



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 full-time and part-time employees hired by the Municipality fall within the scope of this policy and must adhere to the policy statements contained within this document.

DEFINITIONS

Term	Definition
National Flag	Canadian flag
Provincial Flag	Nova Scotia flag
Municipal Flag	The Municipal Flag displays the Municipal crest of East Hants.
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.
Municipal Branded Flag	The Municipal Branded Flag displays the Municipal brand (2011).

POLICY

POLICY STATEMENT

1.0 The Municipality of East Hants will fly three flags permanently, each on their own flag pole, at the Lloyd E. Matheson Centre: Provincial, National, and Municipal. No other flags will be flown.



- 2.0 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.
 - 2.6. On November 11, Remembrance Day.
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. The Crested Flag may be flown alone or in conjunction with the 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 (UNSM, FCM, etc.) and/or where the branded flag does not suitably identify the entity it represents.
 6. The Municipal branded Flag may be flown at Municipal sponsored community events, at Municipal properties other than the Lloyd E. Matheson Centre, and at any location within East Hants.
 7. The Municipality reserves the right to request removal or replacement of any Municipal flag.
 8. All Municipal flags are only available through the Municipality and require prior approval to be displayed. Cost recovery may be applicable.



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
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	<p>The Employees will adhere to this policy.</p>



RELATED DOCUMENTATION

Document Name	Document ID	Document Type

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0				Warden John Patterson	August 28, 2008
2.0	Revision of Policy	Pamela Lovelace	Connie Nolan	Council	January 27, 2016