



House of Assembly Operations
Nova Scotia

Province House Courtesy Pole Policy

The Speaker of the Nova Scotia House of Assembly has authority over all areas defined as the Legislative precinct including Province House, located at 1726 Hollis Street, Halifax, N.S.

The *Rules and Forms of Procedure of the House of Assembly* outline this authority:

Jurisdiction of Speaker

7 The Speaker shall have jurisdiction over all matters concerning Province House and its environs as defined by the public streets immediately adjacent thereto. 1980 R. 7; am. 1996; am. 2014.

Under the authority of the Speaker, House of Assembly Operations coordinates all requests to display a flag, banner or pennant on the courtesy pole in the south garden at Province House.

House of Assembly Operations utilizes flag etiquette policies set by Nova Scotia's Protocol & Honours Secretariat and the Ceremonial and Protocol Services, a division of the Government of Canada's Public Services and Procurement Canada Department.

This policy applies exclusively to the courtesy pole in the south garden. The three flag poles on the roof of Province House are not subject to this policy and are managed exclusively by House of Assembly Operations in consultation with the Protocol & Honours Secretariat.

Advisory of Observances

Advisories about flags being flown on the Courtesy Pole are posted to the Nova Scotia Legislature's website in the *Observances* section and may also be shared on the Legislature's social media accounts.

Precedence and Priority

House of Assembly Operations on behalf of the Speaker of the House of Assembly will apply official precedence policies first to all requests to fly a flag on the courtesy pole, followed by requests received from Members of the Legislative Assembly. Official precedence protocols may mean the cancellation of a previously approved request with or without advance notice.

- When the House of Assembly is sitting, the House of Assembly Flag is displayed on the courtesy pole.

Exception: If the Sovereign, Governor General of Canada, or Lieutenant Governor of Nova Scotia are present.

- a) If the Sovereign is present at Province House, the Royal Standard (also commonly known as the King's Personal Canadian Standard) will be flown.
- b) If the Governor General of Canada is present at Province House, the Governor General's Flag will be flown.
- c) When the Lieutenant Governor of Nova Scotia is present at Province House, the Vice Regal Flag is flown.

In the event of special or extraordinary circumstances, the House of Assembly Flag may be lowered during a sitting of the House of Assembly and replaced with the Nova Scotia Flag or another official flag or standard, in consultation with The Protocol & Honours Secretariat and the Speaker of the House of Assembly.

- The Protocol & Honours Secretariat issues notifications of official observances on behalf of the Government of Nova Scotia, and these requests are automatically granted. The observances may include the Official Observance of the Sovereign's Birthday (Victoria Day) or Canada Day. The observances may also include an official flag raising ceremony.

Half Masting

The Protocol & Honours Secretariat issues official half-masting notices of the Nova Scotia flag. These notifications of significant days of remembrance may include:

- a. Remembrance Day
 - b. National Day of Truth and Reconciliation
 - c. Vimy Ridge Day
 - d. Day of Mourning for Persons Killed or Injured in the Workplace
 - e. National Day of Remembrance for Victims of Terrorism
 - f. Firefighters National Memorial Day
 - g. National Day of Remembrance and Action on Violence Against Women
 - h. Police and Peace Officers' National Memorial Day
 - i. Halifax Explosion anniversary
 - j. The death of the Sovereign, a current or former Lieutenant Governor of Nova Scotia, Premier of Nova Scotia or Member of the House of Assembly. The Nova Scotia flag is customarily half-masted on the day of the funeral, memorial service or celebration of life gathering.
- An official flag of a foreign country or standard may be flown on the courtesy pole for the duration of an official visit to Province House by an official dignitary or representative(s)

of that country. The flag must be officially recognized by Global Affairs Canada. An official representative may include a head of state, head of government, a delegation from the country's parliament or sub-national parliament or diplomat(s).

- An official flag of a Canadian province or territory or standard may be flown on the courtesy pole for the duration of a visit to Province House by an official representative(s) of that province or territory. An official representative may include the province's vice-regal representative or territories' commissioner (the appropriate vice-regal standard may be flown), the provincial or territorial head of government, or a delegation from the province or territories' legislature.
- The flag of the Mi'kmaq Grand Council may be flown on the courtesy pole for significant observances in consultation with the Mi'kmaq Grand Council, the Protocol & Honours Secretariat and the Speaker of the House of Assembly.

Who may submit a request

The Nova Scotia House of Assembly and its legislative setting, Province House, is a non-partisan institution. Subject to availability and adherence to the details outlined in this policy, Members of the House of Assembly and charitable or non-profit organizations may request to have a flag, banner or pennant flown on the courtesy pole for the purposes of marking:

- Recognized **international celebratory days** such as Commonwealth Day
- **Official national days of a foreign country** such as Bastille Day (France)
- **Cultural or heritage periods** such as African Heritage Month, Gaelic Nova Scotia Month, Mi'kmaq History Month, National Acadian Day, or International Day of La Francophonie
- **Diversity or inclusivity awareness periods** such as for LGBTQI+ awareness like PRIDE, International Human Rights Day or International Day of Persons with Disabilities
- **Educational awareness periods** such as World Cerebral Palsy Day or UNESCO International Literacy Day

Individuals should first contact their Member of the Legislative Assembly if they would like to request to fly a flag, banner or pennant on the courtesy pole.

Requests from charitable or non-profit organizations to fly a flag, banner or pennant on the courtesy pole must be non-commercial, non-religious, non-political and non-partisan in nature.

Requests will be denied if they are directly or perceived to be lobbying the Nova Scotia House of Assembly or Government of Nova Scotia in any form.

Requests for flag raisings to promote corporate events, discriminatory or offensive views or otherwise unparliamentary messages will also be denied. The approval of a request to fly a flag

at Province House does not demonstrate or imply an endorsement of the purpose of why the flag is being flown.

House of Assembly Operations on behalf of the Speaker of the House of Assembly, reserves the right to deny any request which is deemed inappropriate or may remove a flag, banner or pennant from the courtesy pole that has been previously approved without providing rationale for the decision.

The Speaker reserves the right to change the Province House Courtesy Pole Policy at any time.

How to submit a request

Requests for a flag to be flown on the courtesy pole must be coordinated through House of Assembly Operations. The requestor must submit the request including an image of the flag, banner or pennant at least two weeks in advance and provide a detailed description for the purpose and scope of the request including the day of the week and date. The requestor is responsible to provide the flag a minimum of three days in advance of an approved flag-raising and to pick-up the flag within one week of the flag raising. If a flag-raising ceremony is desired, this must also be coordinated with House of Assembly Operations.

The length of time a flag will be flown will be determined based on the request and subject to availability.

House of Assembly Operations will direct requestors to contact Legislative Television for all audio/visual requirements for a flag raising ceremony and any associated costs will be the responsibility of the requestor.

If the flag raising ceremony is scheduled outside of normal operational hours, any extra security costs will be the responsibility of the requestor. Security requirements are at the discretion of the Sergeant-at-Arms.

Each request will be evaluated to ensure it adheres with the Province House Courtesy Pole Policy.

Please send the request in writing by email to the House of Assembly Operations Coordinator, Kyle Connolly, at kyle.connolly@novascotia.ca.