

## MUNICIPALITY OF THE DISTRICT OF YARMOUTH



### Flag Policy F-046-21

Effective Date:  
October 26, 2022

#### Part 1 Purpose

- 1.1 The Municipality of the District of Yarmouth 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 MODY'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 Yarmouth;
- 2.3 **"MODY"** means the Municipality of the District of Yarmouth
- 2.4 **"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 MODY 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;
  - 3.2.3 Flags that are flown together should be approximately the same size.

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#### 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 Yarmouth 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 instruction to lower the flags at the Municipal Administration Building.
- 4.3 Flags in front of the Municipal Administration Building 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 Yarmouth
  - 4.3.7 A Current Member of the Legislative Assembly of Nova Scotia who represents the Municipality of Yarmouth's riding
  - 4.3.8 The Warden of the Municipality of the District of Yarmouth, a former Warden of the Municipality, a current Municipal Councillor
  - 4.3.9 A Municipality of the District of Yarmouth employee who had died while performing his/her duties
- 4.4 In keeping with Federal and Provincial protocol, flags will be lowered to half- mast on the following occasions:
  - 4.4.1 November 11<sup>th</sup> - Remembrance Day
  - 4.4.2 April 28<sup>th</sup> – on the Day of Mourning for Persons Killed or Injured in the Workplace

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- 4.4.3 December 6<sup>th</sup> – On the National Day of Remembrance and Action on Violence Against Women
- 4.5 On the occasion of an event of national or provincial significance where a decision is made at the Federal and Provincial level to lower the flag, the Municipality of the District of Yarmouth will have the option to do so. In the event of the death of a Canadian Firefighter or RCMP Officer in the line of duty, the decision to lower the flag at the Municipal Administration Building shall rest with the Chief Administrative Officer.
- 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, MODY will fly flags and, and where a flag is raised for the first time, Council may host a ceremony in honour of the recognition:

Emancipation Day (Pan-African flag)  
Pride Month (Progress Pride flag)  
Transgender Awareness week (Transgender flag)  
International Transgender Day of Visibility (Transgender flag)  
African Heritage month (Pan-African flag)  
Day for Truth and Reconciliation (Mi'kmaq Grand Council flag)  
National Aboriginal Day (Mi'kmaq Grand Council flag)  
Mi'kmaq History month (Mi'kmaq Grand Council flag)  
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. Council will review applications and make a determination on if the MODY will fly the requested flag. A motion shall be made at Council and recorded in the minutes.
- 5.4 Groups requesting additional honour flag-raising shall provide MODY 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 MODY.

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- 5.5 Equity seeking groups and/or individuals may host flag raising ceremonies at the Administration Building. Advanced written notice shall be provided to the CAO two weeks in advance outlining the name of the group, day and time of the event.
- 5.6 Honour Flags shall be not larger than 36inches x 72inches (standard 3' by 6')
- 5.7 Information on honour flags being raised will be provided to staff and Council, and posted on the Municipality's website and social media accounts.
- 5.8 MODY shall not fly the following flags:
  - 5.8.1 Organizations or groups that are political or partisan in nature including political parties and organizations
  - 5.8.2 Organizations that promote hatred, racism, violence or discrimination of any kind
  - 5.8.3 Religious organizations
  - 5.8.4 Commercial entities
- 5.9 MODY reserves the right to reject any request and/or flag that does not comply with MODY 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.

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<b>Chief Administrative Officer's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider (7 days Min)	October 18, 2022
Date of Passage of current Policy	October 26, 2022
I certify that this Flag Policy F-46-21 was adopted by Council as indicated above.	
 <hr/> Chief Administrative Officer	<p style="text-align: right;"><u>October 27, 2022</u> Date</p>

**Date last reviewed by Council:**

**Date last amended:**

**Amendment Log**

Date	Amendment Description
10/28/2021	Revised policy to speak to honor flags, equity-seeking groups, and removed Section 3.3
10/13/2022	Section 5 amendments: <ul style="list-style-type: none"> <li>• Replaced Pride Week with Month</li> <li>• Replaced Transgender Awareness Flag with Week</li> <li>• Added International Transgender Day of Visibility, National Acadian Day and Section 5.2.</li> <li>• Replaced African Nova Scotian Flag with Pan-African Flag</li> </ul>

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APPENDIX A

MUNICIPALITY OF THE DISTRICT OF YARMOUTH  
Application for Flying a Flag

Please note: To have an application considered by Council, this form must be submitted at least one month prior to the date being 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. Approved flags may be dropped off at the Municipality of the District of Yarmouth Administration Building, located at 932 Highway 1, Hebron, Nova Scotia during business hours which are 8:00 am to 5:00 pm Monday to Friday.

Community Organization Requesting Flag to be Flown: Comhairle na Gàidhlig | The Gaelic Council of Nova Scotia

Flag to be Flown: Gaelic Community Flag

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

This image was developed and presented by the Gaelic Council of Nova Scotia on behalf of the Gaelic

Community. It represents expressions of Gaelic language and culture unique to Nova Scotia. Additional

Information can be seen here: <https://www.gaelic.ca/salmon-image>

Do you plan on holding a flag raising ceremony? No

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: May 5th, 2025 Second Choice: May 9th, 2025

Contact Person: Kieran Walker

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Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Signature: Walker Date: Mar. 28, 2025

