



Town of Happy Valley-Goose Bay
Policy Statement

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| Index: Administration | | Policy Number: A0033 | |
| Approved Date: September 30, 2014 | Effective Date: September 30, 2014 | Revision Date: | |
| Authority: 11th Council of the Town of Happy Valley-Goose Bay | | Page 1 of 6 | |

Topic: Flag Protocol

Purpose Statement:

1. To define the criteria and process for raising, displaying and half-masting of flags at the Town of Happy Valley-Town Hall (hereinafter referred to as the town).

Scope:

2. This procedure applies to requests and occasions for the raising, displaying and half-masting of flags.

Procedure:

Displaying Flags:

3. The town hall and municipal facilities shall fly the Canadian, Newfoundland and Labrador, and Labrador Flags where provision for the display of such flags has been made.
4. 31 March is to be recognized as Labrador Flag Day and will be marked with a proclamation by the Mayor and representatives from all three aboriginal groups.

Courtesy Pole Flag Raisings or Displaying Flags:

5. The courtesy flag pole at the town hall only, shall be used for the raising and displaying of other flags. Requests for the raising and displaying of flags may be approved for:



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- a. Non-profit or charitable organizations and public awareness campaigns;
 - b. Recognition of a state visit to the Mayor and Members of Council.
6. Requests shall not be approved for the following:
- a. Political parties or political organizations;
 - b. Religious organizations or the celebration of religious events;
 - c. Any purpose where the intent is contrary to town policies or by-laws;
 - d. Any purpose where the intent is to defame the integrity of the town;
 - e. An event or organization has no direct relationship, or will not benefit the Town.
7. Flags may be raised in recognition of visiting dignitaries at the discretion of the Town Council.
8. Process for Courtesy Flag Poles Displaying and or Raising of Flags:
- a. Requests to use the courtesy flag poles at Town Hall must be submitted in writing (by email) to the Town office;
 - b. The Town Council will review all requests in accordance with Town procedure in consultation with the Town Manager, when required;
 - c. Requests will be processed and confirmed on a first come first served basis;
 - d. Flags will be raised and displayed for a maximum of one month depending when the flag pole is available and no conflicting requests have been received, at the discretion of the Town Council;
 - e. The Town Manager will notify the Works and Road Transport of the flags to be raised and displayed as appropriate;
 - f. The Works and Road Transport staff will be responsible for the raising and displaying of flags, as required.



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Half-masting:

9. Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates.
10. Process: All flags will be flown at half-mast at the Town Hall in accordance with the guiding principles of the Canadian National Flag Protocol, through the following specific occasions:
 - a. On the death of the Mayor or a sitting Member of Council;
 - b. On the death of a current Town employee;
 - c. On the death of a former mayor;
 - d. On the death of the Lieutenant Governor of NL, the Premier of NL, a Town resident who has been the recipient of the Order of NL or another person similarly honoured by the province of NL;
 - e. On the death of the local member of parliament or local member of provincial parliament;
 - f. In recognition of the death of active regional police officers, line-duty deaths, and in special circumstances, in recognition of line-of-duty deaths of police officers in other municipalities and provinces.
 - g. Flags are to be raised to Full-mast at sunset on the day of internment.
11. The Town flags may also be flown at half-mast in recognition of the death of active or retired town fire fighters; in recognition of line-of-duty deaths of fire fighters in other municipalities; and in special circumstances outside of NL at the discretion of the fire chief.



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12. In accordance with Canadian and NL protocol, flags will be flown at half-mast on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the governor general, the prime minister, a former governor general, a former prime minister, or a federal cabinet minister;
13. Process Flags will be flown at half-mast, in recognition of the following dates:
 - a. Veteran's Week (Poppy Flag Flown to Right) November 3 to November 11, Remembrance Day;
 - b. April 28, Workers' Mourning Day, the Day of Mourning for Persons Killed or Injured in the Workplace;
 - c. 1 July, Beaumont Hamel Day (half Mast in the morning until the end of the ceremony and then back to full mast for Canada Day Celebrations).
 - d. December 6, the National Day of Remembrance and Action on Violence against Women.
14. Flags may be flown at half-mast in respect of an individual or special group, not specifically identified in this section, at the discretion of the Council.
15. Process for Half-masting:
 - a. The Works and Road Transport department shall be notified of all occurrences when half-masting of flags is required.
 - b. The Town Manager shall notify all other staff and Council of the requirement for half-masting of flags, with respect to the reason, and the duration that the flag will be flown at half-mast;
 - c. When half-masting a Flag, the Flag is to be completely lowered, not permitted to touch the ground, and then raised up to half-mast;



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- d. When a flag is flown at half-mast, all other flags must also be flown at half-mast and at no time should the Canadian flag be flown lower than any other flag;
- e. The Canadian Flag is the last Flag to be lowered fully down and then brought up to Half-mast;
- f. The length of time that a flag will be flown at half-mast will be from the date of the death and up to and including the day of the funeral, unless otherwise outlined in this procedure;
- g. The Works and Road Transport department will maintain an inventory of all flags flown at town hall and its corporate properties;
- h. The appropriate staff will be required to lower and raise the flags in accordance with the Works and Road Transport department notification;
- i. Public notice of the reason for the half-masting will be posted on the Town web-site.

16. At the final removal of National Flags at the Town of Happy Valley-Goose Bay, the Town Manager will consult with the Legion on ceremony and protocol. The Canadian National Anthem, O'Canada will be played first upon the announcement of the removal of the other National Flags. At the removal ceremony, National Flags shall be removed in order of reversed seniority order and each Nation has their National Anthem played as their flag is lowered:

- (a) Italy (First to be lowered and removed)
- (b) Netherlands (Second)
- (c) Germany (Third)
- (d) United Kingdom (Last)



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17. Once a National Flag is lowered and removed it is to be placed in an appropriate Shadow Box and stored in a respectful location at the Town Hall. Shadow Boxes can be procured from the Legion Catalogue, available at the Royal Canadian Legion, Branch 51, Happy Valley-Goose Bay.

18. The American Flag flying in front of the static F-86 Sabre aircraft display in front of the College of the North Atlantic was a gift of the American Air Force to the Town of Happy Valley-Goose Bay and is not to be removed.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.



Mayor, Jamie Snook



Town Clerk, Hayward Broomfield