



## **Policy 102 FLAGS**

### **1. Policy Purpose**

The purpose of this policy is to denote where the Town of Kentville has established external public flagpoles and the flying of flags on them, as well as the process for community groups to request the flying of certain flags during various times of the year.

### **2. Policy Goal**

The goal of this policy is to create fairness and consistency in the flying of government and non-government flags on public flag poles, along with rules related to application processes, supply of flags, flag ceremonies, et cetera.

### **3. Definitions**

- a. "Council" means council of the Town of Kentville.
- b. "Designated Flag Pole" means the single flag pole outside Kentville Town Hall.
- c. "Ineligible Flags" are flags that are political, union, or religious in nature or tone, promote ideologies of intolerance or civil disobedience, or represent ideas or beliefs that are contrary to those of the Town of Kentville.
- d. "Town" shall mean Town of Kentville.

### **4. Legislation**

Section 47 (1) of the *Municipal Government Act* states that council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

### **5. Designation of Flags to be Flown on Town Owned Flag Poles**

- a. Where a single flag pole exists at a single location, the Canadian Flag shall be solely flown on that pole during times when the weather allows.

- b. Where two flag poles exist side by side at a single location, the Canadian Flag and Mi'kmaq Grand Council Flag shall be solely flown on those poles during times when the weather allows.
- c. Where three flag poles exist side by side at a single location, the Canadian Flag, Mi'kmaq Grand Council Flag, and Nova Scotia Flag shall be solely flown on those poles during times when the weather allows.
- d. Where four flag pole exist side by side at a single location, the Canadian Flag, Mi'kmaq Grand Council Flag, Nova Scotia Flag, and Town of Kentville Flag shall be solely flown on those poles during times when the weather allows.
- e. Notwithstanding Section 5(d), where an inter-provincial or international event takes place at Memorial Park, the hosting group may apply to have the government flags replaced for a period of no more than one week and replaced with the flags of the different provinces or countries, with the flags being supplied by the hosting group.

## **6. Designated Flag Pole**

Notwithstanding Section 5(a), the Designated Flag Pole shall be available for community organizations and groups to apply to have certain special flags placed on this pole for limited periods of time once per calendar year, and can apply to do so by submitting a request in writing on the applicable form, not more than six months prior to the requested flag raising date. All flags to be raised on this pole by community organizations must be supplied by the community organization and meet with Town standards.

## **7. Flag Request Review**

- a. After receipt of a request from an established community organization to fly a special flag, staff will review the application within seven (7) days to ensure it meets the requirements set out in this policy.
- b. If the application does not meet the requirements noted in this policy, the applicant shall be notified of such.
- c. If the application meets the requirements of this policy, the applicant will be notified and required to provide the special flag at least fourteen (14) days prior to the day the flag is to be placed on the Designated Flag Pole.
- d. Special flags may be flown for a maximum of 7 days on a first come, first serve basis, with preference given to flags supporting marginalized or at risk groups within the Town.

- e. No Ineligible Flags shall be permitted to be placed on the Designated Flag Pole.
- f. The decision regarding whether a flag is an Ineligible Flag shall rest with the Chief Administrative Officer and not be subject to appeal.

## **8. Requests for Flag Raising Ceremonies**

- a. When an application for a special flag is received for placement on the Designated Flag Pole, the applicant can also note whether they wish to host a flag raising or dedication ceremony on a certain day and time, including details of the event and invitees. Such requests must be made at least twenty-one (21) days prior to the requested event. The applicant is required to organize, advertise, and host the event.
- b. Applicants must provide details of the full flag raising event to the Town at least fourteen (14) days prior to the scheduled event.

## **9. Flying Flags at Half-Mast**

Town of Kentville shall follow all protocols of the Province of Nova Scotia and Government of Canada for the lowering of the Canadian Flag on the Designated Flag Pole, and this protocol shall take precedence over the flying of other special purpose flags.

## **10. Repeal**

Policy G43, Flag Flying Policy, approved on the 17th day of January 2017, is hereby repealed.


Policy G42, Half-Masting the Canadian Flag, approved on the 17th day of January 2017, is hereby repealed.

Seven Day Notice of Policy: November 10, 2025

Council Approval: November 24, 2025

In Effect: November 24, 2025

This is to certify that Policy 102, Flags, was approved by Town Council on the 24th day of November, 2025

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Clerk

## Schedule "A"

### APPLICATION FOR PERMISSION TO FLY A SPECIAL PURPOSE FLAG

Applicants Name: \_\_\_\_\_

Organization Representing: \_\_\_\_\_

Applicants Civic and Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Applicants Phone: \_\_\_\_\_

Applicants E-mail: \_\_\_\_\_

Special Purpose Flag to be Flown \_\_\_\_\_

Dates Requested to be Flown: \_\_\_\_\_

Are you Requesting a Flag Raising Ceremony: \_\_\_\_\_

If Requesting a Ceremony, please provide details of proposed event, time, invitees, speakers, accessibility requirements, etc.

I acknowledge that I have read and understand Policy 102, Flags, and meet all policy requirements and submit this application understanding my responsibility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date