

TANTRAMAR POLICY NUMBER: 2025-18	Pages: 6
Administered by: Chief Administrative Officer	Subject: Flag Protocol Policy
Effective Date: September 8, 2025	

1. POLICY

To establish guidelines for the display of flags at municipal facilities and events.

2. PURPOSE

To provide a uniform and harmonized protocol for the raising, displaying and half-masting of flags at all properties and facilities owned and operated by Tantramar.

3. SCOPE

This policy applies to all properties and facilities, including parks, that are owned and operated by Tantramar.

4. RESPONSIBILITY

4.1 The CAO or their designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by Tantramar.

4.2 The CAO will provide notification to the Communications Officer when the flags of an agency or organization are raised or displayed or when flags are ordered to a half-mast position for public communication purposes.

5. GOVERNING RULES AND REGULATIONS

5.1 MUNICIPAL FLAG

- a. The Municipal Flag will be flown at all municipal buildings or facilities where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or the Municipal Flag may be displayed.
- b. The Municipal Flag may be displayed indoors, in the Council Chambers, the Mayor's Office and/or functions where such flags are required.
- c. The Municipal Flag should be flown or displayed properly and treated with dignity and respect.
- d. The Municipal Flag shall not be used for commercial purposes by any individual or organization.
- e. Tantramar reserves the right to refuse, deny, or restrict the use of the Municipal Flag with respect to where or how it will be flown or displayed.

5.2 PROTOCOL

- a. Notwithstanding any other section of this policy, where Tantramar Municipal Office in Sackville houses the Local Royal Canadian Mounted Police detachment, which is a federal body, flags at Tantramar Municipal Office in Sackville will follow Federal procedures when necessary, in accordance with the Department of Canadian Heritage at their website, www.canada.ca/en/canadian-heritage.html. This does not apply to the Sackville Fire & Rescue portion of the building, which contains two angled awning flags.
- b. Wherever possible, flags at Municipal properties and facilities will be flown and displayed in accordance with the manner outlined by the Department of Canadian Heritage.
- c. Where the Municipal Flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour.
- d. Where the Municipal Flag is flown or displayed with the Canadian Flag and Province of New Brunswick Flag, the Canadian Flag will occupy the centre position to the observer of the flag, the Province of New Brunswick Flag to the left and the Municipal Flag to the right.
- e. When using flags with a speaker's podium, the flags may either be positioned directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance with the manner outlined by the Department of Canadian Heritage as outlined in sections 5.2(b) and 5.2(c)
- f. When hung indoors without a flagpole, flags must be hung horizontally or vertically.
- g. In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles, which must also be the same height.
- h. When multiple flags are to be raised or lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance to rank, with the Canadian Flag first, followed by the Province of New Brunswick Flag, followed by the Municipal Flag.
- i. Tantramar reserves the right to fly flags to commemorate an event it deems appropriate at various properties.
- j. Flags will be destroyed and disposed of in a dignified manner and replaced as soon as they show signs of wear.

5.3 HALF-MASTING FOR MOURNING

- a. The flying of flags at half-mast represents a period of official mourning or commemoration.
- b. To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service. In the event of no memorial service, flags will be flown for a period of seven (7) days.

