



## **POLICY NO. 84**

### **FLAGS**

**BE IT ENACTED** by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

This policy shall be known as Policy Number 84 and may be cited as the “Flags Policy”.

### **POLICY PURPOSE**

Flags are symbols that represent a government or other corporate body and the flying of flags are meant to show pride in one’s heritage. This policy provides opportunities to allow for the flying of flags in municipal locations.

### **AUTHORITY**

Section 47 of the Municipal Government Act provides that

(1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

## **SCOPE**

This policy shall only apply to lands owned by, or under the exclusive use of, Region of Queens Municipality.

## **POLICY INTENT**

It shall be the intent of this policy to provide clear and consistent protocols for the flying of flags on municipal property.

## **ACCOUNTABILITY**

Responsibility for the oversight and implementation of this policy shall lie with the Municipality's Deputy Clerk.

It shall be the responsibility of the Deputy Clerk to bring forth recommendations for changes to this policy, when deemed appropriate, to the Chief Administrative Officer for review.

Responsibility for the placement and maintenance of flags shall lie with the Municipality's Director of Engineering and Public Works.

## **STANDARD FLAGS**

The Municipality shall provide and maintain flag poles on certain municipal properties where they are deemed appropriate.

When four flag poles are placed in a location, the Canada, Mi'kmaq Grand Council, Nova Scotia and Region of Queens Municipality flags shall be flown.

When two flags are flown, the Canada and Mi'kmaq Grand Council flags shall be flown.

When one flag is flown, it shall be the Canadian flag.

At no time shall any special purpose flag replace any standard flags, except at the request of the governing flag body, or when authorized by Council to be placed on the special purpose flag pole.

## **SPECIAL PURPOSE FLAGS**

The flag pole located at the Town Hall Arts and Cultural Centre shall be designated as a special purpose flag pole and the location from which community groups and organizations can request that non-standard flags be flown to mark special days, weeks, months, or designated federal, provincial, or municipal anniversaries. When no special purpose flags are being flown on this designated pole, the Canadian flag shall be flown.

Community groups and organizations may apply to have designated flags flown by submitting an application as attached in Appendix "A" at least four weeks prior to the expected flag posting, with the applicant required to provide the flag. Flags denoting political or religious bodies are not eligible. All such special purpose flag requests that are not pre-authorized according to Appendix "B" shall be forwarded to Council for review.

Special purpose flags may be flown for a maximum period of two weeks unless otherwise approved by the Deputy Clerk.

## **HALF-MAST**

During certain times of municipal, provincial, national, or international mourning, flags shall be flown at half-mast where possible. Direction of when and how long flags are to be flown at half-mast shall come from the appropriate government body.

In the case of the Municipality, that direction shall come from the Mayor.

## **COMMUNICATION**

Communications and Engagement Coordinator, or designate, shall notify the public when standard flags are lowered to half-mast or special purpose flags are raised, and the reasons therefore.

## **EFFECTIVE DATE**

This policy shall take effect from the date of approval by Council.

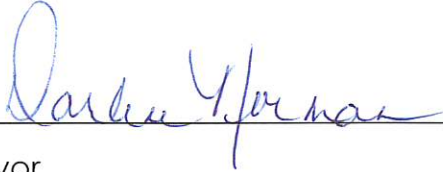
**REPEAL**

Policy 84 - Flag Flying, adopted by the Council of Region of Queens Municipality on the 24th day of September 2021, is hereby repealed.


**OFFICIAL CERTIFICATION**

**THIS IS TO CERTIFY THAT** this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 12th day of October, 2021.

**SIGNED** by the Mayor and Deputy Clerk this 18th day of October, 2021.

  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

Deputy Clerk

**APPENDIX "A"**

**Applications for the flying of Special Purpose Flags** shall be submitted at least four weeks prior to the requested flag flying date to:

**Deputy Clerk**  
**Region of Queens Municipality**  
**P.O. Box 1264, 249 White Point Road**  
**Liverpool, NS B0T 1K0 email: [flags@regionofqueens.com](mailto:flags@regionofqueens.com)**

Applicant's Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Name of Special Purpose Flag: \_\_\_\_\_

Requested Date to be Flown: \_\_\_\_\_

Alternate Dates: \_\_\_\_\_

Applicants can apply to have a flag approved for flying for a period of up to five years, without re-applying each year. If you would like to apply for this option, please provide yearly dates below.

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Received: \_\_\_\_\_ Initials \_\_\_\_\_

Disposition: \_\_\_\_\_

Action(s) taken:  
\_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX "B"**

### **List of flags to be flown directly by Region of Queens Municipality with specific dates at the discretion of Deputy Clerk**

African Heritage Month	February
National Volunteer Week	April
International Day against Homophobia Transphobia, and Biphobia	May 17
National Aboriginal Day	June 21
Pride	July
Emancipation Day	August 1
National Acadian Day	August 15
National Day for Truth and Reconciliation	September 30
Mi'kmaq History Month	October
Veteran's Week	November

## **APPENDIX "C"**

### **List of flags to be flown directly by Region of Queens Municipality at half-mast**

Portapique Shootings	April 18-19
Day of Mourning for Persons Killed or Injured in the Workplace	April 28
National Day for Truth and Reconciliation	September 30
Remembrance Day	November 11
National Day of Remembrance and Action on Violence Against Women	December 6