

Proclamation & Flag Request Form

The Town of Shelburne issues proclamations and offers flag raisings to recognize your special day or event.

Proclamations and flag raising requests are to be submitted at least four (4) weeks prior to the date for which the proclamation and/or flag raising is requested.

Information is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information should be directed to the Clerk at 519-925-2600.

Today's date *

6/24/2024



Organization or Business Name *

Candlelighters Simcoe

Contact Name *

Cheryl Gotthelf

Organization or Business Website

<https://www.candlelighterssimcoe.ca/>

Please provide your e-mail address. *

candlelighterssimcoe@gmail.com

What is your request for? *



Proclamation



Flag raising



Both proclamation and flag raising

Flag raising - details

Purpose of flag raising and background information *

September is Childhood Cancer Awareness Month.

Candlelighters Simcoe is a local organization that supports children and teens with a cancer diagnosis. The organization supports the entire family during this journey and beyond.

Length of flag raising*☐ Day☐ Week☒ Month

*Requests do not have exclusive rights to day, week or month being. Flag raisings are available Monday through Friday between the hours of 8:30 am and 4:30 pm.

Date requested for flag to go up (Month, Day, Year) *

6/10/2024

**Date requested for flag to be lowered (Month, Day, Year) ***

9/30/2024



All flags must be dropped off and picked up from the Town Hall located at 203 Main Street East, Shelburne, ON L9V 3K7

Date you will drop off the flag (Month, Day, Year) *

8/27/2024

**Date you will pick up the flag (Month, Day, Year) ***

10/1/2024



Guidelines for Flag Raising Requests*:

Council will consider requests that meet the following criteria:

- Have a connection with the Town of Shelburne.
- Are non-commercial and non-partisan in nature.
- Align with the Town's by-laws and policies.
- Fosters a sense of community or have made a significant impact within the community.
- Demonstrate respect and acceptance for Shelburne residents.
- Celebrate a non-profit or charitable organization's events or awareness campaign.

The Town of Shelburne will not approve any requests that:

- Espouses hatred, violence, racism, or offensive messages.
- Represents a political party, political organization, or candidates for election.
- Reflects an organization or group with activities that are contrary to the by-laws and policies of the Town.

The Town will consider requests for holidays, awareness days, weeks and months that are recognized through legislation by the Province of Ontario or the Government of Canada.

*The guidelines for flag raising requests are under review.

I have read the guidelines for flag raising requests *

Yes

Are there any other details you would like us to know about your request?

Date is tentative and flexible

Received

Thank you Cheryl Gotthelf for completing the Proclamation and Flag Raising Request Form.

We will review the information you've provided.

Any questions should be directed to the Director of Legislative Services/Clerk at clerk@shelburne.ca.