- c. Flags flown at Municipally owned and operated buildings and facilities shall be lowered to a half-mast position, where it is feasible to do so, as a sign of mourning upon the death of the following persons:
 - i. His Majesty the King and members of the Royal Family – All flags including Memorial Park;
 - ii. A past or present Canadian Prime Minister – All flags including Memorial Park;
 - iii. A past or present elected area representative of the Federal, Provincial and Municipal governments – All flags;
 - iv. A past or present Chief of Fort Folly First Nation – All flags;
 - v. Present day or retired employees of Tantramar (includes retired employees of the Former Town of Sackville and Village of Dorchester) – Flags at the Municipal Office 31 Main Street Sackville and Employee's primary location of employment;
 - vi. As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of New Brunswick;
 - vii. As directed by the Mayor and Council or Chief Administrative Officer.
- d. Flags flown at all Municipally owned and operated facilities will be lowered to a half-mast position from sunrise to sunset to observe the following day:
 - i. Remembrance Day (November 11)
- e. Flags flown at the Municipal Office at 31 Main Street Sackville shall be lowered to a half-mast position from sunrise to sunset to observe the following days:
 - i. Workers' Day of Mourning (April 28);
 - ii. National Day of Remembrance for Victims of Terrorism (June 23);
 - iii. Second Sunday in September, Firefighters' National Memorial Day;
 - iv. Last Sunday in September, Police and Peace Officer's National Memorial Day;
 - v. National Day for Truth and Reconciliation (September 30);
 - vi. National Day of Remembrance and Action on Violence Against Women (December 6)
- f. When half-masting notifications are received by the Royal Canadian Mounted Police, only flags at the Municipal Office at 31 Main Street Sackville will be lowered to half-mast.
- g. When lowering to half-mast, the flag should be raised fully to the top of the flagpole, then lowered immediately to the half-mast position.
- h. In the event of multiple flags being flown together, all will be flown at half-mast.
- i. The half-mast position will depend on the height of the flagpole itself; however, the flag should be lowered to the approximate centre position of the flagstaff not to be confused as a flag that has accidentally fallen.
- j. When flags are at half-mast, the Municipality will provide an explanation through an appropriate means.

5.5 SPECIAL REQUESTS

- a. A special request from an agency, organization or group located within Tantramar, wishing to raise their flags at the Tantramar Municipal Office located at 31 Main Street Sackville, to mark an event, or raise awareness of a program, activity, or cause, which may include borrowing Municipally owned flags, will be reviewed and processed by the Chief Administrative Officer or their designate. If approved, the special request will be forwarded to Council for information only.
- b. A special request in writing to the Chief Administrative Officer must be made four (4) weeks prior to the requested date including the following information:
 - Name of the requesting organization;
 - Contact information;
 - Requested event or occasion;
 - Date or time-period of event or occasion;
 - Explanation or purpose of the event or occasion;
 - Description of the applicant organization including any local, national, or international affiliation, brief history, and any other relevant information.
- c. There will be no presentations or delegations at Council meetings with respect to flag raising requests.
- d. Flags flown by special request will take the place of the Municipal Flag for the duration that the request is granted, or for an approximate period specified by the Chief Administrative Officer or their designate, to mark an event.
- e. At no time will Tantramar display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.
- f. Tantramar reserves the right to choose which flags may or may not be flown at Municipally owned properties.
- g. It will be the responsibility of the agency, organization or group to provide Tantramar with the appropriate flag.

6. REVIEW

This policy shall be reviewed annually to ensure it remains current and in accordance with best practices. The review process will be conducted by the Clerk's Office and any necessary updates will be brought forward for Council review and approval.

7. REPEAL

Policy 2024-08 Tantramar Flag Policy is hereby repealed.

SCHEDULE "A" – LOCATION OF FLAGS WITHIN TANTRAMMAR

A schedule of flag locations within Tantrammar, along with details of which flags are to be flown at each location is listed below. At the discretion of the Chief Administrative Officer, or their designate, changes may be made as to which flag is being flown in the event of a special event or damage to the flagpole.

MUNICIPAL OFFICE – 31 MAIN STREET SACKVILLE (4)

Canadian Flag
New Brunswick Flag
Mi'kmaq Flag
Tantrammar Municipal Flag

MUNICIPAL BUILDING – 4984 MAIN STREET DORCHESTER (3)

Canadian Flag
New Brunswick Flag
Mi'kmaq Flag

MEMORIAL PARK SACKVILLE (7)

Canadian Flag
NATO Flag
United Nations Flag
White Ensign Flag
Union Jack Flag
Red Ensign Flag
British Air Force Flag

SACKVILLE FIRE & RESCUE (2)

Sackville Fire & Rescue Flag
Acadian Flag

TANTRAMMAR VISITOR INFORMATION CENTRE (3)

Canadian Flag
New Brunswick Flag
Mi'kmaq Flag

TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE (2)

Canadian Flag
New Brunswick Flag

LILLAS FAWCETT PARK (SILVER LAKE) (1)

Canadian Flag

SACKVILLE PUBLIC LIBRARY (1)

Canadian Flag