



POLICY NO. 55 FLAG POLICY

1. This policy is designed to establish a consistent protocol and management for the flying of flags on Municipality of Barrington properties.
2. The purpose of this policy is:
 - a. To establish a policy that provides clear direction with regards to flying flags on properties and flagpoles owned by the Municipality.
 - b. To provide guidelines for use of the Special Purpose Flagpole, located adjacent to the Kiack Brook, in Barrington.
3. It shall be the policy of the Municipality that no flag, other than the Official Canadian Flag, Official Provincial Flag or a Municipal Flag will be flown from a municipally owned flagpole, notwithstanding Section 4.
4. The Municipality receives requests to fly flags in recognition of a variety of events and organizations. To enable meeting these requests ~~the Council of the Municipality of~~ Barrington has adopted the following guidelines for the Special Purpose Flagpole located adjacent to the Kiack Brook, in Barrington.
 - a) The flagpole will be designated for groups and organizations 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.
 - b) All requests must be received on the attached Application Form - Appendix A, from organizations wishing to have their flag 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 office of the CAO to track availability. Consideration will be given to the order in which requests are received.

c) All applications will be reviewed by the CAO for approval.

- ⇒ **d)** Approved applicants must provide the flag they wish to have flown at least one (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.
- ⇒ **e)** The Municipality will not approve applications from community organizations in support of:
- political parties
 - religious groups
 - community groups or organizations that support social or racial intolerance, violence or hatred.
5. Notwithstanding Section 4, other governmental flags may be flown on the Special Purpose flagpole as deemed appropriate by **the Chief Administrative Officer** Council, as in the case of a visiting dignitary for the duration of their visit to the Municipality.
6. When there is no Special Purpose Flag flown on the flagpole, the Nova Scotia flag shall be flown.
7. The public will be advised of the significance of the flag being flown on the Special Purpose Flagpole through communications efforts on the Municipality of Barrington's social media pages.



APPENDIX A

**MUNICIPALITY OF THE DISTRICT OF BARRINGTON
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 Chief Administrative Officer** placed on an upcoming Council agenda for approval, submit this form **must be submitted** at least one month prior to the date being requested. Once **the CAO** Council 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. Approved flags may be dropped off at the Administrative Centre, 2447 Highway 3, Barrington, Nova Scotia during business hours.

Community Organization Requesting Flag to be Flown: _____

Flag to be Flown: _____

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

Contact Person: _____

Contact Address: _____

Contact Phone: _____ Contact Email 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: _____

Date: _____ Signature: _____