



Fundy Albert Flag Policy

Effective Date: November 4, 2025

1. PURPOSE STATEMENT

The Municipality of Fundy Albert will fly flags on its premises on a permanent basis and on a temporary basis to mark special occasions. This policy applies to all municipal buildings, parks, and public facilities under municipal control, including leased lands. It also provides guidelines for receiving and considering requests from the public to display a flag on municipal property. No individual, organization, or group may install or fly a flag on any municipal property without prior authorization from the Municipality.

The Municipality recognizes that flags are important symbols of civic pride, identity, and respect. The proper display and care of flags reflect the Municipality's commitment to national, provincial, and community values.

2. LEGISLATIVE AUTHORITY

This Policy is adopted under the authority of Section 10 of the *Local Governance Act*, S.N.B. 2017, c.18, which authorizes Council to manage and regulate the use of municipal property and to establish related policies.

The Municipality will ensure adherence to the *Rules for Flying the National Flag of Canada*, issued by the Government of Canada, and the *Government of New Brunswick Protocol Manual* for official flag display practices and procedures.

3. DEFINITIONS

- "Chief Administrative Officer (CAO)" means the head of the municipal administration and the only employee who reports directly to Council.
- "Council" means the Mayor and Councillors of the Municipality of Fundy Albert.
- "Half-mast" means the position halfway between the top of a mast and its base, generally used for flags to show respect or mourning.
- "Special Occasion" means a commemorative date, event, or recognized period observed by a community organization that may warrant a request to the Municipality to have a flag flown.

4. PERMANENT FLAGS

4.1 Location and Display

The following flags will be flown on a permanent basis on municipal properties:

- **2849 Main Street, Hillsborough – Two Flagpoles**
 - The Hillsborough Public Library will permanently fly the *National Flag of Canada* and the *Provincial Flag of New Brunswick* on a daily basis.
 - One flagpole is designated for the display of a special occasion flag, when permitted under this Policy. In such cases, the special occasion flag will be flown in place of the Provincial Flag of New Brunswick for a specified period.
- **61 Academy Street, Hillsborough – Two Flagpoles (Future Installation)**
 - The Municipal Office will fly the *National Flag of Canada* and the *Provincial Flag of New Brunswick* on a daily basis.
 - One flagpole is designated for special occasion flags, under the same terms as above.
- **McClelan Memorial Park, Riverside-Albert – Three Flagpoles**
 - The park will permanently fly the *National Flag of Canada*, the *Provincial Flag of New Brunswick*, on a daily basis.
 - The Acadian Flah will be flown annually from June 1 to August 31 to recognize the region's Acadian heritage and cultural significance.
 - One pole is designated for special occasion flags under this Policy, flown temporarily in place of the Provincial Flag.
- **9 Bicentennial Road, Riverside-Albert – One Flagpole**
 - The Riverside-Albert Recreation Centre will permanently fly the *National Flag of Canada* on a daily basis.

All permanent and special occasion flagpoles shall meet applicable engineering and safety standards and be maintained in good condition by the Municipality.

4.2 Position of Honour

When multiple flags are flown on separate poles, the *National Flag of Canada* shall occupy the position of honour, in accordance with federal and provincial flag protocols.

5. HALF-MASTING

5.1 Circumstances

Flags shall be flown at half-mast as a sign of mourning or solemn respect in the following circumstances:

- When directed by the Office of Protocol (Government of New Brunswick) or the Government of Canada;
- Upon the death of a sitting member of Council of Fundy Albert;
- Upon the death of an active municipal employee;
- In other circumstances as determined jointly by the Mayor and the Chief Administrative Officer (or their designates);
- On designated commemorative dates such as *Remembrance Day* (November 11) and *National Day for Truth and Reconciliation* (September 30).

5.2 Emergency or Exceptional Circumstances

In the event of a national tragedy, local disaster, or other emergency situation, the Mayor or Chief Administrative Officer may authorize the immediate half-masting of flags without the need for a Council resolution. Such action shall be communicated to Council as soon as reasonably possible, and the duration shall be determined in consultation with the Mayor or CAO.

