

Policy Title	Effective Date	Updated to	Policy Number
Flag Protocol Policy	November 13, 2018	February 12, 2024	1.1.9

Purpose

To establish a respectful and consistent process for the raising or half-masting of flags on municipally controlled flagpoles within the Town of Nipawin. This Policy was prepared following established guidelines of the Government of Canada and the Protocol Office of Saskatchewan.

Scope

The Flag Protocol Policy applies to all properties and facilities owned and operated by the Town of Nipawin.

Definitions

Dignitary means a person who holds a high rank or office, as in the government or church.

Flag means a piece of fabric, often flown from a pole or mast, generally used symbolically for signaling or identification.

GM of Community Services means the General Manager of Community Services for the Town of Nipawin or designate.

Flag Locations

- a. Town Office
- b. Evergreen Centre
- c. Mabel Hill, Ravine Bank, and Woodlawn Cemeteries
- d. Fire Hall

Policy

1. Flag Poles

- i. Only one flag shall be raised on each flagpole and flags must be flown at the same height in the event that there are two flag poles present.
- ii. When considering the installation of new flag poles, the GM of Community Services shall ensure protocol standards are followed.

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- iii. Council may receive requests from individuals or groups who wish to have flags flown to recognize events, commemorate significant historical events, etc. These requests must be made in writing to Town Council.
- iv. The duration of flags commemorating or recognizing events shall not exceed one month.

2. Hours

Flags at Town-owned facilities are flown year-round, Sunday through Saturday.

3. Remembrance Day Flag

A Remembrance Day Flag shall be flown on the flagpole outside of the Town Office from the date designated by the Royal Canadian Legion to sunset on November 11th to honour those members of the Canadian Forces who have died in the service of our country.

4. Flags at Half-Mast

- i. The act of half-masting a flag is a visual statement that expresses official mourning or commemoration upon death.
- ii. The flags listed in section 5 of this policy shall be lowered to half-mast in accordance with the provisions contained within this Policy or based upon recommendations from the Saskatchewan Protocol Office.
- iii. The GM of Community Services shall inform staff when the flags are to be lowered to half-mast and for what duration.
- iv. The flags are half-masted from notification of death, up to and including the day of the funeral.
- v. When half-masting a flag, the flag is brought to the top of the mast and immediately lowered to half-mast to the same point on the flagpole.

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- vi. In special circumstances, the GM of Community Services shall consult the Saskatchewan Protocol Office to determine the appropriate action.

Flags shall be lowered to half-mast for the following occasions:

- a. On the death of a Sovereign or member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, or a federal Cabinet Minister, for days of national mourning.
- b. On the death of the Lieutenant-Governor, the Premier, or a provincial Cabinet Minister for days of provincial mourning.
- c. On the death of the member of the House of Commons or the member of the Provincial Legislature representing the Town of Nipawin.
- d. On the death of other dignitaries as deemed appropriate by the Mayor and/or Chief Administrative Officer or designate in accordance with this Policy and following established guidelines of the Government of Canada and the Protocol Office of Saskatchewan.

5. Responsibility

- i. The General Manager of Community Services is responsible for ensuring compliance with this Policy.
- ii. The Leisure Services Department is responsible for ensuring flags are raised and lowered in compliance with this policy and the direction of the GM of Community Services and to notify the GM of Community Services when flags begin to show signs of wear and tear.

Mayor

Chief Administrative Officer

