

TITLE: Requests for Proclamations and Flag Raising Ceremonies Policy
SECTION: All Town Departments
POLICY NO: 10350-14

APPROVAL DATE: February 2, 2026

CAO Signature: 

POLICY STATEMENT

1. Proclamations

Proclamations will only be made in support of specific community events or activities in or around the Town at the request of the organizing group.

Requests must:

- Be made in writing to the CAO at least two weeks in advance
- Include proposed wording for the proclamation.

Requests must be approved by the CAO or designate, who may, at their discretion, refer the request to Council.

2. Flag Raisings

2.1 Location and General Requirements

Flags will only be placed on the Town-owned flagpole at the intersection of Church and Albion Streets in support of recognized community events or activities.

- Maximum duration: **five (5) days**
- The requesting organization must pick up their flag after the display period.
- Requests must be submitted in writing to the CAO at least two weeks in advance.
- Flag raising and Proclamation requests must be approved by the CAO or designate, who may refer them to Council at their discretion if he/she feels it raises considerations community impact, legal or reputational risk, precedent-setting implications, or misalignment with municipal priorities and policies.

2.2 Flag Raising Ceremonies

Formal flag-raising ceremonies will be held at the Church Street flag poles for the following three annual civic observances to accommodate the larger participation numbers:

1. African Heritage Month (1st week of February)
2. Pride Month (typically June or July)
3. National Indigenous Peoples Day (June 21st)

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For these events, the Town will coordinate a formal ceremony which may include remarks, participation by Council, and support from Town staff.

2.3 All Other Approved Flag Raisings

For all other approved flag raising requests:

- The flag will be raised by staff on the approved date without an on-site ceremony.
- Community organizations may request a ceremony in the lobby of town hall to read the proclamation and give remarks highlighting the organization.
- The flag and/or proclamation will be shared across Town social media platforms to help promote awareness.

This approach maintains inclusive recognition of community groups.

3. Conditions for Approval

In general, it shall be the policy of Council to approve requests only when:

- The message being conveyed is considered to be for the public good;
- The request does not promote one group or individual to the detriment of another;
- The flag is in good condition (no rips or fading);
- All ropes, attachments, or hardware are supplied by the applicant, if required.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director, Community Living	Ensure the guidelines of the policy are clear to community organizations
CAO	Approve applications in a timely manner
Council	Continue to encourage and support the inclusive and equitable approval of this policy

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Minor wording to make policy more inclusive and equitable	Director, Community Living	Council	March 27, 2023
Modify the procedures for flag raising requests and ceremonies	Director, Community Living	Council	February 2, 2026