



Flag Protocol and Proclamation Policy

Objective

Proclamations provide a means for Council to promote public awareness campaigns, charitable fundraising campaigns, arts and cultural celebrations of significance to the Township of Amaranth. Proclamations may also acknowledge special honours for individuals and organizations of the Township of Amaranth in recognition of a special achievement. Accordingly, it is important that Council's endorsement of proclamations is based on a framework that ensures all requests are dealt with consistently.

Purpose

The purpose of this policy is to establish the framework for Council's endorsement of proclamations.

Scope

This policy applies to all requests for proclamations received by the Township of Amaranth.

Definitions

"CAO/Clerk" shall mean the individual appointed as the CAO/Clerk of the Township of Amaranth;

"Council" shall mean the Council of the Corporation of the Township of Amaranth comprised of the Mayor, Deputy Mayor and Councillors;

"Flag Raising" for purposed of this policy, shall mean the raising of a flag in conjunction with a proclamation that has been endorses by Council;

"Proclamation" shall mean a public or official announcement, particularly one dealing with a matter of great importance that may be endorsed by Council of the Township of Amaranth and may be recognized on a particular day, week or month;

"Regular Council Meeting" shall mean a scheduled meeting held at a regular

interval in accordance with the approved calendar or schedule of meetings and the Townships Procedural By-Law.

Proclamation Criteria

Proclamations that are of significance to the Township of Amaranth may be endorsed by Council for the following:

- a) Civic Promotions;
- b) Public awareness campaigns;
- c) Charitable fundraising campaigns;
- d) Arts and cultural celebrations; or
- e) Special honours for individuals and organizations for special achievements.

Only proclamations that involve participation by the Township of Amaranth or its residents will be considered for endorsement. Requests must meet at least one of the following criteria to be considered:

- a) The requesting body is a registered charity or not for profit organization, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities.
- b) The request can demonstrate that the cause is of benefit to and/or supports the residents of the Township of Amaranth and/or related to an important event taking place in the Township or County of Dufferin.
- c) The proclamation promotes the initiatives or interests of the Township, County, Provincial and Federal levels of Government.

Proclamations will not be endorsed by Council of the Township of Amaranth for the following:

- a) Matters of political controversy;
- b) Religious organizations or ideological or religious beliefs that contain commercial or political overtones or individual opinions;
- c) Individual convictions or a request related to a cause which is discriminatory;
- d) Organizations or events with no direct relationship to the Township of Amaranth and/or do not involve participation by the Township of Amaranth or its residents;
- e) Celebrations, campaigns or events contrary to Township policies or by-laws;
- f) Celebrations, campaigns or events intended for profit-making purposes; or
- g) Matters attempting to influence government policy.

Submitting a Proclamation Request

All organizations or persons submitting a request for a proclamation must complete a Proclamation Request Form attached as Appendix A to this policy. Proclamation Request Forms shall be submitted to the attention of the CAO/Clerk.

The following limitations related to proclamation requests are noted for those submitting a request:

- a) An organization may only request one proclamation annually;
- b) An organization does not have exclusive rights to the day, week or month of their proclamation;
- c) Proclamations on a similar topic will be issued on a first come, first served basis; and
- d) Multi year proclamations or proclamations that are to be repeated indefinitely will not be considered and must be requested on an annual basis.

Proclamations with Flag Raising

Proclamation Requests that include a flag raising may be permitted provided the proclamation request is in accordance with above section titled Proclamation Criteria and that the flag raising does not conflict with the Rules for Flying the National Flag of Canada or any other flag being flown by the Township of Amaranth. Flags are to be provided by the organization or person making the request and returned after the proclamation.

Review of Proclamation Requests

Proclamation requests will be reviewed by the CAO/Clerk against the eligibility criteria noted in this Policy. In the event that the request does not comply with this policy, the CAO/Clerk will not include the request on a Council meeting agenda and will advise the Mayor and organization or person submitting the request accordingly. Proclamation requests that meet all eligibility criteria will be placed on the agenda for the next Regular Meeting of Council under the “General Business and Correspondence” section of the agenda.

The Township of Amaranth reserves the right at all times to remove, refuse or deny a request as deemed necessary or appropriate by the Mayor and Council.

Council Endorsement of Proclamation Requests

Following consideration of a Proclamation Request by Council, the CAO/Clerk will advise the organization/person who submitted the Proclamation Request Form in writing of the outcome of Council’s consideration. Proclamations that have been endorsed by Council will be noted on the “News and Public Notices” page of the Townships website and will remain listed for a period ending on December 31st of the year in which the proclamation was endorsed.

References and Related Documents

As a general rule, the national flag of Canada will be displayed in accordance with the

[Rules for flying the National Flag of Canada](#) as issued by the Government of Canada.
The Canadian Flag will be given the place of honour and as such no flag will be flown or displayed above the Canadian Flag.

Appendix A
Proclamation Request Form

Please submit your completed form to the CAO/Clerk at least one month in advance of the occasion

Organization name: _____

Contact name: _____

Address: _____

Phone: _____ **Email:** _____

Proclamation requested (Name/Title of proclamation)

Dates of proclamation (Please check and insert dates)

Day(s) _____

Week _____

Month _____

Purpose of proclamation (Please check all that apply)

Civic promotions Public awareness campaign Charitable fundraising campaign

Arts and cultural celebration Special honour for individual or organization

Other (please explain) _____

Description of your organization (Please include a brief description and any other relevant information related to your request. Additional information/documentation may be attached to this application)

Has the same or a similar proclamation been requested of the Township of Amaranth council in the past?

Yes (insert date of previous request) _____

No

Please provide the draft wording for your proclamation for council consideration in order to receive an official signed proclamation from the mayor.

Proclamation flag to be supplied by the requestor (please provide photo of the proposed flag if applicable)

Signature: _____ **Date:** _____

For office use only:

Date Request Received: _____

Proclamation Outcome:

Approved Denied Other: _____

Approved / Denied By: _____

Approval Date: _____

Additional Comments: _____