

## Municipality of the District of Lunenburg POLICY

Title: <b>Municipal Flag Protocol Policy</b>	
Policy No. <b>023</b>	
Effective Date: December 13, 2005	Amended Date: April 26, 2006; July 8, 2008; Jan. 15, 2009; April 13, 2010; June 28, 2016; March 23, 2021

### 1.0 PURPOSE

To clarify and confirm established practices and provide consistent direction to staff with respect to the protocol and management of all flags flown on Municipal property.

This policy and procedure provides clear direction with regard to flag etiquette, flags to be flown, and responsibility and maintenance of Municipal flags. [amended Apr. 13, 2010, Mar. 23, 2021]

### 2.0 FLAG ETIQUETTE

- 2.1 The flag policy reflects our current practices, which are consistent with the Department of Canadian Heritage rules for displaying flags.
- 2.2 When flags are flown together, the Canadian Flag should be on the left, as seen by spectators. Except when three flags are flown, then the Canadian Flag shall be in the middle. [amended Jan. 15, 2009]

### 3.0 FLAGS AT HALF MAST

Flags flown on municipal properties will be flown at half mast to mark the passing of the following for a period beginning when the Municipality is notified of the individual's death until sunset on the day of funeral; or, if there is to be a memorial service, the half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service. [amended Apr. 26, 2006, Apr. 13, 2010, Mar. 23, 2021]

#### 3.1 Recognition of Canadian Military Personnel [amended Apr. 13, 2010]

The passing of members of the Canadian Military whose lives are lost while on active duty.

### **3.2 Recognition of Prominent Public Figures [amended Apr. 13, 2010]**

The passing of any of the prominent public figures listed below:

Across Canada and abroad on the death of:

- 3.2.1 The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree (spouse, child, parent, sibling)
- 3.2.2 The Governor-General or a former Governor General of Canada
- 3.2.3 Prime Minister of Canada or former Prime Minister

Within the Province on the death of the current:

- 3.2.4 Lieutenant Governor
- 3.2.5 Premier

Within the Municipality of the District of Lunenburg on the death of:

- 3.2.6 Mayor or former Wardens/Mayors of the Municipality of the District of Lunenburg
- 3.2.7 Councillors or former Councillors of the Municipality of the District of Lunenburg

### **3.3 Recognition of persons from Lunenburg County whose duties can be described as “Protective Services”, including but not limited to RCMP, Police and Firefighters [amended Apr. 13, 2010]**

Flags will be half-masted for the passing of persons in or from Lunenburg County, whose lives are lost while in the line of duty.

### **3.4 Recognition of Municipal Employees [amended Apr. 13, 2010]**

When an employee of the Municipality dies while actively employed, the flag shall be flown at half-mast.

### **3.5 Special Days [amended Apr. 13, 2010]**

Flags will be half-masted from sunrise to sunset on the following commemorative days:

- 3.5.1 April 28<sup>th</sup>, Day of Mourning for Persons Injured or Killed in the Workplace;
- 3.5.2 November 11<sup>th</sup>, Remembrance Day, 10:59 am to 12:00 noon;

3.5.3 December 6<sup>th</sup>, National Day of Remembrance and Action on Violence against Women.

**3.6 Other Circumstances [amended Apr. 13, 2010]**

Flags will be half-masted to mourn 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.

Other individuals and events may be recognized by lowering the flag at the direction of the Chief Administrative Officer or designate. [amended Mar. 23, 2021]

**3.7 Procedure [amended Apr. 13, 2010]**

3.7.1 Any citizen, Council member or staff member of the Municipality of the District of Lunenburg who becomes aware of an individual deserving of recognition under this policy should contact the Chief Administrative Officer or designate as soon as possible to inform them of the name of the individual, the individual's qualifications for recognition under this policy, and the date of the funeral or memorial service. [amended Mar. 23, 2021]

3.7.2 The Chief Administrative Officer or designate will arrange to have the flag properly lowered and flown at half-mast in accordance with the policy. [amended Mar. 23, 2021]

