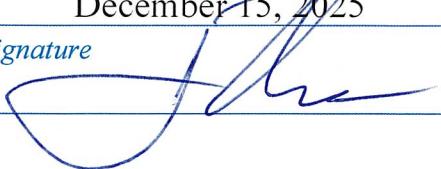


SUSSEX

POLICY

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| <i>Subject</i> | COMMEMORATIVE LIGHTING & FLAG RAISING | <i>Number</i> | CS-26 |
| <i>Date</i> | December 15, 2025 | <i>Approved by</i> | <i>Date</i> |
| | | COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/> | |

Signature 

Date of Revision

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General

1. This policy is entitled Commemorative Lighting & Flag Raising.
2. This policy shall apply to all individuals and organizations with commemorative lighting or flag raising requests.
3. This policy shall be administered by the Community Services Department.

Purpose

This policy aims to provide clear and consistent guidelines for approving commemorative lighting and flag-raising requests in Sussex.

Objectives

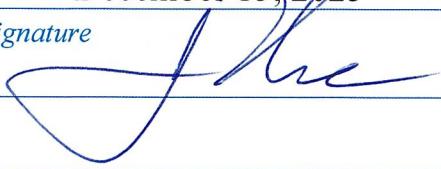
- To provide local organizations with the opportunity to raise flags on municipal property to promote awareness of local initiatives, commemorate significant events, and celebrate special occasions.
- To offer local organizations the opportunity to illuminate municipal facilities—specifically O'Connell Park and Town Hall—in symbolic colors that honor public awareness initiatives, charitable fundraising efforts, and arts and cultural celebrations, meaningful to Sussex and its residents.

Guidelines – Flag Raising

- Flag raising will align with existing Town policies and will observe standard flag etiquette.
- The National Flag of Canada will always occupy the designated place of honour.
- Municipal, provincial, and national observance take precedence.
- Sussex will not display flags that represent political parties, religious organizations, or flags that contradict town policies.

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- All requests for flag raising at town facilities must be submitted a minimum of four (4) weeks in advance and must include the following information:
 - Name of Event or Cause
 - Date(s) requested
 - Background and Significance
 - Ceremony Requested
 - Mayor/Council Attendance Requested
- Flag-raising ceremonies can be held as a meaningful way to celebrate diversity and recognize individuals who have made outstanding contributions to the community.
- Upon approval, the requested organization shall assume full responsibility for initiating, planning, and coordinating the flag-raising ceremony.
- Flag raising ceremonies will take place during regular business hours, with Town staff on site to help with raising the flag.

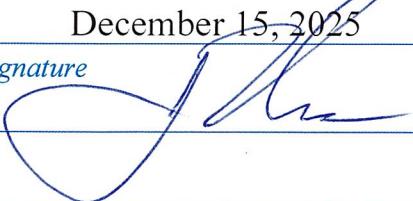
Flags at Half Mast

Sussex follows federal and provincial half-masting protocols:

- On national days of mourning or tragic events.
- To mark the passing of prominent public figures.
- To mark the passing of current or former Town officials, such as the Mayor, Deputy Mayor, or Town Councillor.

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Guidelines – Lighting Requests

- Lighting of town facilities will support the following:
 - Nationally recognized days.
 - Public awareness campaigns.
 - Significant community or charitable events.
 - To recognize achievements or contributions.
 - Community celebrations or causes.
 - Health and wellness initiatives.
- Requests for the lighting of town facilities will only be accepted from government agencies, non-profit organizations, and recognized community groups.
- Priority will be given to events with local, national, or international significance.
- Requests for the lighting of town-owned facilities must be submitted at least four (4) weeks in advance and must include the following information:
 - Name of Event or Cause
 - Date(s) requested
 - Background and Significance
 - Requested color(s) for lighting

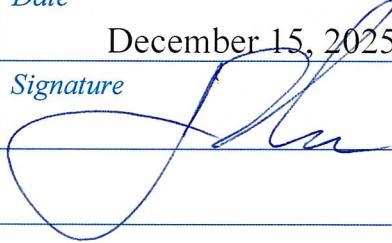
Social Media Recognition

- Sussex may share social media posts that recognize and promote community causes under the following conditions:
 - The post directly relates to an official Town initiative.
 - The post aligns with the Town's established social media calendar.

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- Sussex will not share posts that contain political content, commercial advertising, or material that could suggest business favoritism.
- Sussex reserves the right to edit or modify submitted content suggestions as required to uphold its communication standards, maintain clarity, and ensure compliance with platform guidelines.

Application Review & Approval

- Applications for flag raising and lighting requests are available on the official Sussex website.
- Requests must be submitted at least four weeks prior to the intended date to allow adequate time for review and scheduling.
- Upon receipt, applications will be evaluated by the Community Services Department to ensure compliance with established criteria.
- Requests that do not meet the standards outlined in this policy will be respectfully declined.
- For approved requests the Community Services Department will coordinate with the organization to finalize request details.
- Approved requests will be added to the Lighting & Flag Schedule located on the official Sussex website.
- Approval is granted on a one-time basis and does not constitute or imply recurring annual approval.