



Policy Number	85
Name of Policy	Flag Protocol
Effective Date	February 28, 2014
Revision Date	
Originating Department	Clerk's Department
Policy Statement	To establish and maintain a protocol for the administration and control of the flying of flags on City owned premises and flagpoles.

1. PURPOSE

To establish a protocol for the displaying of flags on municipally controlled flagpoles.

2. FLAG PROTOCOL

The City of Miramichi will fly the following flags on a permanent basis at:

- a) Queen Elizabeth Park (northwest corner) – Canadian Flag, New Brunswick Flag, City of Miramichi Flag and a flag representing Canadian military/veterans including Canadian Legion, Canadian Peacekeepers, North Shore Regiment or a similar organization
- b) 1820 Water Street – Canadian Flag
- c) 276 Dalton Avenue – Canadian Flag
- d) Bi-Centennial Park - Canadian Flag, New Brunswick Flag
- e) Ritchie Wharf – Canadian Flag
- f) French Fort Cove - Canadian Flag, New Brunswick Flag
- g) Waterford Green - Canadian Flag, New Brunswick Flag, City of Miramichi Flag
- h) Elm Park – Canadian
- i) Loggieville Cenotaph - Canadian Flag, New Brunswick Flag, City of Miramichi
- j) Miramichi Civic Center (inside) – Canadian Flag, New Brunswick Flag
- k) Lord Beaverbrook Arena – Canadian Flag, New Brunswick Flag, City of Miramichi Flag
- l) Highway 11 Tourism Center – Canadian Flag, New Brunswick Flag
- m) 94 General Manson Way – Canadian Flag, New Brunswick Flag



3. **COURTESY FLAG POLE**

- a) The City of Miramichi recognizes that flag-raising ceremonies enhance public awareness of activities such as national days, multicultural events, and fund-raising drives. They allow groups, organizations and segment of the community to celebrate various events or achievements. They also encourage support from members of the public, and benefit and enrich the community.
- b) The City of Miramichi will erect and maintain a courtesy flagpole, located at the southwest corner of Queen Elizabeth Park, to allow groups or organization to fly the flag of:
 - (i) a charitable or non-profit organization to help increase public awareness of their programs and activities;
 - (ii) an organization that has achieved national or international distinction or made a significant contribution to the community; or
 - (iii) an organization that has helped to enhance the City of Miramichi in a positive manner.
- c) It will be the responsibility of organizations or groups seeking to fly a flag on the courtesy flag pole to:
 - (i) complete a request form available online at www.miramichi.org or by calling the Office of the City Clerk and
 - (ii) provide the City of Miramichi with the generally recognized flag of the organization or event
- d) Permission to display flags will be granted on a first come, first serve basis.
- e) Flags flown on the courtesy flag pole will be displayed for a period not exceeding four (4) consecutive calendar days. The flying of a particular flag should generally occur no more than twice a year.
- f) The coordination of the installation and removal of the flags will be the responsibility of the organization making the request. The actual installation and removal of the flags will be done by the City's Wellness and Recreation Department.
- g) The courtesy flag pole will not fly the flag of a group, organization or event whose undertakings or philosophy are contrary to City of Miramichi by-laws or policies; support or promote hatred, violence, racism or intolerance.
- h) Until the permanent courtesy flag pole is erected as per paragraph 3.b), a flag pole located at 94 General Manson Way will act as a temporary courtesy flag pole.



4. **VISITING DIGNITARY**

As a gesture of respect and friendship, the City of Miramichi will fly an appropriate flag on the occasion of a visiting dignitary whenever possible; as such location(s) deemed appropriate by the City Clerk. The flag will be flown for the duration of the visit to City of Miramichi. It shall be the responsibility of the applicable protocol offices associated with each visit to contact the Office of the Mayor to make appropriate arrangements

5. **FLAGS AT HALF-MAST**

- a) The act of half-masting of a flag is a visual statement that expresses a sense of loss shared by Miramichi residents at large.
- b) The flying of flags at half-mast denotes a period of official mourning or commemoration.
- c) The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.
- d) The City of Miramichi may fly any of its flags at half-mast in the event of a death or to commemorate a solemn occasion. In consultation with the Mayor, the Office of the City Clerk will provide direction to lower flags to half-mast.
- e) Flags located on the northwest corner of Queen Elizabeth Park (across from Miramichi City Hall, 141 Henry Street) will be lowered to half-mast on the day of passing until sunset on the day of the funeral, in memory of the following people:
 - i) The sovereign or a member of the sovereign's immediate family
 - ii) The Governor General of Canada
 - iii) The Prime Minister of Canada
 - iv) Former prime ministers of Canada
 - v) The Lieutenant Governor of the Province of New Brunswick
 - vi) The current Member of Parliament for a riding which includes all, or part of, the City of Miramichi
 - vii) A current Member of the Legislative Assembly of New Brunswick for a riding which includes all, or part of, the City of Miramichi
 - viii) The Mayor of Miramichi, a former Mayor of Miramichi, a current Miramichi City Councillor



- f) Flags designated by the City Clerk will be lowered to half-mast for the first full day following the death of a City of Miramichi employee who has died while actively employed with the municipality.
- g) In keeping with Federal and Provincial protocol, flags designated by the City Clerk will be lowered to half-mast on the following occasions from sunrise to sunset:
- **November 11** - Remembrance Day
 - **April 28** - On the Day of Mourning for Persons Killed or Injured in the Workplace
 - **December 6** - On the National day of Remembrance and Action on Violence Against Women
- h) On the occasion of an event of national or provincial significance where the Government of Canada or New Brunswick lowers their flags to half-mast, the City of Miramichi will have the option to do so. In the event of the death of a Canadian firefighter or Police Officer in the line of duty, the decision to lower the flag at Miramichi Fire stations or the Police Stations will rest with the Fire Chief and/or the Chief of Police

Precedence and Repeal: The adoption of this policy repeals any previous/prior policy dealing with the subject matter herein.

Approved by Council on	February 27, 2014
Signature of City Clerk	



REQUEST TO FLY A FLAG ON COURTESY FLAGPOLE

Date for flag raising:

Time of flag raising:

Period of time flag requested to be flown
(from – to) (Maximum 4 days):

Describe flag to be flown:

Reason for request:

Will there be a ceremony to raise the flag?

☐

Yes

☐

No

Time of ceremony:

Number of people expected at the ceremony:

Name of organization:

Contact person:

Address:

City:

Postal Code:

Telephone (enter a valid phone number)
(Example: 123-456-7890):

Email: (enter a valid email address)
(Example: name@company.com):

The organization/group must supply flag.

To request an appearance of a City Council member at your flag raising, please fill out the Appearances Form – City and Council.



City of — Ville de
MIRAMICHI

APPEARANCES FORM — MAYOR & COUNCIL

Event Name:

Date of Event:

Time of Event:

Duration:

Location:

Dress Code:

Remarks & Greetings Requested:

☐

Yes

☐

No

Length of Remarks/Greetings:

Introduction By:

Other Dignitaries/Speakers Invited:

Media Invited:

☐

Yes

☐

No

Guest/Spouse Permitted:

☐

Yes

☐

No

How many Persons Expected at Event:

Additional Information – Event Program, etc.:

Attachment:

CONTACT PERSON

Name:

Telephone (enter a valid phone number)

(Example: 123-456-7890):

Email: (enter a valid email address)

(Example: name@company.com):

INTERNAL USE ONLY

Member of Council Attending:

Councillors Contacted:

Date RSVP:
