

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>ADMINISTRATION</b>	SUBJECT <b>FLAG PROTOCOL POLICY</b>

## 1. PURPOSE

1.1. The purpose of this policy is:

1.1.1. To establish a consistent protocol and management for the flying of flags on the Municipality of the District of Argyle (MODA) ~~properties~~ Administration Building, located at 5 Rue J.E. Hatfield Court.

1.1.2. To establish a policy that provides clear direction with regards to flying flags including special purpose flags on flagpoles owned by the Municipality.

## 2. GENERAL GUIDELINES

2.1. It shall be the policy of the Municipality that no flag, other than the Official Canadian Flag, Official Provincial Flag, Mi'kmaq Flag, or Acadian Flag, in that order, will be flown from a municipally owned flagpole or municipally owned property, notwithstanding Section 2.2.

2.2. It shall also be the policy of the Municipality to maintain a special purpose flag pole on location, and that the Municipal Flag will be flown, notwithstanding Section 2.3.

2.3. All flagpoles shall have the same or similar design, to maintain a consistent and professional display for all flags regardless of its content.

2.4. The Municipality receives requests to fly flags in recognition of a variety of events and organizations. To enable meeting these requests, MODA has adopted the following guidelines for the Special Purpose Flagpole. ~~located at the Municipal Building located at 5 J.E. Hatfield Court in Tusket, Nova Scotia.~~

2.4.1. The flagpole will be designated for groups and organizations, not withstanding section 2.2.2 who request that their event flag be flown for a specific period of time. The maximum period of time for a single flag to be flown is two (2) weeks (optional language amendment – 4 weeks).

2.4.2. Argyle Abruptic Week, Municipal Awareness Week and Remembrance Day are designated times each year that the Special Flagpole will have flags flown. Approval to other Organizations will not be granted during these times. Furthermore, the organizations mentioned above shall not be required to apply with the attached form if they provide the flag to the Municipality as per Section 2.3.5.

2.4.3. All requests, except under Section 2.3.2, must be received on the Attached Application Form – Appendix A, from organizations wishing to have their flag

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flown. Applications are to be submitted a minimum of one (1) month prior to the date the group would like the flag flown. A calendar will be maintained by the Municipal Clerk to track availability. Consideration will be given to the order in which requests are received.

- 2.4.4. The applications will be received by the CAO and/or Municipal Clerk for approval.
- 2.4.5. 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 Municipality will not fly a flag that is in poor condition and is not responsible for any lost, stolen, or damaged flag while it is on the flagpole.
- 2.4.6. The Municipality will not approve applications from community organizations in support of:
  - a) Political parties
  - b) Religious groups
  - c) Community groups or organizations that support social or racial intolerance, violence or hatred.
- 2.4.7. Other government flags may be flown on the Special Purpose flagpole as deemed appropriate by the Chief Administrative Officer, as in the case of a visiting dignitary for the durations of their visit to the Municipality.
- 2.4.8. When there is no Special Purpose Flag flown, the **Municipal** flag shall be flown.
- 2.4.9. The public will be advised of the significance of the flag being flown on the Special Purpose Flagpole through communications efforts on MODA’s social media pages.

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**APPENDIX A**

**MUNICIPALITY OF THE DISTRICT OF ARGYLE  
Application for Flying a Flag on the Special Purpose Flagpole**

Consideration will be given to the order in which applications are received.

Please note: To have an application considered by the Municipal Clerk, this form must be submitted at least one month prior to the date being requested. Once the Municipal Clerk 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 file of their flag, along with promotional text/media release information. Approved flags may be dropped off at the Municipality of the District of Argyle administration building, located at **5 J.E. Hatfield Court, Tusket, Nova Scotia** during business hours, which are 8:30am to 4:30pm Monday to Friday.

Community Organization Requesting Flag to be Flown: \_\_\_\_\_

Flag to be Flown: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact e-mail 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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_


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Chief Administrative Officer's Annotation for Official Policy Book


Date of Notice to Council Members: **March 29, 2022**  
Of Intent to Consider [7 days minimum]: ~~July 15, 2021~~

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

  
\_\_\_\_\_  
Warden

July 15, 2021  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

July 15, 2021  
Date