



FLAG POLICY

Policy Number	P2023-03
Classification	ADM
Effective Date	2023-08-21
Approval Authority	COUNCIL
Supersedes	2005-01
Mandated Review	2028

1. OVERVIEW

The City of Bathurst recognizes that flags are important symbols of honour and pride and must be treated in a respectful and consistent manner.

The City supports half-masting as an expression of collective mourning and sense of loss that is shared by all residents of Bathurst.

2. PURPOSE

To celebrate together the strength of Bathurst's diversity and inclusivity, the City offers the opportunity for members of the community, cultural associations and non-profit organizations to raise nation flags and community flags, during their respective dates of celebration or recognition during the year, on the flag pole displaying the City of Bathurst flag, located at City Hall.

3. SCOPE

This policy applies to all flags flown at all properties and facilities owned and operated by the City of Bathurst, as well as the locations of all city-run events, except those that take place where the policies of another government body would take precedence.

4. POLICY STATEMENT

The purpose of this policy is to ensure that all flags at City facilities are flown, maintained, and displayed in a consistent and appropriate manner in accordance with the Rules Governing the Use of Flags and Standards in New Brunswick.

1. FLAG RAISING

- a) Six flags shall fly in front of Bathurst City Hall in the following order, from left to right, as seen by spectators: the Canadian Flag, the New Brunswick Flag, the Union Jack, the Acadian Flag, the City of Bathurst flag, the Mi'kmaq Grand Council Flag.
- b) The request for displaying flags/banners shall be through the Office of the City Clerk and if required, through City Council. See Schedule "A" *Request to Raise a Flag at City Hall Form*.
- c) Council has the discretion to deny any request.
- d) Permission to display flags/banners will be granted on a first come, first serve basis.
- e) The flags will be displayed for a period not exceeding seven (7) consecutive calendar days or for the duration of the event if no other requests are submitted.
- f) The coordination of the installation and removal of the flags/banners will be the responsibility of the association and/or non-profit organization making the request. The actual installation and removal of flags/banners will be the responsibility of the City.
- g) The location of the flag/banner will be at City Hall in replacement of the City of Bathurst flag.
- h) To enhance awareness of special occasions and activities, flags/banners may be displayed on designated flag poles on the Veteran's Bridge, the East Bathurst Bridge and the Causeway Bridge five (5) working days before and after the respective dates of the following celebrations or recognitions:
 - i. Canada Day
 - ii. New Brunswick Day
 - iii. Acadian Day
 - iv. Remembrance Day
- i) The City will not approve requests for flag raisings solicited by:
 - i. Organizations or groups that are political or partisan in nature, including political parties or political organizations;
 - ii. Organizations that promote hatred, violence, racism, or discrimination of any kind;
 - iii. Religious organizations;
 - iv. Commercial entities.

2. FLAGS AT HALF-MAST

- a) Flags will be flown at half-mast position as a symbolic expression of collective mourning.
- b) Half-masting will occur in accordance with the Rules Governing the Use of Flags and Standards in New Brunswick and on the following occasions:

- i. On January 12, in remembrance of the Boys in Red;
 - ii. In the event of the death of a member or former member of Council;
 - iii. A current City of Bathurst employee who dies in the line of duty;
 - iv. An officer, paramedic, firefighter or other person who dies in the line of duty;
 - v. A resident of Bathurst, who is a member of the Canadian Armed Forces, killed while deployed on operations.
- c) Half-masting at City of Bathurst facilities in respect of a person or persons not specifically identified in this section may occur at the discretion of the Mayor in consultation with the Chief Administrative Officer as a symbolic gesture of collective community mourning.

5. RELATED DOCUMENTS

- *Request to Raise a Flag at City Hall* Form
- Rules Governing the Use of Flags and Standards in New Brunswick

6. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)

SCHEDULE A



Request to Raise a Flag at City Hall *Demande de lever un drapeau à l'hôtel de Ville*

Date for flag raising (Monday-Friday)

Date de lever du drapeau (lundi au vendredi) _____

Period of time flag requested to be flown (from - to)

Période durant laquelle le drapeau devrait flotter (de - à) _____

Reason for request

Raison de la demande _____

Will you supply the flag to be flown?

Yes

No

Allez-vous fournir le drapeau?

Oui

Non

Will there be a ceremony to raise the flag? To request an appearance of a City Council member at your flag raising, please fill out the Request for Appearance Form - Mayor and Council

Yes

No

Est-ce qu'il y aura une cérémonie pour le lever du drapeau? Pour demander la présence d'un membre du Conseil lors de votre lever de drapeau, veuillez remplir le Formulaire Demande de présence – Maire et conseil

Oui

Non

Time of ceremony (between 8:30 a.m. & 4 p.m.)

Heure de la cérémonie (entre 8 h 30 et 16 h) _____

Number of people expected at the ceremony

Nombre de personnes attendues à la cérémonie _____

Name of organization

Nom de l'organisme _____

Contact person

Personne ressource _____

Address

Adresse _____

City/Town

Ville _____

Postal Code

Code Postal _____

Telephone Number

Numéro de téléphone _____

Email

Courriel _____

The flag pole will be reserved on a first-come first-serve basis. Your submission does not guarantee a reservation. You will be contacted to confirm your spot.

Les cérémonies de lever du drapeau sont acceptées selon le principe du premier arrivé, premier servi. Veuillez noter que ce formulaire ne garantit pas votre réservation. Nous communiquerons avec vous pour confirmer votre réservation.