

Town of Truro – Policy & Procedure Manual

Subject: Half-Masting Flags on Town Property Policy
Policy Number: P100-016
Approval Date: May 4, 2009
Departments: All Departments

PURPOSE

The purpose of this Policy is to provide a procedure under which flags on Town property will be flown at half-mast in the Town of Truro.

POLICY

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-mast;
- c) The procedure for lowering a 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 and Others

The flag will be flown at half-mast to mark the passing of any of the following individuals, 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) **Canadian and Abroad**
 - 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) **Nova Scotia**
 - i) The Lieutenant Governor;
 - ii) The Premier.
- c) **Town of Truro**
 - i) The Mayor, or a former Mayor of the Town;

- ii) A Councillor, or a former Councillor of the Town;
 - iii) A Federal Cabinet Member, or a former Cabinet Member who represented a constituency that included the Town;
 - iv) A Member of the Legislative Assembly, or a former MLA, who represented a constituency that included the Town.
- d) **Protective Services Personnel**
- i) Individuals from the Town of Truro 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 Conservations Officers and Fisheries Officers.
- e) **Canadian Military Personnel**
- i) Members of the Canadian Armed Forces from the Town of Truro or surrounding area who have died while on a peacekeeping or combat mission.

3. Other Circumstances

- a) All flags at the Truro Cenotaph will be lowered to half-mast during the Remembrance Day ceremony on November 11th.
- b) 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.
- c) Other individuals and events may be recognized by lowering the flag at the direction of the CAO and/or Council of the Town.

PROCEDURE

1. Any citizen, councillor or staff member of the Town, who becomes aware of an individual deserving of recognition under this Policy, should contact the CAO’s office as soon as possible.
2. The CAO 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.