


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 *

Organization or Business Name *

Contact Name *

Organization or Business Website

Please provide your e-mail address. *

What is your request for? *

- Proclamation
- Flag raising
- Both proclamation and flag raising

Proclamation - details

Purpose of the proclamation and background information *

I'm writing to request a proclamation and flag-raising this November in recognition of the International Day for the Elimination of Violence Against Women—an initiative that takes place annually as part of Woman Abuse Prevention Month (November). Historically, the Town of Shelburne has proclaimed and raised a flag in recognition of this initiative.

To: Whom It May Concern

We are reaching out on behalf of Family Transition Place (FTP) and the Ontario Association of Interval & Transition Houses (OAITH) to request your participation in and support of the 2024 Wrapped in Courage Campaign focused on ending gender-based violence in our community and beyond.

FTP is a not-for-profit organization that provides vital services and support for survivors of gender-based violence and their children. FTP is a proud agency partner of the 2024 Wrapped in Courage campaign that has been raising awareness of gender-based violence and working to prevent femicide in Ontario since 2013.

During Woman Abuse Prevention Month this November, we are calling on community leaders to join us in taking action by supporting the Wrapped in Courage campaign and showing their support for gender equality. The theme of this year's Wrapped in Courage Campaign is "Weaving Purple: Threads of Collective Gender-Based Violence Action". The awareness, action and commitment of every community member across Ontario is a vital thread in realizing our vision of a future free of gender-based violence and oppression.

We request that as leaders of the Town of Shelburne you consider proclaiming November 25th as the International Day for the Elimination of Violence Against Women and raising a Wrapped in Courage flag in November as a symbol of our community's commitment to support survivors and address rising rates of; and gender-based violence, including femicide. The flags are 36x72 in size and feature a campaign symbol and text (End Gender-Based Violence) in both English and French.

Length of proclamation*

- Day
- Week
- Month

*Requests do not have exclusive rights to day, week or month being proclaimed.

Enter the date, or the start date of the week or month of your proclamation (Month, Day, Year) *

11/25/2024



Guidelines for Proclamation Requests*:

- Requests are to be submitted at least four (4) weeks prior to the date for which the proclamation is requested.
- Requests must provide background information about the organization, cause or event being proclaimed
- Requests must relate to an organization, cause or event that contributes to the economic, social, and cultural fabric of the Town of Shelburne
- Proclamations are issued at the discretion of the Mayor and Council
- An organization (i.e. requestor/recipient) may request one proclamation per year
- Proclamations are issued only to recognized local and regional organizations and not to individuals
- Organizations do not have exclusive rights to the day, week or month being proclaimed
- Proclamations of a similar topic will be issued on a first-come, first-served basis
- All proclamation text is subject to approval and modification by the Town of Shelburne
- The Town of Shelburne will not pay for advertising costs involved in the issuance of proclamations

*The guidelines for proclamation requests are under review.

I confirm I have read the guidelines for proclamation requests *

Yes

Flag raising - details

Purpose of flag raising and background information *

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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) *

11/25/2024



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

11/29/2024



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) *

11/22/2024



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

12/2/2024



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?

Shelburne Town Council already has a flag that they have used as of previous years for this.

Received

Thank you Kelly Lee 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.