3.7.3 The Chief Administrative Officer or designate will arrange to distribute information to Council and staff by e-mail to explain why the flag is at half-mast. [amended Mar. 23, 2021]

**4.0 MUNICIPAL FLAG**

4.1 The Municipal flag is reserved for uses determined by the Chief Administrative Officer or the Municipal Clerk by policy. [amended June 28, 2016; Mar. 23, 2021]

4.2 Persons flying the Municipal flag shall ensure that the propriety rights for the Municipality are protected. The Municipality reserves the right to reclaim any Municipal flag not flown or maintained properly. [amended Mar. 23, 2021]

- 4.3 The flag shall be hung in the Council Chamber and shall be flown on all municipally-owned public buildings. **[amended Mar. 23, 2021]**
- 4.4 The Municipal flag shall not be flown at events or by groups who advocate or support social or racial intolerance, the overthrow of any government or civil disobedience. **[amended Mar. 23, 2021]**
- 4.5 The Municipal flag may be flown on the home or property of a Municipal Councillor, staff or member of the public and for greater clarity. **[amended Mar. 23, 2021]**

Municipal Councillors or candidates seeking nomination for any elected office are permitted to fly the Municipal flag during any official election campaign. **[amended Apr. 13, 2010, Mar. 23, 2021]**

- 4.6 Designated public buildings (Provincial and Federal Governments, Royal Canadian Legions, Fire Departments, Community Halls, Schools, and Libraries) may fly the Municipal flag and would be available free of charge to fly on Federal and Provincial Government buildings and at cost to other public buildings. **[amended Mar. 23, 2021]**
- 4.7 The Municipal flag may be loaned, on a temporary basis, for a major community function upon the approval of Municipal Council or designated staff. A signing out process shall be in place. **[amended Mar. 23, 2021]**
- 4.8 Other uses of the Municipal flag are to be approved by the Chief Administrative Officer or the Municipal Clerk. A form specifying the requester's intended use must be filled out and signed. **[amended June 28, 2016]**

The Municipality of the District of Lunenburg will not approve requests for other uses of the Municipal flag whose group or organization's undertakings or philosophies are contrary to the Municipality of the District of Lunenburg's policies or by-laws, espouse racism, violence or hatred. **[amended June 28, 2016, Mar. 23, 2021]**

- 4.9 The Municipal flag may be sold at cost plus an administration fee but cannot be purchased for resale (commercial purposes). **[amended Apr. 13, 2010, Mar. 23, 2021]**
- 4.10 Municipal Council will budget accordingly for the provision of flags and necessary supports.

**5.0 FLAGS TO BE FLOWN ON MUNICIPAL LAND [amended June 28, 2016]**

- 5.1 The Municipality of the District of Lunenburg will fly the Canadian Flag, the Province of Nova Scotia Flag, the Municipality of the District of Lunenburg Flag, and the Mi'kmaq Flag on their flagpoles located at the Municipal Services Building. The Canadian Flag, the Province of Nova Scotia Flag, and the Municipality of the District of Lunenburg Flag will be flown at the Municipal Activity Recreation Centre (MARC). [amended Mar. 23, 2021]
- 5.2 Notwithstanding section 5.1., other government-initiated event flags may be flown as deemed appropriate by the Chief Administrative Officer or Municipal Clerk, such as in the case of a visiting dignitary. [amended Mar. 23, 2021]
- 5.3 Notwithstanding section 5.1, the Chief Administrative Officer or the Municipal Clerk may approve requests made on behalf of community groups, charitable or non-profit organizations to fly a flag in recognition of a special event or cause. The following guidelines will apply to all requests:
- 5.3.1 All requests to fly a special purpose flag must be received in writing and state:
- the significance of the flag;
  - the requested duration to fly the flag; and,
  - a contact person to coordinate logistics.
- 5.3.2 The Municipality of the District of Lunenburg's flag shall be removed from its designated flagpole and replaced with the approved special purpose flag for the duration of the approval. At the end of the duration of the approval, the Municipal flag will be returned to its designated flagpole.
- 5.3.3 The Municipality of the District of Lunenburg will not fly the flag or banner of a group or organization whose undertakings or philosophies are contrary to the Municipality of the District of Lunenburg's policies or by-laws, espouse racism, violence or hatred.
- 5.3.4 The group or organization must provide the flag. The Municipality of the District of Lunenburg will not fly a flag or banner that is in poor condition.
- 5.3.5 The Municipality of the District of Lunenburg shall limit the number of days for which anyone outside organization's flag will be displayed to 7 days in a one-year period. [amended Mar. 23, 2021]

