

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>	<b>AM – 1.2.7</b>
<b>Section Procedure and Organization of Council</b>	<b>Subject Flag Flying Policy</b>

## 1.0 Purpose

- 1.1 To establish clear practices regarding:
- flags to be flown on municipal properties; and
  - procedures for when the flag will be flown at half-mast.

## 2.0 Authority

- 2.1 This policy is enacted pursuant to the Subsection 48 (3) of the *Municipal Government Act*, as amended.

## 3.0 Flags to be Flown

- 3.1 No flag other than a Canadian flag, a Nova Scotia flag, or a County of Annapolis flag will be flown from a municipally-owned flagpole.
- 3.2 The County of Annapolis flag shall be hung in the Council Chambers and shall be flown at all municipal offices (Annapolis Royal and Lawrencetown).
- 3.3 Flags shall be flown in a manner consistent with flag etiquette of the Department of Canadian Heritage.
- 3.3 When two flags are flown together, the Canadian flag shall be on the left.
- 3.4 When three flags are flown together, the Canadian flag shall be in the middle.

## 4.0 Flags at Half-mast

- 4.1 Flags flown on municipal properties will be flown at half mast to mark the passing of the following 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.
- (a) The passing of members of the Canadian Armed Forces from the County of Annapolis or surrounding area whose lives are lost while on active duty.
- (b) The passing of any of the prominent public figures listed below:
- The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree (spouse, child, parent, sibling);
  - The Governor-General or a former Governor General of Canada;
  - The Prime Minister of Canada or a former Prime Minister;
  - Lieutenant Governor or a former Lieutenant Governor;
  - Premier or a former Premier;
  - Councillor or former Councillor of the County of Annapolis;
  - A Member of the House of Commons, or former Member of the House of Commons, who represented a constituency within the County of Annapolis;
  - A Member of the Legislative Assembly or former Member of the Legislative Assembly, who represented a constituency within the County of Annapolis.
- (c) The passing of individuals from the County of Annapolis 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 Conservation Officers and Fisheries Officers.
- (d) The passing of an individual who is or was an employee of the County of Annapolis.
- 4.2 The flag will 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.

