



Town of Trenton

POLICY NO. GOV-20221108.01

APPROVED: 2026-05-12

FLAG RAISING & PROTOCOL POLICY

SCOPE

The Flag Raising and Protocol Policy establishes a framework and guidelines for the flying of flags at municipally-owned properties and requests for proclamations.

DEFINITIONS

Term	Definition
CAO	The Chief Administrative Officer appointed by Town Council, or their designate.
Half-Mast	The action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.
Town	The Town of Trenton.

POLICY

1.1. This policy applies to flags flown on all Town properties, including parks, and all requests for proclamations.

FLAG FLYING

1.1 The Town will only fly the flags listed below on Town properties:

- 1.1.1 National Flag of Canada
- 1.1.2 Flag of the Province of Nova Scotia
- 1.1.3 Municipal flag of the Town of Trenton

1.2 Town Council may opt to fly a flag representing the Mi'kmaq First Nation on special occasions.

1.3 All flags shall be flown in accordance with the flag flying etiquette of Canada as established by the Federal Department of Canadian Heritage.

1.4 The Town flag is the property of the Corporation, and the Town reserves the right to direct the appropriate use and display of the flag.



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HALF-MASTING OF FLAGS

- 3.1 Dependent on staff availability, half-masting of flags will occur as soon as possible following a death until the end of business day of a funeral, or a full business day of a qualifying event, to recognize the death of:
- 3.1.1 The current or former Mayor of the Town of Trenton;
 - 3.1.2 A current or former Councillor of the Town of Trenton;
 - 3.1.3 A current Town employee;
 - 3.1.4 A current Pictou County Firefighter or former member of the Trenton Fire Department at the discretion of the Fire Chief or designate;
 - 3.1.5 A Pictou County Police Officer who dies in the line of duty; and
 - 3.1.6 A resident of Pictou County, who is a member of the Canadian Armed Forces, killed while deployed on operations.
- 3.2 The CAO shall have the authority to direct the half-masting of flags in the event of the death of someone not identified above or to recognize/commemorate a solemn occasion.
- 3.3 When the federal or provincial governments decide to lower their flag to half-mast, the CAO will consider the appropriateness of doing the same.
- 3.4 When flags are at half-mast, the Municipality will provide an explanation through an appropriate means.

FULL-MAST

- 4.1 If the flag is half-masted, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act (R.S.C. c. H-5):
- 4.1.1 Canada Day; and
 - 4.1.2 Victoria Day
- 4.2 Exceptions to Section 4.1, the flag remains half-masted for the death of the following:
- 4.2.1 The Sovereign
 - 4.2.2 Current Governor General of Canada
 - 4.2.3 Current Prime Minister of Canada



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PROCLAMATIONS

5.1 The Town of Trenton does not issue proclamations.

REPEAL

6.1 All former policies and/or practices heretofore enacted with respect to flags and proclamations are hereby repealed.