

PURPOSE

To provide a uniform and consistent protocol for the display of flags at Municipal properties and events. This policy outlines proper protocol for displaying the Victoria County municipal flag, the circumstances under which the Municipality will fly its flags at half-mast, and establishes guidelines for flying courtesy flags.

SCOPE

This policy applies to all properties and facilities owned and operated by the Municipality of the County of Victoria and at events conducted by the municipality at other locations.

DEFINITIONS

National flag: The flag that represents the nation of Canada

Provincial flag: The flag that represents the province of Nova Scotia

Municipal flag: The flag that represents the municipality of the County of Victoria

Courtesy flag: A flag belonging to a recognized charity or group, used to highlight their work

POLICY STATEMENT

A flag is more than a piece of fabric. It is a symbol that can stir strong emotions.

1. DISPLAY OF FLAGS

- (a) Flags will be flown and displayed in accordance to the manner outlined by the Government of Canada (<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>)
- (b) The raising of flags on municipal properties shall be limited to Canadian, provincial, municipal and, on occasion, a courtesy flag.
- (c) Where the municipal flag is flown or displayed with the Canadian flag, the Canadian flag will take the place of honour which is to the left of the observer of the flag.
- (d) When using flags with a speaker's podium, the flags may either be positioned directly behind or to the left of the podium from the observers view of the speaker.
- (e) In the event that multiple flags are flown together, the flags should be identical in size.

- (f) When multiple flags are to be raised and lowered and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance to the following rank: 1. The national flag of Canada 2. The provincial flag of Nova Scotia 3. The Municipality of the County of Victoria municipal flag.
- (g) Flags shall be replaced as soon as they show signs of wear.
- (h) Flags will be destroyed and disposed of in a dignified manner once no longer useful.
- (i) The Municipality reserves the right to request removal or replacement of any Municipal flag.
- (j) Municipal flags are available through the Municipality and require prior approval to be displayed. Cost recovery will be applicable.

2. HALF MAST PROTOCOLS

The flying of flags at half-mast represents a period of official mourning or commemoration.

- (a) The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast.
- (b) To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service, for the following:
 - Death of current or former warden, deputy warden
 - Death of current councillor
 - Remembrance Day
- (c) The CAO may, in consultation with the warden approve the half-masting of flags in situation not outlined in section (a) above.
- (d) When the federal or provincial government decide to lower their flag to half mast, the CAO and/or Warden will consider the appropriateness of doing the same.
- (e) Upon the decision to fly municipal flags at half mast, the Communications Officer will send a notice to stipulate the reason, geographical context and duration of the half-masting.
- (f) When one flag is flown at half mast, all flags flown together should be at half-mast.

3. COURTESY FLAGS

The intent of flying a courtesy flag is to recognize municipal events and to allow not-for profit community groups to promote their initiatives.

- (a) All events shall happen within Victoria County and be organized by local community groups.
- (b) Events must be of general interest to the community at large.

- (c) The flag must reflect the event and not identify commercial sponsors.
- (d) Approval is granted by council in consultation with the CAO.
- (e) The Municipality reserves the right to reject any application and/or flag that does not comply with municipal policies or bylaws; espouses racism, discrimination, violence or hatred. Flags shall not promote a point of view or organization of a political, ethical, religious nature or directly encourage or exhibit obvious indifference to unlawful behavior.
- (f) Flags can fly no more than once in a 12-month calendar.
- (g) All requests must be made in writing, at least 30 days prior to event (See Appendix A for application).
- (h) Completed requests will be considered on a first-come, first served basis.
- (i) Flag must be supplied by group and be in excellent condition.
- (j) The municipality is responsible for raising and lowering all courtesy flags.
- (k) The municipality will endeavour to fly courtesy flags as scheduled; however, no courtesy flags will be flown during times of half-masting. Civic uses and emergencies take precedence.
- (l) Courtesy flags are permitted at the Baddeck Courthouse Municipal Office Building 495 Chebucto Street, Baddeck.
- (m) Courtesy flags will be flown below the Victoria County flag.

ROLES AND RESPONSIBILITIES

Title	Role	Responsibilities
Policy Editor	Communications Officer	<ul style="list-style-type: none"> ▪ Ensure policies in their care and control are always up-to-date, reviewed according to defined review frequency, or sooner (if necessary) ▪ Draft new or edit existing policy content ▪ Be able to interpret and explain policy content ▪ Ensure policy documents are branded and any supporting documents (i.e. applications forms) are also branded and content consistent is with the policy ▪ Ensure policy content is relevant and accurate ▪ Provide the final approved policy document to the Administrative Assistant
Policy Owner Policy Approver	Council	<ul style="list-style-type: none"> ▪ Be able to interpret and explain policy content ▪ Provide oversight to ensure policy documents are branded and any supporting documents (i.e. application forms) are also branded and content consistent with the policy ▪ Provide oversight to ensure policy content is relevant and accurate

Council

Administrative

		<ul style="list-style-type: none"> Review the policy and make recommendation for approval; and, Ensure that the final approved policy document has been provided to the Administrative Assistant
Policy Administrator	Administration	<ul style="list-style-type: none"> Provide oversight to ensure policies in their care and control are always up-to-date, reviewed according to defined review frequency, or sooner (if necessary) Facilitate an annual Policy Review; and, Ensure final approved policies are maintained, stored and posted where appropriate
Target Audience	Council	<ul style="list-style-type: none"> Notify the Policy Editor of changes to be considered Notify the Policy Administrator when the policy becomes out of date or obsolete Follow the Policy

REVIEW FREQUENCY

Review Frequency	Review Month
Every 4 years	January

RELATED DOCUMENTS

Document Name
Municipal Government Act
Federal Flag Protocols
Provincial Flag Act

VERSION LOG

Change Date	Description	Editor	Approver	Approval Date

Appendix A

COURTESY FLAG REQUEST

The Municipality of the County of Victoria appreciates that recognized groups and not-for-profits in Victoria County may wish to commemorate or celebrate their work by flying their organization's flag at municipal sites. As per our municipal Flag policy:

- Approval is granted by council in consultation with the CAO.
- All requests must be made in writing, at least 30 days prior to the requested date.
- Flag will be collected by the organization within a week of its lowering.
- The flag must be of general interest to the community at large.
- Flags can fly no more than once in a 12-month calendar.
- Completed requests will be considered on a first-come, first served basis.
- Flag must be supplied by group and be in excellent condition.
- The municipality is responsible for raising and lowering all courtesy flags.
- The municipality will endeavour to fly courtesy flags as scheduled; however, no courtesy flags will be flown during times of half-masting. Municipal uses and emergencies take precedence.
- Courtesy flags are permitted at the Baddeck Courthouse Municipal Office Building 495 Chebucto Street, Baddeck.
- Courtesy flags will be flown below the Victoria County flag
- The Municipality reserves the right to reject any application and or flag that does not comply with municipal policies or bylaws; espouses racism, discrimination, violence or hatred. Flags shall not promote a point of view or organization of a political, ethical, religious nature or directly encourage or exhibit obvious indifference to unlawful behavior.

Name of Organization:

Contact person:

Email: _____ **Phone:** _____



FLAG POLICY

- Council
- Administrative

Date or time period you wish the flag to be flown:

Purpose of the occasion:

Brief history of Organization:

How this event is of interest to the community at large?

How long has your group been in operation:

Joint Stock Registry Number (if applicable):

Signature:
