

Town of Portugal Cove-St. Philip's

Flag Policy and Procedure

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's, the following policy was adopted on the 6th day of August 2026.

1. TITLE

1.1 This document will be known and cited as the Town of Portugal Cove-St. Philip's *Flag Policy and Procedure*.

2. PURPOSE

2.1 The Town of Portugal Cove-St. Philip's recognizes flags as important symbols of national, provincial, municipal, cultural, and community identity.

2.2 The purpose of this policy is to establish procedures for the display of flags on municipal properties, including the use of courtesy flags and the half-masting of flags in recognition of mourning and commemorative occasions.

2.3 This policy is intended to ensure that flags are displayed in a respectful, consistent, and transparent manner.

3. INTERPRETATION / DEFINITION

3.1 **"CAO"** shall mean the Chief Administrative Officer of the Town of Portugal Cove-St. Philip's or designate.

3.2 **"Council"** shall mean the Town Council of Portugal Cove-St. Philip's.

3.3 **"Courtesy Flag"** shall mean a flag approved by the Town for temporary display in recognition of a community event, awareness campaign, cultural observance, commemorative occasion, or other approved initiative.

3.4 **"Half-Mast"** shall mean the position of a flag when flown below the top of a flagpole as a sign of mourning or respect.

3.5 **"Town"** shall mean the Town of Portugal Cove-St. Philip's.

3.6 **"Town Flag"** shall mean the official flag of the Town of Portugal Cove-St. Philip's.

4. APPLICATION

4.1 This policy applies to all flagpoles located on municipal properties owned, operated, or controlled by the Town.

4.2 The Town's primary flag display shall consist of the National Flag of Canada, the Flag of Newfoundland and Labrador, and the Town Flag.

4.3 The Town Flag may be temporarily replaced by an approved courtesy flag in accordance with this policy.

5. PROCEDURE

5.1 General Flag Display

The National Flag of Canada shall occupy the position of honour in accordance with Canadian Heritage flag protocol.

Flags shall be maintained in good condition and replaced when damaged, faded, or no longer suitable for display.

The CAO or designate shall be responsible for the administration of this policy.

5.2 Half-Masting

Flags may be flown at half-mast in accordance with the policy adopted by Council and on recognized days of mourning.

Where a courtesy flag is being displayed at the time a half-masting directive is issued, the courtesy flag shall remain in place and shall be flown at half-mast together with all other flags.

The Town Flag shall not be reinstalled solely for the purpose of half-masting.

The Town shall lower flags to half-mast upon the death of:

- The Sovereign of Canada.
- The Governor General of Canada.
- The Prime Minister of Canada.
- The Lieutenant Governor of Newfoundland and Labrador.
- The Premier of Newfoundland and Labrador.
- A sitting Member of Parliament representing the Town's area.
- A sitting Member of the House of Assembly representing the Town's area.
- A current member of Town Council.

- A current Town employee.
- A former Mayor, member of Town Council, or Town Staff.
- Any other person as directed by the Government of Canada, the Province of Newfoundland and Labrador, or Council.

Commemorative Half-Masting

Flags may be lowered to half-mast on nationally or provincially recognized days of mourning, including but not limited to:

- National Day of Mourning (April 28).
- Memorial Day (July 1).
- National Day for Truth and Reconciliation (September 30).
- Remembrance Day (November 11).
- National Day of Remembrance and Action on Violence Against Women (December 6).

Additional commemorative occasions may be approved by the CAO or the Mayor or designate.

Raising and Lowering of Flags

When flags are being put to half-mast:

1. If not already at the top of the pole, flags shall first be raised to the top of the pole starting with the Canada flag, then the provincial flag, and then the municipal or courtesy flag
2. Flags shall then be lowered to the half-mast position beginning with the municipal or courtesy flag, then the provincial flag, and then the Canada flag
 1. At no point shall the Canada flag be lower than the provincial flag or municipal or courtesy flag. Nor shall the provincial flag ever be lower than the municipal or courtesy flag.
3. Where multiple flags are displayed, all flags shall be flown at half-mast unless protocol requires otherwise.

When flags are being placed or restored to full mast:

1. The flags shall be raised to the top of the pole starting with the Canada flag, then provincial flag, and then the municipal or courtesy flag.
 1. At no point shall the Canada flag be lower than the provincial flag or municipal or courtesy flag. Nor shall the provincial flag ever be lower than the municipal or courtesy flag.

When flags are being removed:

2. Before being removed, the flags shall be raised to the top of the pole, if not already there, starting with the Canada flag, then provincial flag, and then the municipal or courtesy flag; after which, the flags are then lowered completely starting with the municipal or courtesy flag, then the provincial flag, and then the Canada flag.

1. At no point shall the Canada flag be lower than the provincial flag or municipal or courtesy flag. Nor shall the provincial flag ever be lower than the municipal or courtesy flag.

5.3 Courtesy Flag

The Town may permit the temporary display of courtesy flags in recognition of community events, cultural celebrations, awareness campaigns, commemorative occasions, and other initiatives considered to be of significance to the community.

Examples may include Pride Month, National Indigenous Peoples Day, National Day for Truth and Reconciliation, Veterans' Week, Black History Month, and other approved observances.

Examples where the Town will not permit the temporary display of courtesy flags include flags that are known to represent genocide or symbols of hate or terrorism.

6. REVIEW

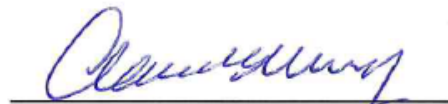
The Town shall, every four (4) years, conduct a review of this policy and consider areas which may be improved.

7. EFFECTIVE DATE

This policy first came into effect on August 6, 2026, as adopted through Motion # 2026-288.



Dave Bartlett, Mayor



Claudine Murray, Town Clerk