

	<h1 style="color: red; margin: 0;">POLICY</h1>	<b>Department:</b>  Administration
	<h2 style="margin: 0;">FLAG POLICY</h2>	
<b>Effective Date:</b> August 15, 2023		<b>Last Reviewed Date:</b> August 1, 2023

## 1. PURPOSE STATEMENT

The purpose of this policy is to outline the use of flags on municipal buildings and/or property to ensure consistent and appropriate approaches as it relates to whom, and for what, flags are flown. This policy also provides guidelines for receiving and considering the approval of requests from the public to display a flag on municipal property.

## 2. DEFINITIONS

- “**Chief Administrative Officer**” means the head of the municipal administration. The individual is the only employee who reports directly to Council “CAO”;
- “**Council**” means the Mayor and Councillors of the Town of Salisbury;
- “**Half-mast**” means the position halfway between the top of a mast and its base, generally used for flags to show respect;
- “**Special Occasion**” means a commemorative date, event, or commemorative day or period of time that is recognized by a community organization that may warrant a request from an organization to the Town to have a flag flown to recognize said occasion.

## 3. PERMANENT FLAG(S)

- The following represents the permanent flag(s) to be flown on municipal buildings:
- 56 Douglas Street: The Town Office will permanently fly the National Flag of Canada on a daily basis.
  - 62-64 Douglas Street: The municipal building located at 62-64 Douglas Street will fly the National Flag of Canada. This flag pole is designated as the special occasion flag, when permitted and/or authorized under this Policy, until such a time where other flag pole(s) may be designated as special event flag poles. In the event of a special occasion flag, this

flag shall be flown in-lieu of the Canadian flag for a determined period of time at the discretion of the Town, pursuant to this Policy.

- 3103 Main Street (future Fire Station): The future Fire Station will permanently fly the National Flag of Canada and the Provincial flag of New Brunswick.
- Highland Drive (Highland Park): Upon installation, Salisbury's Highland Park will permanently fly the Canadian Flag. A secondary flag pole shall be designated as the special occasions flag pole. Unless otherwise occupied by a special occasion flag noted in this Policy, the secondary flag flown shall be the provincial flag for the Province of New Brunswick.

## 4. HALF-MASTING

Flags are to be flown at half-mast position as a sign of mourning for the following occasions:

- When indicated by the Office of Protocol from the Government of New Brunswick;
- The death of a sitting member of Salisbury Town Council;
- The death of a former member of Council of the Village of Salisbury and/or the Town of Salisbury;
- The death of an active employee of the Town of Salisbury;
- The death of an active member of the Salisbury Fire Rescue Department;
- In respect of a person or persons not specifically identified in this section may occur at the joint discretion of the Mayor and Chief Administrative Officer, or designate(s).

The duration of half-masting may be:

- From time of notification of death until sunset on the day of the funeral or memorial service, or
- From notification of death until sunset the next day and from sunrise to sunset on the day of the funeral or memorial service, or
- From sunrise to sunset on the day of the funeral or memorial service;
- If no funeral or memorial service is held, then the flag shall be lowered on a business day, for at least one day, within ten days of the date upon which the Town is notified of the individual's death.

## 5. SPECIAL OCCASIONS

The Town of Salisbury 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 Salisbury has adopted the following guidelines:

1. Special occasion flags shall only be flown on designated flag poles, pursuant to this Policy;
2. Applications must be received in writing (Appendix A – Application for Flying a Community Organization's Flag) from community organizations or individuals wishing to have their flag flown. Applications are to be submitted a minimum of six weeks 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.
3. 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.
  4. The Town will maintain the flags of individuals and community organizations that annually submit applications (Appendix B - List of Reoccurring Flags) in the Town's flag inventory.
  5. Flags flown following an accepted application are at the expense of the requestor(s). The requesting community organization or individual will provide the flag to be flown. The Town will not fly a flag that is in poor condition.
  6. The approval of special occasion flags are at the sole discretion of the Town. The Town will not approve applications that are in support of:
    - a. Political parties;
    - b. For-profit corporate entities;
    - c. Religious groups; and
    - d. Community groups or organizations that support social or racial intolerance, violence, or hatred.
  7. The public will be advised of the significance of the special occasion flag being flown through communication efforts on the part of the Town.

## **6. FLAGS AT DISCRETION OF COUNCIL**

Town Council may choose to fly a flag on the Community Flagpole, at their own discretion in which case the Town will assume the associated costs.

The list of permanent/re-occurring flags at the discretion of Council are included in Appendix B.

## **7. PROTOCOL**

The National Flag of Canada shall be treated with dignity and respect at all times and should not be displayed in a position inferior to any other flag or ensign. The National Flag always takes precedence over all other flags, as stipulated in this Policy.

The Town follows the Order of Precedence as established by the Government of Canada (Department of Canadian Heritage).

## APPENDIX A

### Application to Fly a Community Organization Flag

Please note:

- Consideration will be given to the order in which applications are received. A minimum of six weeks is required to ensure a motion to amend the Policy can occur during a Regular Meeting of Council.
- The Town reserves the right to determine which flag(s) may be flown on municipal property.
- Your community organization shall be responsible for providing a flag, should it be approved, to be flown. This flag shall be kept by the Town and can be used on a re-occurring basis. After the initial approval, Council approval is not required. However, you will be required to submit an application to ensure your organization's request is added to the special occasion calendar.
- The significance of the flag provided in the description below will be used by the Town in preparation for any public communication, should the request be approved by Council.
- The flag shall only be flown on the designated special occasion flag pole, pursuant to this Policy.

TO BE COMPLETED BY COMMUNITY ORGANIZATION	
Name of organization:	
Significance of flag:	
Requested duration to be flown:	
Contact Person:	Name & Title: Contact Phone Number: Contact Email:
Image attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TO BE COMPLETED BY TOWN	
Date received:	
Council Approval Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, original approval date:
CAO or designate signature	

## **APPENDIX B**

### **List of Reoccurring Flags**

#### Town-Discretion Re-Occurring Flags:

- International Women's Day – March 8
- International Firefighters Day – May 4
- Pride Month – June
- National Day for Truth and Reconciliation- September 30
- Legion's Lest We Forget Flag- Annual Remembrance Period (last Friday in October to November 11), to be flown below the Canadian Flag on the Canadian Flag Pole, pursuant to the Royal Canadian Legions' Flag Protocol
- Municipalities Week – September 18 to 24

#### Community Organization Flags:

- N/A