

	POLICY	Owner Department: City Clerk
	Flag Policy	
Effective Date: April 1, 2019	Last Reviewed Date: April 1, 2019	
Approving Authority: Moncton City Council	Replaces No.: Flag Protocol	

1. Purpose Statement

The City of Moncton will fly flags on its premises on a permanent basis, and on a temporary basis to mark special occasions. Flag-raising ceremonies enhance public awareness of activities such as national days, multicultural events, and fund-raising drives. They encourage support from members of the public, and benefit and enrich the community. A flag raising is the ceremonial raising of either a flag or pennant that can occur with or without an accompanying ceremony.

The City will fly its flags at City Hall at half-mast in the event of a death or to commemorate a solemn occasion. The act of half-masting is a strong visual statement that speaks to the sense of loss that is shared by all citizens. The act of lowering the flag should not be taken lightly as the significance of this act is diminished if done with regularity. The flags are lowered at the direction of the City Clerk in consultation with the Mayor and generally follow the protocol set by the Province of New Brunswick.

2. Application

This applies to flags flying in front of Moncton City Hall at 655 Main Street, which is the seat of Municipal Government in Moncton. Some exceptions may apply as noted.

3. Policy

Flag Raising

Six flags shall fly on a permanent basis in the Plaza in front of Moncton 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 Moncton flag, the Mi'kmaq Grand Council Flag.

Flag Policy

To celebrate achievement, the City of Moncton will fly the flag of: a charitable or non-profit organization to help increase public awareness of their programs and activities; an organization that has achieved national or international distinction or made a significant contribution to the community; an organization that has helped to enhance the City of Moncton in a positive manner. It will be the responsibility of these groups to provide the City of Moncton with the appropriate flag and to complete a request form available online at www.moncton.ca or by calling the Office of the Mayor. The City will not fly the flag of a group or organization whose undertakings or philosophy are contrary to City of Moncton policies or by-laws; espouse hatred, violence, or racism.

As a gesture of respect and friendship, the City of Moncton will fly the appropriate flag on the occasion of a visiting dignitary whenever possible; the flag will be flown for the duration of the visit to Moncton City Hall. Protocol offices associated with each visit are asked to contact the Office of the Mayor to make such arrangements.

Flags at Half Mast

The flying of flags at half-mast denotes a period of official mourning or commemoration. 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.

The City of Moncton will fly 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 instruction to lower the flags at City Hall.

Flags in front of Moncton City Hall, 655 Main 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:

- The sovereign or a member of the sovereign's immediate family
- The Governor General of Canada
- The Prime Minister of Canada
- Former prime ministers of Canada
- The Lieutenant Governor of the Province of New Brunswick
- The Member of Parliament for Moncton-Riverview-Dieppe
- A current Member of the Legislative Assembly of New Brunswick who represents a Moncton riding
- The Mayor of Moncton, a former Mayor of Moncton, a current Moncton City Councillor
- A City of Moncton employee who has died while performing his/her duties

and in keeping with Federal and Provincial protocol, 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

Should an employee of the City of Moncton die while actively employed with the corporation, the flags located at the individual's place of work will be lowered to half-mast on the day of their passing until sunset on the day of their funeral.

Flag Policy

N.B. On the occasion of an event of national or provincial significance where a decision is made at the Federal and Provincial level to lower the flag, the City of Moncton 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 flags at the Moncton Fire stations or the RCMP headquarters will be lowered to half-mast.

4. Administration and Contact

City Hall

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: info.clerk@moncton.ca