

Purpose

1. The purpose of the Flag Policy ("the Policy") is to establish a policy that provides a consistent protocol for flying flags on properties and flag poles owned by the Municipality of the County of Cumberland. 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 flagpole. To enable meeting these requests in a fair and equitable manner, the Municipality has established the following protocol for flying flags of community organizations:
 - c) Flag poles in each service centre location are designated the special purpose flagpole for community organizations that request their flags be flown for a certain period. The following flag poles will be designated the special purpose flagpole:
 - i. Upper Nappan Service Centre - municipal flagpole;
 - ii. Parrsboro Service Centre - provincial flagpole;
 - iii. Dr. Carson & Marion Murray Community Centre - federal flagpole;
 - iv. Springhill Administration Centre – municipal flagpole;

- b) Approved flags from community organizations will be permitted on the special purpose flagpole.
- 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 to be 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 the CAO or referral to Council for direction.
- e) The community organization will provide the flags to be flown and work with the Municipality's Corporate Communications Officer on a preferred duration, and location(s).
- f) 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.
 - iv. Or other organizations as determined to be inappropriate.
- g) The public and staff 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) Mayor or former Mayor/Warden of the Municipality;
 - b) Councilor or former Councilor 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 the CAO; 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 and employees will be advised of the solemn occasion for which the flag is being flown at half-mast. The CAO or designate will advise the staff to lower the flags at half-mast through communication efforts on the part of the Municipality.
8. This Policy is in effect upon adoption and repeals all previous versions of the Flag Policy.

Clerks Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): September 5, 2018

Date of Passage of Policy: October 17, 2018

Date of Notice to Council of Intent to Consider the amended Policy: June 26, 2024

Date of Passage of Amended Policy: July 24, 2024

I hereby certify that this Flag Policy was adopted as indicated above.

Amanda Kinnear
Clerk

July 25, 2024
Date

**Appendix A – Application for Flying a Community Organization's Flag -
Municipality of the County of Cumberland**

Please select the location for the community organization's flag:

- ____ Upper Nappan Service Centre
- ____ Dr. Carson & Marion Murray Community Centre
- ____ Parrsboro Service Centre
- ____ Springhill Administration Centre

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

Please note: Applications should be submitted to the Corporate Communications Officer at least one month prior to the date being requested. Once a decision is made, you will be advised by staff through the contact information you provide below. 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 Phone: _____

Contact Address: _____

Please indicate the preferred dates of the period that your organization would like the flag to be flown:

From: _____ To: _____

FOR OFFICE USE ONLY

Date Received: _____

Meets Policy: ___ Yes ___ No

CAO Approved: _____

Appendix B – List of Recurring Flags

Recurring Flags to be Flown

Flags/Events	Date/Approximate Dates