

PURPOSE

The purpose of the Municipal Flag Policy is to outline appropriate use of the Municipal flags (Crested and Branded) as well as protocols for the half-masting of flags at the Lloyd E. Matheson Centre, and Municipal flags flying permanently on Municipal property, at events and at non-Municipal owned properties.

SCOPE

All Municipal properties that fly flags, any flag request received by the Municipality, and all full-time and part-time employees hired by the Municipality fall within the scope of this Policy and must adhere to the policy statements within this document.

DEFINITIONS

Term	Definition
Community Flag	Any flag provided by a community group or organization to be flown on a Municipally owned flag pole.
Half-mast	The position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.
Mi'kmaq Grand Council Flag	The flag of the Mi'kmaq Grand Council.
Municipal Branded Flag	Flag displaying the Municipal brand (2011).
Municipal Crested Flag	Flag displaying the Municipal crest of East Hants.
National Flag	The official flag of Canada.
Provincial Flag	The official flag of Nova Scotia.

POLICY

POLICY STATEMENT

- 1.0 The Municipality of East Hants (the ‘Municipality’) will use flags as a means to promote awareness of cultural diversity in the community, build stronger relationships and trust with communities in the Municipality, and support a sense of pride for Municipal Residents.
- 2.0 The Municipality will fly four (4) flags permanently, each on their own flag pole, at the Lloyd E. Matheson Centre: National, Mi’kmaq Grand Council, Provincial, and the Municipal Branded Flag. The Municipality will consult the Federal order of precedence for flying flags. A fifth flag pole will be reserved for non-governmental flags or community requested flags. The Municipal Crested Flag is the default flag for the fifth pole in the absence of any other event or community flag.

Flag Etiquette

- 3.0 Dependent on staff availability, half-masting of flags will occur as soon as possible following a death until the end of business day of a funeral, or a full business day of a qualifying event, to recognize:
- 2.1. The death of the current or former Warden or current Deputy Warden of the Municipality of East Hants.
 - 2.2. The death of a current Councillor of the Municipality of East Hants.
 - 2.3. The death of a current Municipal employee.
 - 2.4. The death of an East Hants Fire Fighter lost in active service.
 - 2.5. The death of a police officer currently serving in the local RCMP lost in active service.
3. The CAO may, in consultation with the Warden, approve the half-masting of the flags in situations not outlined in Section 2.
4. When the federal or provincial governments decide to lower their flag to half-mast, the CAO will consider the appropriateness of doing the same.
5. When flags are at half-mast, the Municipality will provide an explanation through an appropriate means.

Municipal Flag Use

6. The Municipal Crested Flag may be flown alone or in conjunction with the Municipal Branded flag, at events and locations approved by the Municipality, but generally limited to use in formal representation of the

Municipality as a legal entity (NSFM, FCM, etc.) and/or where the Municipal Branded flag does not suitably identify the entity it represents.

7. The Municipal Branded Flag may be flown at Municipal sponsored community events, at Municipal properties, and at any location within East Hants.
8. Residents, community groups, and other interested parties may request the Municipality to purchase either Municipal Flag on their behalf. Prior approval from the Municipality is required before a Municipal flag may be flown. The party requesting to purchase a Municipal flag is responsible for all associated costs.
9. The Municipality reserves the right to request removal or replacement of any Municipal flag.

Community Flag Use

10. The Municipality will maintain a 'Flag Raising Schedule' of holidays, community events, or other dates of recognition that community flags will regularly be flown on the fifth flag pole. Any changes to this list must be brought forward to Council.
11. Community groups may submit a written request to fly a specified flag on the fifth flag pole installed at the Lloyd E. Matheson Centre, either on a one-off or permanent basis, to the Communications Officer. Community groups are responsible for providing the flag that is to be flown. Requests must include:
 - 11.1. Organization name;
 - 11.2. Organization email and phone contact;
 - 11.3. Primary contact name;
 - 11.4. Dates of flag flying requested;
 - 11.5. Name and image of flag;
 - 11.6. Purpose of flag raising; and
 - 11.7. Any additional relevant information (website, event invitation, etc.)
12. Requests to be permanently added to the 'Flag Raising Schedule' must be submitted at least twelve (12) weeks in advance of the requested date.
13. The Municipality will consider flying community or organizational flags that:
 - 13.1. Support events or organizations that play a significant role in the community;



- 13.2. Promote the cultural diversity of the Municipality; and
- 13.3. Build community connections between the Municipality and community groups.
- 13.4. Align with and bring awareness to the Municipality’s ‘Strategic Plan’.

14. The Municipality will not fly the flag of religious, political, health/medical, or commercial groups.

15. In the case of a short-notice event or clear alignment with the ‘Strategic Plan’, the CAO, in conjunction with the Warden, may decide to raise a flag on a one-off basis. Council will be made aware of all decisions on one-off events of flag raising.

16. Requests to fly a Community Flag will be determined on a first come, first served basis. Community Flags flown for long durations may be temporarily lowered for shorter duration Community Flag requests if deemed appropriate.

17. The Municipality reserves the rights to accept, decide the duration of, reject, or amend any requests to fly a community flag on Municipal property.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually 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, ie. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk

Title/Role	Responsibilities
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Employees	The Employees will adhere to the contents of this policy.

RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Flag Raising Schedule		Schedule



VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Policy Creation		Chief Administrative Officer	Warden John Patterson	August 28, 2008
2.0	Revision of Policy	Pamela Lovelace	Connie Nolan	Council	January 27, 2016
3.0	Policy update for greater community involvement	Communications Officer, Policy Analyst	Chief Administrative Officer	Council	June 29 th , 2022

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk