



TOWN OF KENTVILLE POLICY STATEMENT G42 HALF-MASTING THE CANADIAN FLAG

1.0 PURPOSE

The purpose of this Policy is to provide a procedure under which those Canadian Flags on Town Property will be flown at half-mast in the Town of Kentville

2.0 DEFINITIONS

1. Flag Protocol

- a. Only those flags that have halyards and pulleys will be flown at half-mast.
- b. All flags which are flown together will be lowered to half
- c. The procedure for lowering the flag or flags, will be to first raise it to the top of the mast, then immediately lower it slowly to the half

2. Recognition of Prominent Public Figures

The flag will be flown at half-mast to mark the passing of any of the prominent public figures listed below, 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:

- a. Across Canada and abroad on the death of:
 - i. 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)
 - ii. The Governor-General or a former Governor General of Canada
 - iii. The Prime Minister of Canada
- b. Within the Province on the death of:
 - i. The Lieutenant Governor
 - ii. The Premier
- c. Within the Town of Kentville on the death of:
 - i. Recognition of individuals who are prominent community leaders:
 1. The Mayor, or a former Mayor of the Town of Kentville
 2. A Councilor, or a former Councilor of the Town of Kentville
 3. A Federal Cabinet Member, or a former Cabinet Member who represented a constituency that included the Town of Kentville

4. A Member of the Legislative Assembly, or a former MLA, who represented a constituency that included the Town of Kentville

3.0 SCOPE

Recognition of persons from the Town of Kentville, whose duties can be described as “Protective Services”, including but not limited to police, fire, emergency health services, DNR Conservation Officers and Fisheries Officers. The flag will be flown at half-mast to mourn the passing of persons from the Town of Kentville, whose lives are lost while in the line of duty. The flag will be lowered 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.

The flag will be flown at half-mast to mourn the passing of members of the Canadian Military, whose lives were lost while on active duty, 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.

All flags at the Kentville Cenotaph will be lowered to half-mast during the Remembrance Day Ceremony on November 11th.

Other Circumstances

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, but will be at the discretion of the CAO.

Other individuals and events may be recognized by lowering the flag at the direction of the CAO and / or the Council of the Town of Kentville.

4.0 PROCEDURES

1. Any citizen, a councilor or a staff member of the Town of Kentville, who becomes aware of an individual deserving of recognition under this policy, should contact the CAO’s office as soon as possible.
2. The Chief Administrative Officer will determine if the request conforms to the criteria of the policy.
3. The CAO’s office will arrange for the half-masting of the flag, and will advise the Mayor, Council and staff of the Town’s Administrative offices, of the name of the individual, the individual’s qualifications for recognition under this policy, and the date of the funeral or memorial service for the individual.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: May 9, 2007
Revision: January 2017. Reformatted.

A handwritten signature in black ink, appearing to read 'M. Phillips', written over a horizontal line.

CAO Mark Phillips