

MUNICIPALITY OF THE DISTRICT OF CLARE

FLAG FLYING POLICY

PURPOSE

1. The purpose of the Flag Flying Policy (“the Policy”) is to provide a consistent protocol for flying flags on properties and flagpoles owned by the Municipality of the District of Clare. This Policy also provides guidelines to community organizations requesting that their event flag be flown from flagpoles owned by the Municipality of the District of Clare. Finally, this Policy provides general direction and procedures to determine when the flags will be flown at half-mast at the office of the Municipality of the District of Clare.

DEFINITIONS

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

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 from community organizations to fly the flag of their group on a flagpole owned by the Municipality. To ensure that these requests are met in a fair and equitable manner, the Municipality has established the following protocol for flying flags of community organizations:
 - a) The community flagpole at the office of the Municipality is designated the special purpose flagpole for community organizations that request their flag be flown for a certain period.
 - b) Approved flags from community organizations will be permitted on the special purpose flagpole.
 - c) Applications must be received in writing from community organizations wishing to have their flag flown. (See Appendix A – Request for Community Flag to be Flown on Municipal Flagpole.) Applications are to be submitted a minimum of one month prior to the date the group anticipates to have the flag flown. A calendar will be maintained by the office of the CAO to confirm availability. Consideration will be given to the order in which requests are received.

- d) All applications must be reviewed by Council for approval.
 - e) The Municipality will not fly a flag that is in poor condition.
 - f) A flag shall be flown for a period of up to two weeks, or for the duration of the associated event, whichever is less.
 - g) The Municipality will not approve applications from community organizations in support of:
 - i. Political parties;
 - ii. Commercial organizations;
 - iii. Religious groups; and
 - iv. Community groups or organizations that support social or racial intolerance, violence or hatred.
 - h) When there is no community organization's flag on the flagpole, the municipal flag will be flown.
5. 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 in collaboration with the community organization.

FLYING FLAGS AT HALF-MAST

6. The flags will be flown at half-mast to mark a period of mourning, respect for lives lost or to mark a solemn occasion. When one flag is flown at half-mast, all other flags flown with it will also be flown at half-mast.
7. In the event of the passing of any of the public figures listed below, the flags will be lowered for a period beginning when the Municipality is notified of the individual's death until and including the date of the funeral or memorial service:
- a) Across Canada and abroad on the death of:
 - i. The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);
 - ii. The Governor General or former Governor General of Canada;
 - iii. The Prime Minister or former Prime Minister of Canada;
 - b) Within the Province on the death of:
 - i. The Lieutenant Governor or former Lieutenant Governor of Nova Scotia;
 - ii. The Premier or former Premier of Nova Scotia;
 - c) Within the Municipality of the District of Clare on the death of:
 - i. The Warden or former Warden of the Municipality of the District of Clare;
 - ii. Councillor or former Councillor of the Municipality of the District of Clare;

- iii. Federal Cabinet Member or former Cabinet Member who represents or represented constituencies in the Municipality of the District of Clare;
 - iv. Member of the Legislative Assembly or former member who represents or represented constituencies in the Municipality of the District of Clare;
 - v. Persons residing in the Municipality whose duties were in the field of protective services, including but not limited to police, fire, emergency health services, Canadian military personnel, DNR Conservation Officers, Fisheries Officers, whose lives are lost while in the line of duty;
- d) Other circumstances:
- i. The flags will be flown at half-mast to commemorate lives lost in tragic national and international events. In such cases, a decision to lower the flag and the period during which it remains at half-mast will generally mirror the practice of the Province of Nova Scotia;
 - ii. Other individuals and events may be recognized by lowering the flag at the direction of Council; and
 - iii. Following the lead of the Province, when they initiate a half-mast flying of the Provincial flag for other dignitaries.
8. The public will be advised of the occasion for which the flag is being flown at half-mast. The CAO will inform the staff to lower the flags at half-mast through communication efforts on the part of the Municipality.



APPENDIX A – APPLICATION FORM

Request for Community Flag to be Flown on Municipal Flagpole Municipality of the District of Clare

IMPORTANT

Applicants are asked to submit this form at least one month prior to the requested date in order for it to be placed on an upcoming Council agenda for approval. Once Council delivers a decision, applicants will be advised by staff through the contact information provided below by the applicant. Approved applicants will be requested to provide a jpeg image of their flag, along with promotional text or a media release. Approved flags may be dropped off at the municipal office.

Applications will be considered according to the order in which they are received.

Community organization requesting flag to be flown:

Flag to be flown: _____

Significance of flag:

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

Contact person: _____

Contact address: _____

Contact phone: _____ Contact e-mail: _____

Please indicate the date(s) that your organization wishes 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: _____

Chief Administrative Officer's Annotation for Official Policy Book

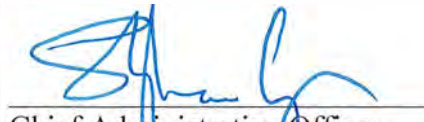
Date of First Reading: June 5, 2019

Date of Passage of Policy: June 19, 2019

I certify that this Policy was adopted by Council as indicated above.


Warden

June 24, 2019
Date


Chief Administrative Officer

June 24, 2019
Date