

**#80 TOWN OF LUNENBURG PROCEDURAL POLICY**  
**COMMEMORATIVE FLAGS AND PROCLAMATIONS**

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**PURPOSE**

1. Enactment of the Policy is designed to establish a consistent protocol for the flying of commemorative flags on Town of Lunenburg (“Town”) flag poles on Town property, as well as commemorative proclamations of Council.

**PROCEDURE**

1. The Town will fly the official Canadian, Nova Scotian, and Town of Lunenburg, and UNESCO flags in this sequence on its UNESCO World Heritage Site flagpoles as space permits. At no time shall any special purpose flag replace any standard flags, except when authorized by Council.
2. Other official government flags may be flown as deemed appropriate by the Lunenburg Town Council (“Council”) or CAO, such as in the case of a visiting dignitary.
3. During times of municipal, provincial, national or international mourning, flags shall be flown at half-mast when appropriate without pre-authorization by Council, at the discretion of the CAO.

The Town shall fly the Canadian flag at half-mast at the War Memorial flagpole on the below dates annually.

National Day of Mourning for Persons Killed or Injured in the Workplace	April 28
National Day of Remembrance for Victims of Terrorism	June 23
Firefighters’ National Memorial Day	2 <sup>nd</sup> Sunday in September
Police and Peace Officers’ National Memorial Day	Last Sunday in September
National Day for Truth and Reconciliation	September 30
Remembrance Day	November 11
National Day of Remembrance and Action on Violence Against Women	December 6

4. Special Purpose Flag and Proclamation Requests
  - (a) Community groups and organizations can request to have a flag flown or a proclamation made in recognition of a special event or cause. All requests must be made by submitting an application form (attached).

- (b) Applications must be submitted four (4) weeks in advance of the requested dates. Requests will be considered by Council at regular, open meetings of Council.
- (c) Council approved special purpose flags may be displayed at the UNESCO World Heritage Site special purpose flagpole opposite Cumberland Street.
- (d) Council may withhold approval if the flag or proclamation and/or its representative organization propagates hate; advertises a for-profit corporate entity; and/or if a flag is in poor condition and detracts from the appearance of Town property.
- (e) All approved requests will be considered on a first come, first serve basis.

The requested flag with all necessary ropes and attachments to hang a special purpose flag must be provided by the requesting organization.

- (f) Town staff will raise and lower the flag in accordance with the terms of the permission granted and return the flag to the organization if appropriate.

5. The Town shall fly the below listed Special Purpose Flags annually without pre-authorization by Council, with specific dates at the discretion of the CAO.

African Heritage Month	Month of February	28/29 days
Battle of the Atlantic (cenotaph flags)	1st Sunday in May	1 day
Pride	July (dates assigned annually)	10-12 days
Treaty Day/Mi'kmaq History Month	October 1/Month of October	31 days
Remembrance Day (cenotaph flags)	November 11	1 day
Transgender Day of Remembrance	November 20 (flag raised on November 13)	1 week

6. The Town shall issue the below Proclamations of Council annually without pre-authorization by Council, with specific dates at the discretion of the CAO.

Day of Black Loyalist Exodus: 15 Ships to Sierra Leone	January 15
Wear Red Canada (Women's Heart Health)	February 13
Heritage Day	3rd Monday in February
Purple Day (Epilepsy Awareness)	March 26
Transgender Awareness Week	November 13-20

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider  
(7 days minimum): March 8, 2022

Date of Passage of Current Policy: March 22, 2022

I certify that this Policy was adopted by Council as indicated above.



\_\_\_\_\_  
Municipal Clerk



\_\_\_\_\_  
Date



**TOWN OF LUNENBURG APPLICATION  
 COMMEMORATIVE FLAG RAISING/PROCLAMATION REQUEST**

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*Applications are to be submitted **four (4) weeks** in advance of the requested date(s). Requests will be considered by Council at regular, open meetings of Council. Completed applications can be submitted to: [hmccallum@townoflunenburg.ca](mailto:hmccallum@townoflunenburg.ca)*

1	Type of commemoration requested	___ Flag ___ Proclamation
2	Name of Organization	
3	Contact Name Email Phone	
4	Name of Flag/Proclamation <i>- If flag, please include description or image of flag and background information</i> <i>- If proclamation, please include text and background information</i>	
5	Requested Date and/or Alternate Date <i>- If flag, what is requested duration for it to fly</i>	
7	Relevance of the Flag/Proclamation to the Town of Lunenburg	

Applications can request for the flag/proclamation to be repeated annually for up to five years. Please indicate below yearly dates, if desired:

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

*Please note: Applications will be considered on a first-come, first-served basis. You will be advised by staff of Council's decision regarding your request. Flags and necessary hardware to hang a special purpose flag must be provided by the requesting organization.*