


Chapter:	<b>General Administration</b>	Classification:	<b>Public Document</b>
Subject:	<b>Flag Protocol</b>		
For:	<b>Correctional Services</b>	 Authorized by Executive Director	

**1. Policy**

1.1 Correctional Services facilities and offices will display only approved flags. All flags will be displayed with dignity and respect, kept in good repair, clean and only used for its intended purpose.

**2. Definition**

2.1 **National Flag:** Canadian Flag

2.2 **Provincial Flag:** Nova Scotia Flag

2.3 **Divisional Pennant:** Correctional Services Flag

**3. Procedure**

3.1 The National Flag of Canada takes precedence over all other national flags when flown in Canada. The only flags to which precedence is given over the National Flag are the personal standards of members of the Royal Family and of Her Majesty's representatives in Canada, e.g. the Governor General and the Lieutenant Governors.

3.2 A single flag will be flown on a single flagpole.

3.3 Where there are two flag poles, the order of display, as viewed by the observer, are as follows

3.3.1 Canada flag to the left

3.3.2 Nova Scotia flag to the right


3.4 Where there are three flag poles, the order of display, as viewed by the observer, are as follows:

3.4.1 Canada flag in the centre

3.4.2 Nova Scotia flag to the left


3.4.3 Correctional Services pennant to the right

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- 3.5 Flags are half-masted as a sign of respect and mourning. When a flag is flown at the half-mast position or lowered from this position, the flag is first raised to full mast and then lowered to the centre of the flagpole.
- 3.6 Flags are flown at half-mast from the time of notification of death, up to and including sunset the day of the funeral for the following
- 3.6.1 the Sovereign or a member of the Royal Family related in the first degree to the Sovereign
  - 3.6.2 Governor General or former Governor General of Canada
  - 3.6.3 Lieutenant Governor of Nova Scotia
  - 3.6.4 Premier of Nova Scotia
  - 3.6.5 Chief Justice of Nova Scotia
  - 3.6.6 former Lieutenant Governors
  - 3.6.7 former Premiers
  - 3.6.8 Speaker of the Nova Scotia House of Assembly
  - 3.6.9 Members of the Executive Council of Nova Scotia
  - 3.6.10 Leader of the Opposition
  - 3.6.11 members of the Queen’s Privy Council for Canada resident in Nova Scotia
  - 3.6.12 member of the Federal Cabinet who represents Nova Scotia
  - 3.6.13 Leader of the Third Party
  - 3.6.14 members of the Legislative Assembly of Nova Scotia
  - 3.6.15 members of the Senate who represent Nova Scotia
  - 3.6.16 members of the House of Commons who represent Nova Scotia
  - 3.6.17 former Speakers
  - 3.6.18 former Members of the Executive Council
  - 3.6.19 former Members of the Legislative Assembly of Nova Scotia
  - 3.6.20 former Members of the Senate who represented Nova Scotia
  - 3.6.21 former Members of the House of Commons who represented Nova Scotia
  - 3.6.22 deployed Members of the Armed Forces
- 3.7 Flags are flown at half-mast, from sunrise to sunset, for the following
- 3.7.1 Special Circumstances approved by the Chief of Protocol
  - 3.7.2 Annual Anniversaries
    - 3.7.2.1 April 9 (Battle of Vimy Ridge)

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- 3.7.2.2 April 28 (Day of Mourning for persons killed or injured in the workplace)
  - 3.7.2.3 June 23 (National Day of Remembrance for Victims of Terrorism)
  - 3.7.2.4 last Sunday of September (Police and Peace Officers' National Memorial Day)
  - 3.7.2.5 September 30 (National Day for Truth and Reconciliation)
  - 3.7.2.6 November 11 (Remembrance Day)
  - 3.7.2.7 December 6 (National Day of Remembrance and Action on Violence Against Women; Anniversary of the Halifax Explosion)
- 3.8 Worn, faded or frayed flags will be burned. This will be carried out without ceremony. It is not considered an act of disrespect to burn an unserviceable flag.
- 3.9 Correctional Services pennant replenishment is to be coordinated through Correctional Services Head Office.

**4. Standard Operating Procedures (SOP)**

- 4.1 The superintendent is responsible to establish standing operating procedures (SOPs) with respect to this policy.