	TOWN OF MARYSTOWN Community Flag Raising and Flag Protocol Policy
Approval Date:	November 16, 2021
Effective Date:	February 18, 2020
Date Last Reviewed:	November 8, 2021

PURPOSE

The Town of Marystown recognizes the symbolic importance of flags to the community and its residents in showing honour and respect or expressing a collective sense of grief through the lowering of flags to half-mast.

The Town has instituted a policy which will show dignity and respect for its flags while providing opportunities for community groups to display their flags.

SCOPE

This policy applies to all flags flown at the Municipal Centre. This policy applies to all members of Council and all Town staff including management, unionized and non-bargaining unit personnel.

POLICY STATEMENT

This policy is designed to provide direction governing requests for flag raisings received from members of the community and to establish a consistent protocol for the flying of all flags at the Municipal Centre.

DEFINITIONS

Clerk – the Clerk appointed by the Town Council of Marystown or his/her designate

Community Flag Pole – the flag pole at the Municipal Centre designated for Community Flag Raisings

Flying a Flag at Half-Mast – the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flag pole to mark periods of mourning or to commemorate solemn occasions

Municipal Flag Poles – the flag poles on the grounds of the Municipal Centre. They are reserved for the National Flag of Canada, the Flag for the Province of Newfoundland and Labrador, the Royal Union Flag and the Flag for the Town of Marystown

Town or the Town – Town of Marystown

RESPONSIBILITIES

Council is responsible for approving this policy and any amendments.

The Clerk will support the implementation of this policy and recommend any amendments.

The Director of Recreation & Community Services will administer this policy to ensure compliance and consistence.

The employees will adhere to this policy.

REFERENCES

None.

QUESTIONS

The Director of Recreation & Community Services will act as a resource on the subject of flag etiquette as it pertains to this policy.

PROCEDURE

Permanent Flags

The Town of Marystown will fly four flags permanently on three flag poles at the Municipal Centre.

The centre flag pole will fly the National Flag of Canada; no other flags will be flown on this pole.

The flag pole to the right will fly the Provincial Flag of Newfoundland and Labrador with the Municipal Flag of Marystown underneath; no other flags will be flown on this pole.

The Community Flag Pole to the left will fly the Royal Union Flag; community groups may utilize this pole to promote community events.

All flags should be raised and lowered at the same time, if possible. If that is not possible, then they should be raised in order of precedence and lowered in the reverse.

Half-Masting of Flags

Flags are flown at half-mast as a sign of mourning. When the decision is made to lower the flags to half-mast, it is done so for all flags and at no time shall the Canadian flag be flown lower than any other flag. Half-masting of flags will occur from the time of notification

of a death until the end of business day of a funeral, or a full business day of a qualifying event, to recognize:

- the death of a current or past Councillor
- the death of a current Municipal employee
- the death of a current or past Provincial or Federal Minister
- the death of a firefighter with the Marystown Volunteer Fire Department
- the death of a current local RCMP police officer
- the death of a Veteran (Veteran was from and/or has family living in the Burin Peninsula Region)
- the death of a current Canadian Armed Forces Officer (Officer was from and/or has family living in the Burin Peninsula Region)
- the death of a member of the Royal Family
- National Day of Mourning, Memorial Day and Remembrance Day
- National Day for Truth and Reconciliation

On the advice of the Clerk, or designate, Council can approve the half-masting of flags for circumstances not outlined above.

When the Federal or Provincial Governments make the decision to lower their flags to half-mast, the Clerk, or designate, with approval from Council, will consider the appropriateness of lowering the Town's flags.

Flags are brought to the half-mast position by first raising it to the top of the mast and then immediately lowering it slowly to the half-mast position.

Community flags will be removed during times of half-masting.

The Town will post public notice for the reason for the half-masting of flags both online and at the Town office.

The Clerk, or designate, will be responsible for coordinating the half-masting of flags.

Community Flag Pole

The purpose of the Community Flag Pole is to recognize visiting dignitaries, civic events and to allow not-for-profit community groups to promote local events. Community flags will be flown on the Community Flag Pole below the Royal Union Flag.

Requests to fly a community flag in support of local events or community groups must be submitted in writing at least two (2) weeks before the requested date and must accompany the flag to be flown. Approvals will be granted, in writing, on a first-come-first-served basis. Flags will be flown for a maximum of one week; extensions can be granted if there are no other requests. Only one community flag will be flown at any given time.

All flags are subject to inspection. Community flags must be a minimum of 27' x 54' and a maximum of 36' x 72' and must be able to attach to the Community Flag Pole (have rope and toggle). The Town reserves the right to reject any flag not considered to be in suitable condition for flying.

The Town is not responsible for a community flag once an event has passed and the flag has been removed from the Community Pole.

Approval of the raising of a community flag does not constitute an endorsement from the Town or its Council and employees.

The Town reserves the right to reject any request to fly a community flag.

The Town reserves the right to remove any flag at any time.

The Town will not permit the following types of flags to be flown on the Community Flag Pole:

- political flags of any kind
- religious flags of any kind
- flags that portray hatred, violence or racism
- flags representative of commercial entities or corporate events
- flags that contravene the principles of this policy or the Town's regulations

The Clerk will provide advice on the applicability of the noted exemptions to any request to fly a community flag.

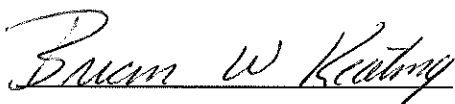
Dignitary Visits

In the event of a visit by a dignitary, and as a gesture of respect and friendship, the Town may fly a flag representative of that dignitary.

The flag will be flown for the duration of the visit to the Town of Marystown.

Disposal of Flags

When a flag becomes worn, faded or otherwise unsuitable to be flown, it should be removed, disposed of in a respectful manner and immediately replaced.



Bryan Keating
Mayor



Alje Mitchell
Chief Administrative Officer



**Town of Marystown
FLAG POLICY**

APPLICATION FOR COMMUNITY FLAG POLE REQUEST

* Applications must be submitted at least two (2) weeks prior to the date the flag is to be flown

APPLICANT INFORMATION

Name of Organization	
Contact Person	Date Submitted
Contact Address	
Contact Phone Number	Contact Email Address

REQUEST DETAILS

Description of Associated Event	
Date of Event	
Date Community Flag to be Raised	Number of Days to be Flown (max. one week)