

1. General Description

This policy is designed to establish a consistent protocol and management for the flying of flags on Town of Mahone Bay properties.

2. Purpose

The purpose of this policy is to provide clear direction with regards to flag etiquette, flags to be flown, and maintenance of flags on Town properties.

3. Town-Owned Flagpoles

The Town will fly the Canadian Flag, the Province of Nova Scotia Flag, and Town of Mahone Bay flags only on their flagpoles, notwithstanding Article 4. Decorative flags hung on Town buildings, etc. will be excluded from the guidelines established by this policy.

4. The Town of Mahone Bay receives requests to fly flags in recognition of a variety of events and organizations. To enable the Town to satisfy these requests the Council of the Town of Mahone Bay has adopted the following guidelines for the flagpole located at the Michael O'Connor Memorial Bandstand.

- a) This flagpole will be designated for groups and organizations who request that their event flag be flown for a specific period of time.
- b) The maximum period of time for a single flag to be flown is one month.
- c) Applications must be received in writing (Appendix A – Application for Flying a Community Organization's Flag) 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 staff to track availability. Consideration will be given to the order in which requests are received.
- d) All applications will require approval by Council when received. Annual recurring requests will not require Council approval in subsequent years; applicants must still apply annually.

- e) The Town will maintain the flags of community organizations that annually submit applications (Appendix B - List of Reoccurring Flags) in the Town's flag inventory.
- f) The community organization will provide the flag to be flown. The Town will not fly a flag that is in poor condition.
- g) The Town will not approve applications from community organizations in support of:
 - o Political parties;
 - o For-profit corporate entities;
 - o Religious groups; and
 - o Community groups or organizations that support social or racial intolerance, violence, or hatred.
- h) The public will be advised of the significance of the community organization's flag being flown through communication efforts on the part of the Town.
- i) When there is no community organization's flag on the flagpole, a Town flag will be flown.
- j) Notwithstanding the above policy, the Town of Mahone Bay will fly the appropriate flag on the occasion of a visiting dignitary; the flag will be flown for the duration of the visit to the Town of Mahone Bay.

5. Flags at Half Mast:

Flags on Town-owned flag poles will be flown at half-mast to mark the passing of those detailed below for a period four days from the notification of the individual's death or until sunset on the day of the funeral, whichever comes first.

- a) **Recognition of Prominent Public Figures:** The passing of any of the prominent public figures listed below:
 - i. Across Canada and abroad on the death of:
 - 1. The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree (spouse, child, parent, sibling)
 - 2. The Governor-General or a former Prime Minister
 - ii. Within the Province on the death of the current:
 - 1. Lieutenant Governor
 - 2. Premier

- iii. Within the Town of Mahone Bay on the death of:
 - 1. Mayor or former Mayors of the Town of Mahone Bay
 - 2. Councillors or former Councillors of the Town of Mahone Bay

- b) **Recognition of persons from Lunenburg County whose duties can be described as “Protective Services”, including but not limited to RCMP, and Firefighters:** Flags will be flown at half-mast for the passing of persons in or from Lunenburg County, whose lives are lost while active members

- c) **Recognition of Town Employees:** When an employee of the Town dies while actively employed, the flag shall be flown at half-mast.

- d) **Recognition of Canadian Military Personnel:** Flags will be flown at half-mast to mourn the passing of local members of the Canadian Military whose lives are lost while on active duty, in consultation with Royal Canadian Legion Branch 49.

- e) **Other Circumstances:** Flags will be flown at half-mast 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 mirror the practice of the Province of Nova Scotia.

6. Procedure:

- a) Any citizen, member of Council, or member of staff of the Town of Mahone Bay who becomes aware of an individual deserving of recognition under this policy, should contact staff of the Town 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.

- b) Staff will make arrangements to have the flag properly lowered and flown at half-mast in accordance with the policy.

- c) Staff will make arrangements to distribute information to Council and staff by email to explain why the flag is at half-mast.

7. Town flags:

- a) The Town of Mahone Bay has determined where Town flags can be flown.

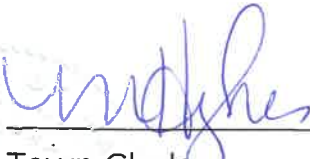
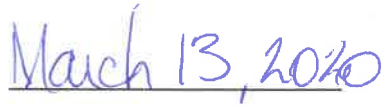
- b) Town flags are reserved for uses determined by council by policy or motion.

- c) Designated public buildings (Provincial and Federal Governments, Royal Canadian Legions, Fire Departments, Community Halls, Schools, Libraries, etc.) may fly Town flags.

- d) The Nova Scotia Federation of Municipalities (NSFM) may fly a Town flag.
- e) Town flags may be loaned on a temporary basis for a major community function upon the approval of the Council of the Town of Mahone Bay or the Chief Administrative Officer.
- f) Other uses of Town flags are to be determined by the Council on an "as requested" basis. All requests to fly Town flags on commercial property shall be determined by the Council of the Town of Mahone Bay.

8. Maintenance of Flags:

- a) All flags must be maintained in a condition fitting their significance. Frayed flags should be replaced and/or repaired at once.
- b) 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.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	<u>February 11, 2020</u>
Date of Passage of Policy	<u>February 27, 2020</u>
 <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> Town Clerk	 <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> Date

APPENDIX A – APPLICATION FORM

Application for Flying a Community Organization’s Flag – Town of Mahone Bay

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 Town 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 Town Hall.

Community Organization Requesting Flag to be Flown:

Flag to be Flown:

*provide/attach image with application.

Significance of Flag:

*If additional space is required, please attach information to the application form.

Requested Duration:

The following information will be used for communication purposes by the Town:

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:

Council Approval Required: Yes No If No, original approval date: _____