5.3 Duration

- Flags shall remain at half-mast from the time of notification until sunset on the day of the funeral or memorial service.

- If no funeral is held, the flag shall be lowered for at least one full business day within ten days of notification.

6. SPECIAL OCCASIONS

The Municipality may receive requests to fly flags recognizing community events or organizations. The following guidelines apply:

- Special occasion flags shall only be flown on designated flagpoles, as listed in this Policy.
- Requests must be submitted in writing using *Appendix A – Application to Fly a Community Organization Flag*.
- Applications must be received a minimum of six (6) weeks prior to the requested display date to allow for Council consideration.
- Council approval is required for all special flag displays.
- In time-sensitive cases, the CAO, in consultation with the Mayor, may authorize a temporary flag display, subject to ratification by Council at its next regular meeting.
- Approved flags shall be provided by the applicant and must be in good condition. The Municipality will not fly a damaged or poor-quality flag.
- Flags will normally be flown for a maximum of seven (7) consecutive days, unless otherwise approved by Council resolution.
- The Municipality reserves the right to refuse or remove a flag at any time if it becomes damaged, deteriorated, or presents a safety concern.
- Requests will be considered in the order received.
- The Municipality will advise the public of the significance of any special occasion flag through municipal communication channels.

6.1 Ineligible Requests

The Municipality will not approve flag requests that promote or represent:

- a. Political parties or campaigns;
- b. For-profit corporate entities;
- c. Religious organizations or observances;
- d. Groups supporting social or racial intolerance, violence, or hatred.

6.2 Public Awareness

Where appropriate, the Municipality may post brief explanatory information about the special occasion flag being displayed on its website or social media.

7. DAMAGED OR RETIRED FLAGS

Flags that are damaged, faded, or no longer in suitable condition for display will be retired respectfully in accordance with the *Government of Canada's Guidelines for the Disposal of the National Flag of Canada* and similar standards for other flags.

8. FLAGS AT THE DISCRETION OF COUNCIL

Council may, by resolution, direct Administration to fly a flag on a community flagpole for a specific event, recognition, or period of mourning. Such decisions shall be documented in the Council minutes and specify the reason, duration, and location for the display.

9. ADMINISTRATION AND CONTACT

Municipality of Fundy Albert – Municipal Office
61 Academy Street, Hillsborough NB E4H 2R4
Phone: (506) 734-3733
Email: clerk@fundyalbert.ca

10. TRANSPARENCY AND RECORDKEEPING

All flag-raising requests, approvals, and Council decisions will be recorded and retained in accordance with the *Archives Act* (S.N.B. 2009, c. A-26.1), and the *Right to Information and Protection of Privacy Act (RTIPPA)*.

Approved flag events shall be noted in Council minutes for public access.

Mayor

Clerk



APPENDIX A – Application to Fly a Community Organization Flag

Instructions:

- Applications must be submitted a minimum of six (6) weeks prior to the requested date.
- The Municipality reserves the right to determine which flags may be flown on municipal property.
- Approved flags must be provided by the applicant in good condition.
- The significance of the flag provided will be used for any public communication.
- The flag shall only be flown on the designated Special Occasion Flagpole, pursuant to this Policy.

TO BE COMPLETED BY COMMUNITY ORGANIZATION

Name of Organization: _____

Significance of Flag: _____

Requested Duration to be Flown: _____

Name & Title: _____

Contact Phone Number: _____

Contact Email: _____

Image Attached: ☐ Yes ☐ No

Preferred Location (select one):

- ☐ 2849 Main Street, Hillsborough – Hillsborough Public Library
- ☐ 61 Academy Street, Hillsborough – Municipal Office (future installation)
- ☐ McClellan Memorial Park, Riverside-Albert
- ☐ 9 Bicentennial Road, Riverside-Albert – Recreation Centre

TO BE COMPLETED BY THE MUNICIPALITY

Date Received: _____

CAO or Designate Signature: _____

Council Decision Date: _____