

Region of Queens Municipality Special Council

Friday, September 24, 2021

10:00 a.m.

Agenda

1.0 Call to Order

2.0 Policy 84 – Flag Flying Policy – Proposed Amendment

3.0 Adjournment

RECOMMENDATION:

THAT Council of Region of Queens Municipality amend Appendix A – Inventory of Flag Poles, of Policy 84 – Flag Flying Policy, by changing number of poles from 3 to 4, and add Mi'kmaq Grand Council to the list of Flag(s) Flown at Region of Queens Administration Building, Liverpool.

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 84 Flag Flying Policy

General Statement of Policy

It shall be the policy of the Region of Queens Municipality (“Municipality”) to provide clarity and direction respecting the flying of flags on municipal property.

Policy Objectives

1. To establish a policy that provides a constant protocol for flying flags on properties and flag poles owned by the Region of Queens Municipality,
2. To provide guidelines for use of the special purpose flag pole in Liverpool,
3. To establish protocol for when the Canadian flag will be flown at half mast.

Policy Directions

84.1 Protocol and Etiquette for Flag Flying on Municipal Property

84.1.1 It shall be the policy of the Region of Queens Municipality that no flag, other than the National flag, the Provincial Flag, the Municipal flag, and/or First Nation flag will be flown from a municipally owned flag pole. (see **Appendix A - Inventory of Flag Poles**), with the exception of the municipally owned single mast flag pole located beside the Liverpool Bridge on Henry Hensley Drive, Liverpool. This flag pole will be designated the Special Purpose flag pole, and may fly flags noted in Section 84.2.

84.1.2 The National flag, Provincial Flag, Municipal flag and First Nations flag shall be hung in Council Chamber.

84.1.3 Flags other than those mentioned may be flown when appropriate, in accordance to Section 84.2 of this policy.

84.1.4 Flags shall be flown in a manner consistent with flag etiquette of the Federal Department of Canadian Heritage.

84.2 Flying Flags of Non Profit Organizations - The Region of Queens Municipality receives requests periodically from community organizations to fly the flag of their group on a municipally owned flag pole. To enable meeting these requests in a fair and equitable manner, the Region of Queens Municipality has established protocol and a location for flying non-profit organizations flags.

84.2.1 The municipally owned Single Mast Flag Pole adjacent to the Liverpool Bridge is designated the Special Purpose Flag Pole for non-profit organizations that request their flags be flown for a certain period of time;

84.2.2 Approved flags from non-profit organizations will be permitted on the Special Purpose Flag Pole located in Liverpool;

- 84.2.3** All applications must be received in writing (**Appendix B - Request for a Community Flag to be Flown**) from non-profit organizations wishing to have their flag flown. Applications are to be submitted a minimum of 1 month prior to the date the group would like the flag flown. A calendar will be maintained by the office of the CAO to track availability. Consideration will be given to the order in which requests are received.
- 84.2.4** All applications for the Special Purpose flag pole will require approval by Council at a Council meeting.
- 84.2.5** Approved applicants must provide the flag they wish to have flown at least 1 week prior to the date it is to be flown, and pick it up within a week of it being removed. The Region of Queens Municipality will not fly a flag that is in poor condition.
- 84.2.6** The maximum period for a special purpose flag to be flown is 2 weeks.
- 84.2.7** Exceptions to this are the flags of local significance from groups that may not have an established community organization to submit on their behalf (**Appendix C - List of Recurring Flags**) The Region of Queens Municipality will maintain these flags in their flag inventory, and will continue to purchase them until such a time as a community organization is formed.
- 84.2.8** The Region of Queens Municipality will not approve applications from community organizations in support of:
Political parties
Religious groups
Community groups or organizations that support social or racial intolerance, violence or hatred.
- 84.2.9** Notwithstanding Section 1 and Section 2, other governmental flags may be flown on the special purpose flag pole as deemed appropriate by Council, as in the case of a visiting dignitary for the duration of their visit to the Region of Queens Municipality.
- 84.2.10** When there is no special purpose flag flown on the flag pole, the Nova Scotia flag will be flown.
- 84.2.11** The public will be advised of the significance of the flag being flown on the Special Purpose Flag Pole through communications efforts on the Region of Queens social media pages.
- 84.3 Protocol for Flying a Flag at Half Mast** – Flags flown at half mast signify a period of mourning, respect for lives lost, or to commemorate a solemn occasion. When a flag is to be flown at half mast, the flag is to be raised to the top of the mast, and immediately slowly lowered to half mast. When one flag is lowered to half mast, all other flags flown together with it should also be flown at half mast, following the same protocol. The CAO will advise staff to lower the three flags at the Region of Queens Administration Building and the two flags at Queens Place Emera Centre to half mast.
- 84.3.1** From the time of notification of death, until sunset on the day of the funeral or memorial service, flags in the Region of Queens will be flown at half mast for the following dignitaries.
- 84.3.1.1** The Sovereign, the Governor General, and the Prime Minister

- 84.3.1.2** The Sovereign's family
 - 84.3.1.3** Former Governor General
 - 84.3.1.4** Former Prime Minister
 - 84.3.1.5** Lieutenant Governor
 - 84.3.1.6** The Premier
 - 84.3.1.7** Following the lead of the Province of Nova Scotia, when they initiate a half mast flying of the Provincial flag

- 84.3.2** From the time of notification of death until sunset on the day of the funeral or memorial service, flags in the Region of Queens Municipality will be lowered to half mast in recognition of persons residing in the Region of Queens Municipality whose duties were in the field of protective services (ie; RCMP, Canadian military personnel, fire fighter/first responder) whose lives were lost in the line of duty.

