

**#80 TOWN OF LUNENBURG PROCEDURAL POLICY:**

**COMMEMORATIVE FLAG RAISING REQUESTS**

**I. PURPOSE**

This policy is designed to establish a consistent protocol for the flying of flags on Town of Lunenburg (“Town”) flag poles on Town property.

**II. POLICY**

1. The Town will fly the official Canadian, Nova Scotian and Town of Lunenburg flags in this sequence on its flag poles as space permits.
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. (a) Council may approve special requests made by organizations to fly a flag in recognition of a special event or cause.  
  
(b) All requests to fly a special purpose flag must be received in writing (application form attached) and state: the significance of the flag; the requested duration to fly the flag; contact person information; and other relevant information as required.  
  
(c) Council approved special purpose flags may be displayed at the UNESCO World Heritage Site flag pole opposite Cumberland Street.  
  
(d) Council may withhold approval to fly a special purpose flag if the flag and/or its representative organization: propagates hate; advertises a for-profit corporate entity; and/or 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.  
  
(f) All necessary ropes and attachments to hang a special purpose flag must be provided by the requesting organization.  
  
(g) Town staff will raise and lower the flag in accordance with the terms of the permission granted and return the flag to the organization after.

Clerk’s Annotation For Official Policy Book

Date of Notice to Council Members  
of Intent to Consider (7 days minimum): October 10, 2017

Date of Passage of Current Policy: October 24, 2017

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

\_\_\_\_\_ November 1, 2017  
Municipal Clerk Date

**TOWN OF LUNENBURG APPLICATION:**  
**COMMEMORATIVE FLAG RAISING REQUEST**

*Please review **Town of Lunenburg Procedural Policy #80 Commemorative Flag Raising Requests** for complete details.*

1.	Flag description (attach image please):	
2.	Relevance of flag to the Town of Lunenburg:	
3.	Requested date for flying flag:	
4.	<i>Contact Information</i>	
	a. Name:	
	b. Address:	
	c. E-mail address:	
	d. Telephone number:	
5.	Date request completed:	

*Please note: applications will be considered on a first-come, first-served basis. Requests will be considered by Council at regular, open meetings of Council. Please submit your application four weeks in advance of the requested dates for flying of flag as Council submission deadlines will be observed in all cases. You will be advised by staff of Council's decision regarding your request.*