5.3.6 All approved requests will be granted on a first come, first serve basis.

## 6.0 RESPONSIBILITY AND MAINTENANCE OF FLAGS

### 6.1 Responsibility

6.1.1 The Chief Administrative Officer or the Municipal Clerk will be responsible for the administration of the Flag Policy **[amended July 8, 2008, Mar. 23, 2021]**

6.1.2 Municipal staff will be responsible for the care and maintenance.

### 6.2 The following will assist in keeping flags in good condition:

6.2.1 Flags are not to be stored wet or damp; **[amended Mar. 23, 2021]**

6.2.2 If soiled, a flag may be safely hand washed, using any domestic soap or detergent which does not contain bleach; **[amended Mar. 23, 2021]**

6.2.3 Frayed or torn flags should be repaired at once; and, **[amended Mar. 23, 2021]**

6.2.4 When a flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified manner. **[amended Mar. 23, 2021]**


## 7.0 FLAG DESIGN

Colour           royal blue (same as Nova Scotia Flag blue) on white background, Municipal Logo at the center, 1 sided

Material        200 denier nylon

Size             traditional sized ordered, 3' x 6'. Other sizes may be ordered in proportions of two by length and one by width (i.e. 2' x 4' for home use)

**[amended Mar. 23, 2021]**

Annotation for Official Policy Book	
Date of Adoption:	<u>December 13, 2002</u>
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	<u>March 19, 2010</u>
Date of Passage of Amendments:	<u>April 13, 2010</u>
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	<u>June 14, 2016</u>
Date of Passage of Amendments:	<u>June 28, 2016</u>
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	<u>March 16, 2021</u>
Date of Passage of Amendments	<u>March 23, 2021</u>
I certify that this "MODL Policy 023 "Municipal Flag Protocol" was adopted and amended by Council as indicated above.	
	<b>March 24, 2021</b>
_____ Sherry A. Conrad, Municipal Clerk	_____ Date



# APPLICATION FOR FLYING FLAG

Please review **MODL POLICY 023 – Municipal Flag Protocol** for complete details.

**Flag to be flown:** \_\_\_\_\_

**Significance of flag:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request dates for flying flag:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

*Please note that applications will be considered on a first-come, first served basis, so please submit your application well in advance of the requested dates for flying of flag. As well, flags are taken down for the weekend period (from Friday at 4:30 p.m. to Monday at 8:30 a.m.). Requests will be considered by the Chief Administrative Officer or the Municipal Clerk.*

*You will be advised once a decision has been reached. Please ensure the contact information (above) is accurate to facilitate this process.*

<b>FOR OFFICE USE ONLY</b>	
<b>Approved by:</b>	_____
<b>Date:</b>	_____





APPLICATION FOR THE USE OF  
MUNICIPALITY OF THE DISTRICT  
OF LUNENBURG FLAG

*Please review MODL POLICY 023 – Municipal Flag Protocol for complete details.*

**Request Date:** \_\_\_\_\_

**Use of Flag:** \_\_\_\_\_

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

**Reason for Request:** \_\_\_\_\_

\_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

*You will be advised by staff once a decision has been reached. Please ensure the contact information (above) is accurate to assist us.*

<b>OFFICE USE ONLY</b>
<b>Approved by:</b> _____
<b>Date:</b> _____