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## **Municipality of the County of Cumberland Policy 18-18**

### **Flag Policy**

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#### **Purpose**

1. The purpose of the Flag Policy (“the Policy”) is to establish a policy that provides a constant protocol for flying flags on properties and flag poles owned by the Municipality of the County of Cumberland. This Policy also provides guidelines for flying flags of community organizations. Finally, this Policy establishes protocol for when the flags will be flown at half-mast.

#### **Definitions**

2. In this Policy:
  - a) “CAO” means the Chief Administrative Officer; and
  - b) “Municipality” means Municipality of the County of Cumberland;

#### **Protocol and Etiquette for Flag Flying on Municipal Property**

3. Flags shall be flown in a manner consistent with flag etiquette of the Federal Department of Canadian Heritage.

#### **Flying Flags of Community Organizations**

4. The Municipality receives requests periodically from community organizations to fly the flag of their group on a municipally owned flag pole. To enable meeting these requests in a fair and equitable manner, the Municipality has established the following protocol for flying flags of community organizations:
  - a) Flag poles in each service centre location are designated the special purpose flag pole for community organizations that request their flags be flown for a certain period. The following flag poles will be designated the special purpose flag pole:
    - i. Upper Nappan Service Centre – municipal flag pole;
    - ii. Parrsboro Service Centre – provincial flag pole; and
    - iii. Dr. Carson & Marion Murray Community Centre – federal flag pole.

- b) Approved flags from community organizations will be permitted on the special purpose flag pole.
- c) Applications must be received in writing (Appendix A – Request for Community Flag to be Flown) from community organizations wishing to have their flag flown. Applications are to be submitted a minimum of one month prior to the date the group would like the flag flown. A calendar will be maintained by the office of the CAO to track availability. Consideration will be given to the order in which requests are received.
- d) All applications will require approval by Council.
- e) The community organization will provide the flags to be flown at the three service centres. If the community organization does not have three flags to be flown, the Municipality will work with the organizations to compensate them for the cost of the flags. The Municipality will not fly a flag that is in poor condition.
- f) The maximum period for flying a community organization’s flag is two weeks.
- g) The Municipality will maintain the flags of community organizations that annually submit applications (Appendix B- List of Reoccurring Flags) in the Municipality’s flag inventory.
- h) The Municipality will not approve applications from community organizations in support of:
  - i. Political parties;
  - ii. Religious groups; and
  - iii. Community groups or organizations that support social or racial intolerance, violence, or hatred.
- i) When there is no community organization’s flag on the flag pole, the original flag will be flown.
- j) The public will be advised of the significance of the community organization’s flag being flown through communication efforts on the part of the Municipality.


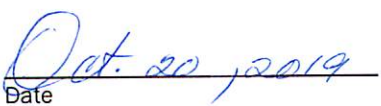
#### **Protocol for Flying Flags at Half-Mast**

- 5. Flags flown at half-mast signify a period of mourning, respect for lives lost, or to commemorate a solemn occasion. When one flag is flown at half-mast, all other flags flown together with it also will be flown at half-mast.

6. The CAO will advise the staff to lower the flags at half-mast to mark the passing for the following individuals:
  - a. Warden or former Warden of the Municipality;
  - b. Councillor or former Councillor of the Municipality;
  - c. Staff of the Municipality;
  - d. Recognition of persons residing in the Municipality whose duties were in the field of protective services (i.e. RCMP, Canadian military personnel, fire fighter/first responder) whose lives were lost in the line of duty;
  - e. Commemorating lives lost in a tragic national or international event. In these circumstances, a decision to lower flags, and the duration they will remain half-mast will be reflective of the practice of the Province of Nova Scotia;
  - f. Other individuals may be recognized at the direction of Council; and
  - g. Following the lead of the Province, when they initiate a half-mast flying of the Provincial flag for other dignitaries.
  
7. The public will be advised of the solemn occasion for which the flag is being flown at half-mast. The CAO will advise the staff to lower the flags at half-mast through communication efforts on the part of the Municipality.

**Effective Date**

8. This Policy is effective upon adoption and replaces any previous Flag Policies.

<u>Clerk's Annotation for Official Policy Book</u>	
Date of Notice to Consider:	September 5, 2018
Date of Adoption of Policy:	October 17, 2018
I certify that this policy was adopted by Council as indicated above.	
 Municipal Clerk	 Date

APPENDIX A – APPLICATION FORM

Application for Flying a Community Organization’s Flag - Municipality of the County of Cumberland

Upper Nappan Service Centre  
Dr. Carson & Marion Murray Community Centre  
Parrsboro Service Centre

*Consideration will be given to the order in which applications are received.*

*Please note: To have an application placed on an upcoming Council agenda for approval, submit this form at least one month prior to the date being requested. Once Council reaches a decision, you will be advised by staff through the contact information you provide below. If approved applicants do not have flags available to be flown, the Municipality will work with the community organization to purchase the flags. Approved applicants will be requested to provide a jpeg of their flag, along with promotional text/media release. Approved flags may be dropped off at any of the three municipal service centres.*

Community Organization Requesting Flag to be Flown: \_\_\_\_\_

Flag to be Flown: \_\_\_\_\_

Significance of Flag: If additional space is required, please attach information to the application form. This information will be used for communication purposes by the Municipality:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Please indicate the dates of the period that your organization would like the flag to be flown, along with a second choice should the first choice be unavailable:

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

FOR OFFICE USE ONLY	
Date/Time Received: _____	Meets Policy: __ Yes __ No ____ CAO initials
Council Agenda: _____	Approved: _____

APPENDIX B – LIST OF RECURRING FLAGS

Recurring Flags to be Flown

Flags/Events	Date/Approximate Dates