

Municipality of Hartland

Policy P-016

Proclamations, Light-Ups, Banners, and Flags Policy



1. Purpose

The purpose of this policy is to establish a consistent approach regarding requests for proclamations, light-ups of municipal buildings, display of banners, and raising of flags. The Municipality of Hartland has determined that it will not issue or approve such requests to ensure neutrality and avoid potential disputes or concerns.

2. Scope

This policy applies to all requests submitted to the Municipality of Hartland for:

- Official proclamations recognizing events, causes, or individuals.
- Lighting municipal buildings or assets in specific colors.
- Displaying banners on municipal property.
- Raising flags other than those recognized as official by the Municipality. Officially recognized flags are the Canada flag and the Province of New Brunswick flag

3. Policy Statement

The Municipality of Hartland will not issue proclamations, approve light-ups, display banners, or raise flags at the request of external organizations, groups, or individuals. This decision is based on maintaining a position of neutrality and ensuring that municipal resources are used equitably for the benefit of all residents.

Flags flown at half-mast as a sign of respect will be at the discretion of the CAO.

4. Procedure

1. Any request submitted to the Municipality regarding proclamations, light-ups, banners, or flags will receive a standard written response stating that the Municipality does not participate in such initiatives.
2. The Clerk or their designate will refer any inquiries regarding this policy to the official policy document available on the municipal website.
3. The only exception to this policy is the existing Veteran recognition program, where signs are placed in municipal building windows to honour Veterans.
4. The CAO/Clerk will include any request in their report to Council to keep them informed of requests that have been made.

5. Responsibility

- The Chief Administrative Officer (CAO) or their designate is responsible for ensuring compliance with this policy.
- All municipal staff handling public inquiries are to provide a consistent response in accordance with this policy.

6. Review and Amendments

This policy shall be reviewed periodically to ensure its continued relevance and effectiveness. Any amendments must be approved by Council.

7. Authority

This policy is adopted under the authority of the Local Governance Act, R.S.N.B., 2017, Chapter 18, s. 5, which outlines the purposes of local government.

8. Adopted by Council on April 8, 2025

9. Signatures

Mayor Tracey DeMerchant Tracey DeMerchant

Clerk Michelle Derrah Michelle Derrah

