



## TOWN OF SHELBURNE

### Flag Protocol Policy

#### 1. General Description

This policy is designed to establish a consistent protocol and management for the flying of flags on Town of Shelburne 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. Municipally-Owned Flagpoles

The Town will fly the Canadian Flag, the Province of Nova Scotia Flag, and the Town of Shelburne flag only on their flagpoles, notwithstanding Article 4.

#### 4. The Town of Shelburne receives requests to fly flags in recognition of a variety of events and organizations. To enable meeting these requests the Council of the Town of Shelburne has adopted the following guidelines for the flagpole located at the northeast corner of Water and King Streets:

- a) This flag pole 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. A request for a longer period would require Council approval.
- c) No propagation of hate material will be permitted at any time.
- d) Corporate flags will not be flown unless directed by Council.
- e) Flags can be given to the Town, by an organization, on a permanent basis to be flown at the same time each year. Those flags will be listed in Schedule A with the dates for which they are to be flown. Any service or celebration is the responsibility of the organization.
- f) Notwithstanding the above policy, the Town of Shelburne 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 Shelburne.

#### 5. Flags at Half Mast:

Flags on Municipally-owned flag poles will be flown at half mast to mark the passing of those detailed below for a period of time from the notification of the individual's death until sunset on the day of the funeral.

# POLICY

Unless specifically noted below, except as per sections (d) and (e) below, flags at the Fisherman's Memorial and War Memorial will not generally be lowered. If there is to be a memorial service, as per section (d) or (e), the lowering of flags to half mast 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.

- 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 Shelburne on the death of:
    - 1. Mayor or former Mayors of the Town of Shelburne
    - 2. Councillors or former Councillors of the Town of Shelburne
- b) **Recognition of persons from Shelburne 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 Shelburne County, whose lives are lost while in the line of duty.
- c) **Recognition of Municipal Employees:** When an employee of the Town dies while actively employed, the flag shall be flown at half-mast.
- d) **Those Lost At Sea:** Flags will be flown at half mast at the Fisherman's Memorial location to mourn the passing of local residents who are lost at sea.
- e) **Recognition of Canadian Military Personnel:** Flags will be flown at half mast at the War Memorial location to mourn the passing of local members of the Canadian Military whose lives are lost while on active duty.
- f) **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 Shelburne 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 flag:**

- a) The Town of Shelburne has determined where the Town flag can be flown as well as the appropriate costs as detailed below.
- b) The Town flag is 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, and Libraries) may fly the Town flag. Flags will be provided free of charge to fly on Federal, and Provincial Government buildings and will be provided at our cost to fly at other public buildings.
- d) The Town flag may be loaned on a temporary basis for a major community function upon the approval of the Council of the Town of Shelburne or the Chief Administrative Officer.
- e) Other uses of the Municipal flag are to be determined by the Council on an “as requested” basis. All requests to fly the flag on a commercial property shall be determined by the Council of the Town of Shelburne.

## **8. Maintenance of Flags:**

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

# POLICY

## SCHEDULE A

ORGANIZATION	CONTACT INFO	NAME OF EVENT	DATES FOR FLAG TO BE FLOWN
Pride Committee	Clarence donated flag	Pride Week	Usually 4 <sup>th</sup> week of July (check yearly for exact dates)