

Purpose

The purpose of this policy is to provide clear direction with regards to flag etiquette, flags to be flown, and maintenance of flags on Town properties. This policy also aims to affirm the Town's commitment to equity, diversity, inclusion, and anti-racism by having flag protocols that reflect values of respect, reconciliation, and representation.

Terms

Town-Owned Flagpoles

1. The Town will only fly the Canadian flag, the Province of Nova Scotia flag, the Mi'kmaq Grand Council flag, and Town of Mahone Bay flags (including the Fire Department flag) on their flagpoles. In special circumstances, Council may, by motion, approve the flying of a flag not listed in this section.
2. The Town will not fly the flag of any other nation unless otherwise approved by Council via motion.
3. Notwithstanding section 1, decorative flags hung on Town buildings will be excluded from the guidelines established in this policy.
4. Notwithstanding section 1, the flagpole at the Michael O'Connor Bandstand shall be designated as a "special purpose flagpole" and is the location where community groups and organizations can request that flags be flown to mark special days, weeks, months, or designated federal, provincial, or municipal anniversaries. When no special purpose flag is being flown, the Town of Mahone Bay flag shall be flown.
5. It shall be the policy of the Town to ensure the Michael O'Connor Bandstand grounds are accessible to all during flag raisings.

Special Purpose Flags

6. The Town will maintain a list of recurring flags for the Special Purpose Flagpole that will be flown directly by the Town of Mahone Bay (Appendix B). These flags will be purchased and maintained by the Town. Changes to Appendix B require a motion of Council.
7. The Town of Mahone Bay receives requests to fly flags in recognition of a variety of events and organizations with the following regulations:
 - a. Flags will be flown for groups and organizations who request that their flag be flown for a specific period.
 - b. The maximum period for a single flag to be flown is two weeks.

- c. Applications requesting a flag be flown must be submitted to the Town Clerk a minimum of two weeks prior to the requested date using the associated form (Appendix A).
- d. The requesting entity will provide the flag to be flown. The Town will not fly a flag in poor condition.
- e. Should a request to fly a flag conflict with the Town's recurring flag list, the Town's list will be given priority.
- f. If the application to fly a flag is new, it will be given consideration by Council on their next agenda with availability. Applications from the following will not be considered:
 - g. Organizations or groups that are partisan in nature including political parties and organizations
 - h. For-profit corporate entities
 - i. Religious groups
 - j. Organizations known to or found to be promoting hatred, racism, violence, or discrimination of any kind.
8. The applicant may request the Mayor or delegate to be present for a flag raising ceremony and give a short address. Any ceremonies or raisings will be organized by the applicant in consultation with Town staff.
9. The Town will communicate the raising of the flag and its significance as deemed appropriate, and offer educational resources as applicable to promote understanding of cultural and historical significance
10. Notwithstanding sections 5-9, the Town will fly the appropriate flag on the occasion of a visiting dignitary for the duration of their visit to Mahone Bay.
11. Council may choose to fly a flag on the Special Purpose Flagpole at their own discretion and will assume the associated costs. Council also reserves the right to order the removal of a flag by motion from the Special Purpose Flagpole.
12. Should Town flags be flown at half-mast for any reason, any special purpose flag will be removed and the Town of Mahone Flag will be reinstated for the duration of the period for the half-mast flying of flags by the Town. Once the period of half-mast flying is complete, the special purpose flag will be returned if it is within the period requested by the applicant.
13. All requests to fly a flag on the Special Purpose Flagpole must be approved by Council by motion.

Flags at Half-Mast

14. Flags on Town-owned flag poles will be flown at half-mast to mark the passing of those detailed below, for a four-day period of notification of the individual's death or until the sunset on the day of the funeral, whichever comes first, or if there is a memorial service, the half-masting should take place from the time of notification of the death until sunset the following day and from sunrise to sunset on the day of the memorial service.

Across Canada

- a. The Sovereign or a titled member of the Royal Family related to the sovereign in the first degree – spouse, child, parent, sibling
- b. Present or former Governor General
- c. Present or former Prime Minister

Within Nova Scotia

- d. Present or former Lieutenant Governor
 - e. Present or former Premier
 - f. Present or former Chief of Wasoqopa'q First Nation
 - g. Present or former Mayor of Town of Mahone Bay
 - h. Present or former Councillor of Town of Mahone Bay
 - i. Present Town employee
 - j. Mahone Bay Fire Fighter lost in active service
 - k. The death of a police officer or other person in protective services currently serving and lost in active service
15. The Town will maintain a schedule of half-masting days to mark significant days in local or national history (Appendix C).
16. The CAO may, in consultation with the Mayor, approve the half-masting of flats in situations not outlined in section 13 or Appendix C.
17. Those requesting a flag be flown at half-mast should contact the Town Clerk as soon as possible. When possible, requests should be made by completing Appendix A and submitting the request as prescribed on the form.
18. The Town Clerk will make arrangements for the flag to be lowered and information on the half-masting to be communicated.

