

Policy Number: Flag Policy -#FP 02-2013

Coverage: Village of Belledune

Council Approval: 13 02 18
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Effective Date: 13 02 18
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FLAGS –FLYING OF - POLICY

Policy

It is the policy of the Municipality of Belledune to establish and maintain an orderly system for the administration and control of the flying of flags on Village owned premises and flagpoles.

1.0 Specific Objectives

- 1.1 The objectives of this policy are to:
- i. ensure that the municipality of Belledune has a uniform code in place for the displaying of flags on its premises for any number of reasons.

2.0 Responsibilities

The Village Administration staff will be responsible for the overseeing of the adherence to this policy.

- i. Review and recommend to Council any amendments or changes required to be made to the Flags Policy as considered appropriate.

3.0 Protocols

3.1 Requests to fly special purpose flags other than the flags approved by the Village of Belledune shall be in writing to the Village Clerk indicating the type of flag requested to be flown, the period of time to be flown, and any special circumstances with respect to the raising and/or lowering of the flag. The Requester must also supply the Village of Belledune with the flag they are requesting to be flown. Such requests will be brought before Council for approval. If time is limited Council may be canvassed by the quickest means possible (email, phone).

3.3 Where multiple flags are flown on one flagpole they will be placed from top to bottom in the order of Canada, New Brunswick, Belledune, and other. In keeping with the requirements specified by the Government of Canada, where three flagpoles exist the Canadian flag is flown in the centre with provincial and municipal flags flown left to right in alphabetical order as viewed facing the flags.

3.4 The location of the special purpose flags will be at the Municipal Office, 2330 Main Street, Belledune. The special purpose flags shall be flown just below the flag for the Village of Belledune.

3.5 In honour of the three cultural and ancestral pillars of our community, the following flags are pre-approved:

- i. The Irish flag on St. Patrick's Day, March 17th
- ii. The Acadian flag on Acadian Day, August 15th
- iii. The Scottish flag on St. Andrew's Day, November 30th

3.6 Any request which requires a flag to be raised or lowered with the assistance of Village staff may be denied if staff is not available to do so.

3.7 If an International Dignitary is visiting the Village of Belledune, the country flag of the Dignitary may be flown at the Municipal Office in accordance with the "General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada" as provided by the Secretary of State for Canada.

3.8 Flags will be lowered at half-mast to mark any occasion approved by Council or for the following pre-approved circumstances:

- i. Upon the death of a current or former member of Council (Mayor / Councillor)
- ii. Upon the death of a current or past Employee
- iii. Upon the death of a Belledune volunteer firefighter whole on active duty
- iv. Upon the death of a current or past Prime Minister, Premier, Minister or other Elected or appointed official being recognized in this manner by the government of Canada or government of New Brunswick
- v. Upon the death of a member of the community killed while in the service of Canada's Armed Forces
- vi. On Remembrance Day, November 11th

Adopted this _____ day of _____, 2013

Brenda Cormier, Clerk/Treasurer

Ron Bourque, Mayor