

# **TOWN OF ANNAPOLIS ROYAL POLICY**

<b>TITLE: Flag Flying Policy</b>	
<b>Policy No: 2022-05</b>	<b>Supersedes:</b> Policy 2011-1 dated March 15, 2010, January 17, 2011, October 21, 2013, and June 18, 2019
<b>Effective Date: September 22, 2022</b>	<b>Date Approved by Council Resolution: MOTION #C2022-09-21-05</b>

**Purpose:**

To provide a fair and consistent response to groups and organizations requesting that their event flag be flown from the Town of Annapolis Royal secondary flagpole at the Oqwa'titek Amphitheatre and provide general direction and procedures to determine when the Canadian Flag will be flown at half-mast at the Annapolis Royal Town Hall building

**Definitions:**

**Days of Commemoration:** A day in memory of some person or event.

**Days of Significance/ Cultural Days of Observance/Days of Special Interest:** Broadly defined as days that raise awareness about creating a more equitable, inclusive, and just society.

**Primary flagpole:** Located immediately in front of Town Hall

**Recognized Flag:** A flag which may be verified as belonging to the national or provincial branch of the organization applying to have their flag flown, or a flag which is readily and generally identified as being related to the Day of Significance / Cultural Day of Observance / Day of Special Interest / Day of Commemoration.

**Secondary flagpole:** Located at the Oqwa'titek Amphitheatre

**Policy:**

1. It shall be the policy of the Town of Annapolis Royal that only the Canada flag, the Nova Scotia flag or a Town of Annapolis Royal flag will be flown on the primary flagpole at Town Hall.
2. All other flags will be flown on the secondary flagpole located at the Oqwa'titek Amphitheatre. All applications to fly any other flag (other than those already approved by Council) shall include the self-assessment defined in Schedule A, completed by the applicant and verified by Town Hall staff.
  - If the score on the self-assessment in Schedule A equals 10 or higher, the flag may be flown (for one day only) without specific approval from Council
  - If the score on the self-assessment in Schedule A is less than 10, the applicant may apply to Council to have the flag flown (for one day only)
  - If the applicant wishes the flag to be flown for longer than 1 day, Council approval is required.
    - All applications to Council must be made at least 30 days (but no more than 180 days) before the intended date of observance/significance.
  - In cases where the day of observance/significance/commemoration/special interest is shared, the first approved application shall take precedence for a given year.

3. Flags shall be flown in a manner consistent with flag etiquette of the federal Department of Canadian Heritage.
4. The Town of Annapolis Royal will follow the standards outlined in *Flag Etiquette in Canada* to determine the appropriate time and manner for flags to be flown at half-mast in recognition of prominent public figures.
5. The flag may be flown at half-mast to mourn the passing of persons in or from the Town of Annapolis Royal whose duties past or present can be described as protective services, including but not limited to police, fire, emergency health services, Department of Natural Resources Conservation Officers and Fisheries Officers whose lives are lost. The flag will be flown at half-mast for a period of one week beginning at the time that the Town is notified of the individual's death.
6. The flag may be flown at half-mast to recognize the passing of members of the Canadian Military whose lives are lost while on active duty for a period of one week beginning at the time that the Town is notified of the individual's death.
7. 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- staff will generally mirror the practice of the Province of Nova Scotia.
  - The flag will be flown at half-mast on Remembrance Day.
8. Any citizen, Council member or staff member of the Town of Annapolis Royal 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.
9. 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.
10. The following flags have already been approved by Council to fly on the secondary flagpole (no applications will be accepted for these days):

• St. David's Day	<b>March 1</b>
• St Patrick's Day	<b>March 17</b>
• Transgender Day of Visibility	<b>March 31</b>
• World Autism Day	<b>April 2</b>
• St George's Day	<b>April 23</b>
• National Indigenous Peoples Day	<b>June 21</b>
• Pride Month	<b>June 25 and Annual Pride Event</b>
• Bastille Day (Fête Nationale Française)	<b>July 14 &amp; Official Visits</b>
• National Acadian Day	<b>August 15</b>
• Nova Scotia Charter Day	<b>September 10</b>
• National Day for Truth and Reconciliation	<b>September 30</b>
• Transgender Day of Remembrance	<b>November 20</b>
• St Andrew's Day	<b>November 30</b>
• Union Jack as the Royal Union Flag	<b>Victoria Day</b>
• Anniversary of the Adoption of the Statue of Westminster Commonwealth Day	<b>December 11</b>

11. Flags may be flown on power poles within the guidelines of Canada Heritage rules and regulations as set out in Flag Etiquette in Canada and further, flags other than the national flag, provincial flag and town flag on power poles will follow the guidelines set out in Schedule A and be allowed on a temporary basis. They will be removed within a reasonable amount of time (within one week) from the date of the event of the or the occasions they are used to commemorate.
12. Repeal and Replace  
A policy known as Flag Flying Policy, # 2011-1 as adopted by Council on the 18<sup>th</sup> day of June 2018 is hereby repealed.

THIS IS TO CERTIFY that this policy was duly passed  
by a majority vote of the whole Council at a duly called  
Council meeting held on the 21 day of September 2022.  
GIVEN under the hand of the CAO and under the seal of  
The Town of Annapolis Royal the 26 day of September 2022.

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Sandi Millett-Campbell Chief Administrative Officer

**Schedule A: Request to Fly a Flag of Commemoration, Special Interest, Significance, or Observance**

1. If the answers to the below standards equal 10 or greater the flag can be flown for one day without Council approval.
2. If the score is lower than 10 points, the group can request Council approval.
3. If the applicant would like the flag to fly for longer than one day, Council approval is required.
4. Responses will be verified by Town Staff
5. All requesting groups must be able to lend an appropriate flag to the Town in order for it to be flown. The flag will be returned.

• Is the flag available to lend to the Town      \_\_\_\_ YES                      \_\_\_\_ NO

<b>Standards</b>	<b>“yes” points</b>
Does the request to fly the flag have an associated national or provincial day of commemoration / significance / observation / special interest?	5
Is this group or cause represented by a national or provincial organization?	3
Does this group or cause have a recognized flag?	2
Is the requesting group a registered or recognized part of the national or provincial organization?	2
Is the requesting group a registered Not for Profit or Charity?	2
Does the requesting group support equity, diversity, and inclusion?	2
<b>TOTAL</b>	