Use of Town Flags

19. Town of Mahone Bay flags may be flown by the following:
- a. Provincial Governments
 - b. Federal Governments
 - c. First Nations Governments
 - d. Royal Canadian Legions
 - e. Fire Departments
 - f. Community Halls
 - g. Schools
 - h. Libraries
 - i. The Nova Scotia Federation of Municipalities
 - j. The Association of Municipal Administrators, Nova Scotia
 - k. Any place as allowed by Council through motion
20. Town flags may be loaned on a temporary basis for use by places outlined in section 19.

Maintenance of Flags

21. All flags must be maintained in a condition fitting their significance. Frayed flags should be replaced or repaired. Flags that are significantly damaged should be destroyed in a dignified manner.

Repeal

On the effective date of this policy, the Town of Mahone Bay *Flag Policy* dated September 2022 is hereby repealed.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	March 23, 2026
Date of Passage of Policy	April 14, 2026
_____	_____
Town Clerk	Date

Appendix A: Special Purpose Flag Request Form

Use this form to request a flag be flown on the Special Purpose Flagpole (Michael O'Connor Bandstand) or to request half-masting of Town flags in accordance with the Flag Policy.

1) Applicant Information

Organization / Group (or Individual): _____

Applicant Name: _____

Role/Title: _____

Email: _____

Phone: _____

Mailing Address: _____

2) Type of Request

Fly a Special Purpose Flag (max 2 weeks) Half-mast Town Flags

3) Details – Special Purpose Flag (complete if requesting to fly a flag)

Flag name / design (e.g., Pride Flag, UN Flag): _____

Observance / occasion: _____

Requested start date (YYYY-MM-DD): _____

End date (max 14 days): _____

- I will provide the flag (in good condition)
- Request Mayor (or delegate) to attend a flag raising ceremony

Brief description / message for social media (optional): _____

4) Details – Half-masting (complete if requesting half-mast)

Name of individual / event: _____

Role/connection (e.g., present Town employee): _____

Requested date(s) or funeral/memorial details: _____

5) Declarations & Eligibility

- I/we confirm the request complies with the Town's Flag Policy (e.g., non-partisan; not religious; not for-profit; not promoting hatred, racism, violence, or discrimination).
- I/we understand the maximum display period for a special purpose flag is two (2) weeks and that recurring flags listed by the Town take priority.
- I/we understand the Town may decline to fly a flag in poor condition and that any ceremony will be organized by the applicant in consultation with Town staff.

Applicant Signature: _____

Date: _____

Office Use Only

Received by : _____

Date received: _____

Conflict with recurring list? (Y/N): _____

Approval required (Council/CAO/Mayor): _____

Approval outcome (Approved/Declined): _____

Notes: _____

Appendix B: Schedule of Recurring Special Purpose Flags

Date	Flag	Observance
February 1-14	African Nova Scotian Flag	African Heritage Month
March 21	UN Flag	International Day for the Elimination of Racial Discrimination
March 31	Transgender Flag	Trans Day of Visibility
April	Volunteer Flag	National Volunteer Week
May 4-May 20	Communities in Bloom Flag	Communities in Bloom Week
May 17	Pride Flag	International Day against Homophobia, Transphobia, and Biphobia
May – Last Sunday for 1 week	Disability Awareness Flag	National AccessAbility Week
June 7	German	German Settlers Day
June 21	Grand Council Flag	National Indigenous Peoples Day
August 1	Pan African Flag	Emancipation Day
August 15	Acadian Flag	Fete nationale de l'Acadie
September 30	Every Child Matters (Half-Mast)	National Day for Truth and Reconciliation
October 1-14	Grand Council Flag	Mi'kmaq History Month
November 5-11	Veterans Flag	Veterans Week
November 20	Transgender Flag (HalfMast)	Trans Day of Remembrance

Appendix C: Half-masting of All Town Flags

Date	Observance
April 18-19	Nova Scotia Mass Shooting
April 28	Day of Mourning for Persons Killed or Injured in the Workplace
September 30	National Day for Truth and Reconciliation
November 8	Indigenous Veterans Day
November 11	Remembrance Day
December 6	National for Remembrance and Action on Violence Against Women