- 84.3.3** From the time of notification of death until sunset the day of the funeral or memorial service, flags in the Region of Queens Municipality will be lowered to half mast out of respect for those who served the Municipality in the following capacities:
 - 84.3.3.1** Mayor or former Mayor the Region of Queens Municipality, Mayor of the former Town of Liverpool, or Warden of the former Municipality of Queens.

 - 84.3.3.2** Councillor or former Councillor of the Region of Queens Municipality, Councillor of the former Town of Liverpool, or Councillor of the former Municipality of Queens.

 - 84.3.3.3** Staff of the Region of Queens Municipality.

- 84.3.4** Flags will be flown at half mast to commemorate lives lost in tragic national or international events. In these circumstances, a decision to lower flags, and the duration they will remain at half mast will be reflective of the practice of the Province.

- 84.3.5** Other individuals may be recognized by the act of lowering the flags to half mast at the direction of Council.

- 84.3.6** Any citizen or staff member of the Region of Queens Municipality may advise the CAO's office of the details (individual's name, qualifications for recognition, and date of funeral or memorial service) pertaining to those individuals included under 84.3.3.1 to 84.3.3.3 inclusive.

- 84.3.7** The CAO will arrange for the flags to be lowered to half mast.

- 84.3.8** The CAO will provide instruction to lower the flag to half mast at the Region of Queens Administration Building.
- 84.3.9** The public will be advised of the solemn occasion for which the flag is being flown at half mast through communications efforts on the Region of Queens social media pages.

Approved by Council: October 24, 2017

APPENDIX A - Inventory of Flag Poles

Inventory of Municipally Owned Flag Poles

Location	Number of poles	Flag(s) Flown
RQM Administration Building, Liverpool	3 4	Canada, Nova Scotia, RQM, Mi'kmaq Grand Council
Liverpool Visitor Information Centre	2	Canada, Nova Scotia
Fort Point Lighthouse Park, Liverpool	3	Canada, Nova Scotia, RQM
Privateer Park, Ships Mast	1	Canada – 6' x 12'
Tupper Park, Milton	1	Canada
Town Hall Arts & Cultural Centre, Liverpool	1	Canada
Port Medway Lighthouse Park, Port Medway	1	Canada
Liverpool Bridge, Market St. to Bristol Ave.	4	Canada (Seasons Greetings in December)
Queens Place Emera Centre, Liverpool	2	Canada, Nova Scotia – both 6' x 12'
Hillsview Acres Home for Special Care, Middlefield	1	Canada
Adjacent to Liverpool Bridge, single mast	1	special interest flags/themed month flags By request of organization, or CAO Nova Scotia when not in use for special int.
Total:	20	13 Canada 4 Nova Scotia 2 RQM Special interest flags as requested

APPENDIX B - APPLICATION FORM

REGION OF QUEENS MUNICIPALITY

Application for Flying a Flag on the Special Purpose Flag Pole

Henry Hensey Drive, Liverpool, NS - Adjacent to the Liverpool Bridge at the floating dock

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. Approved applicants must provide the flag noted in their application at least one week prior to the date of the flag being flown, and will be requested to provide a jpeg of their flag, along with promotional text/media release. Approved flags may be dropped off at the Region of Queens Administration Building, 249 White Point Road, Liverpool, NS during business hours.

Community Organization Requesting Flag to be Flown: _____

Flag to be Flown: _____

Significance of Flag: If additional space is required, please attach information to the application form. This information may be used in RQM social media posts regarding the flag being flown:

Contact person: _____

Contact address: _____

Contact Phone: _____ Contact Email address: _____

Please indicate the dates of the two (2) week period that your organization would like the flag flown, along with a second choice should the first choice be unavailable:

First Choice: _____ Second Choice: _____

FOR OFFICE USE ONLY:

Date/Time Received: _____	Meets Policy: __ Yes __ No	_____ CAO initials
Date Requested: _____	1 st Choice _____	2 nd Choice _____
Council Agenda: _____	Approved: _____	

APPENDIX C – List of Recurring Flags

Recurring Flags to Fly on the Special Purpose Flag Pole

<u>Flags/Event</u>	<u>Date/Approximate Dates</u>
African Heritage Month	2 weeks in February, coinciding with African Heritage month
National Volunteer Week	2 weeks in April to encompass National Volunteer Week
Pride flag	2 weeks encompassing Halifax Pride Week in July
National Aboriginal Day	2 weeks encompassing National Aboriginal Day, June 21
Mi'kmq History Month	first 2 weeks of October to coincide with Mi'kmaq History month
Veterans Week	2 weeks encompassing Veterans Week

APPENDIX D - Dates that Flags on the RQM owned flag poles are Flown at Half Mast

Flags flown at half mast signify a period of mourning, respect for lives lost, or to commemorate a solemn occasion. When a flag is to be flown at half mast, the flag is to be raised to the top of the mast, and immediately slowly lowered to half mast. When one flag is lowered to half mast, all other flags flown together with it should also be flown at half mast, following the same protocol.

On the dates noted below, from sunrise to sunset on the dates noted below, the CAO will advise staff to lower the three flags at the Region of Queens Administration Building and the two flags at Queens Place Emera Centre to half mast, and for the duration flags will be flown at half mast.

Dates:

November 11 – Remembrance Day,

April 28 – Day of Mourning for Persons Killed or Injured in the Workplace,

December 6 – National Day of Remembrance and Action on Violence Against Women