located at the intersection of Old Road Hill and Highway 7.

5.5 The Municipality of the District of St. Mary's shall not fly the following flags that are:

5.5.1 Political or partisan in nature including political parties and organizations,

5.5.2 Promote hatred, racism, violence, or discrimination of any kind, or

5.5.3 Represent religious organizations or commercial entities.

## 6. Procedure for Flying Flags at Half Mast

6.1 In keeping with the 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.

6.2 Flags flown on municipal flag poles will be flown at half mast to mark the passing of specific individuals for a period beginning when the Municipality is notified of the individual's death until sunset on the day of funeral or if there is to be a memorial service the half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

6.3 Flags on all Municipal Flagpoles 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:

6.3.1 The sovereign or a member of the sovereign's immediate family,

6.3.2 The Governor General of Canada,

6.3.3 The Prime Minister of Canada,

6.3.4 A former Prime Minister of Canada,

6.3.5 The Lieutenant Governor of the Province of Nova Scotia,

6.3.6 The Member of Parliament for the Municipality of the District of St. Mary's,

6.3.7 The current member of the Legislative Assembly of Nova Scotia who represents the Municipality of St. Mary's,

6.3.8 A current or former municipal councillor of the Municipality of the District of St. Mary's,

6.3.9 An individual who is or was an employee of the Municipality for a period of at least 5 years, upon their passing,

6.3.10 A member of the Canadian Armed Forces whose life is lost while on active duty, and

6.3.11 A Municipal First Responder who dies in the line of duty.

## 7. Requests for Raising Flags

7.1 Individuals and organizations may request to hold a flag raising and to have a flag raised on the municipal flagpole on a one-time basis or an annual basis. Approved flags will be added to *Appendix A* of this policy.

7.2 Flag raising ceremonies may be held at the flagpole located at the intersection of Old Road Hill and Highway 7.



- 7.3 Requests shall be made using *Form A - Application for Flying a Flag*. The form must be submitted to the Municipal Office a minimum of 60 days prior to the flag raising event. Staff will review applications for approval and notify the applicant within 10 business days of receiving the application.
- 7.4 Those that make an application for flying a flag and are successful shall be responsible for providing the appropriate flag to the Municipality in the standard size of 3 feet by five feet prior to the flag raising.
- 7.5 The Municipality will notify the community in advance of the raising of honour flags. Details will be shared publicly through the Municipality's website and official social media platforms.
- 7.6 The Municipality reserves the right to reject any request that does not comply with the Municipality's policies or bylaws.

## **8. Special Days**

Flags will be Half-masted on all Municipal Flagpoles from sunrise to sunset on the following days:

- 8.1 April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day),
- 8.2 June 23, National Day of Remembrance for Victims of Terrorism,
- 8.3 Second Sunday in September, Firefighters' National Memorial Day,
- 8.4 Last Sunday in September, Police and Peace Officers' National Memorial Day,
- 8.5 September 30, National Day for Truth and Reconciliation,
- 8.6 November 11, Remembrance Day,
- 8.7 December 6, National Day of Remembrance and Action on Violence Against Women,
- 8.8 April 9, Vimy Ridge Day.

## **9. Policy Review & Amendments**

This policy shall be reviewed by Council at least once every four years. All amendments to this policy shall be recorded using *Schedule A- Policy Amendments*.



**SCHEDULE A  
 POLICY AMENDMENTS**

Version #	Amendment Description	Approved By	Approval Date
1	Adoption of Policy	Council	July 8 <sup>th</sup> 2024
2	Amendments to Sections 2, 3,4, 5, 6, 7 & 8	Council	September 17 <sup>th</sup> , 2025

Committee of the Whole – September 3<sup>rd</sup>, 2025

*On recommendation of Councillor O’Connell seconded by Councillor Beaver, Council approve the Flag Policy with the removal of section 5.4 and the non-substantive changes to section 7.1.*

**Recommendation adopted.**

Council Meeting – September 17<sup>th</sup>, 2025

*On motion of Councillor Beaver seconded by Councillor O’Connell, Council approve the Flag Policy with the removal of section 5.4 and the non-substantive changes to section 7.1.*

**Motion approved.**

*Jadzia Rudolph*

Municipal Clerk

*September 17, 2025*

Date



**APPENDIX A  
APPROVED FLAGS**

<b>Date</b>	<b>Recognition</b>	<b>Flags</b>
Last Week of May starting on the last Sunday	Access Awareness Week	Access Awareness Flag
August 1	Emancipation Day	Pan African Flag
June	Pride Month	Progress Pride Flag
November 13-19	Transgender Awareness Week	Transgender Flag
March 31	International Transgender Day of Visibility	Transgender Flag
February	African Heritage Month	Pan African Flag/African Nova Scotia Flag
September 30	National Day for Truth and Reconciliation	Mi'kmaq Grand Council Flag
June 21	National Aboriginal Day	Mi'kmaq Grand Council Flag
October	Mi'kmaq History Month	Mi'kmaq Grand Council Flag
August 15	National Acadian Day	Acadian Flag



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**FORM A**  
**APPLICATION FOR FLYING A FLAG ON A MUNICIPAL FLAGPOLE**

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 two business days 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.

Applicant Name & Organization if Applicable

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 having a flag raising ceremony? If yes, please share the details.



Contact Person: Please provide first and last name, email and phone number.

MADE IN CHINA

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**Signature of Applicant**

**Date**

