

# 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 \***

**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) \*

 

## 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 \*

### Purpose of Flag Raising

The flag raising ceremony marks the official launch of Black History Month celebrations in Canada. This meaningful event serves several purposes:

1. Raising Awareness: The flag raising ceremony raises awareness about the significant contributions, achievements, and experiences of Black Canadians throughout history.
2. Promoting Diversity and Inclusion: By celebrating Black History Month, we promote diversity, equity, and inclusion, recognizing the importance of creating a society that values and respects all individuals.
3. Honoring Heritage: The flag raising ceremony honors the rich heritage and cultural traditions of Black Canadians, acknowledging their struggles, triumphs, and ongoing contributions to Canadian society.

### Background Information: Black History Month in Canada

Black History Month was officially recognized in 1995, following a motion introduced by the Honorable Jean Augustine, the first Black Canadian woman elected to Parliament. Since then, February has been designated as Black History Month in Canada. In 2019 The Town of Shelburne 1st proclaimed Black History Month and has been raising the Pan African Flag since 2020 providing an opportunity to:

1. Celebrate Achievements: Recognize the accomplishments and contributions of Black Canadians in various fields, including arts, culture, science, politics, and more.
2. Acknowledge Challenges: Acknowledge the historical and ongoing challenges faced by Black Canadians, including racism, discrimination, and systemic inequality.
3. Promote Education and Awareness: Educate Canadians about the rich history and experiences of Black Canadians, promoting greater understanding, empathy, and inclusivity.

By celebrating Black History Month, we reaffirm our commitment to creating a more inclusive and equitable society, where everyone has the opportunity to thrive and reach their full potential.

### 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) \*

2/1/2025



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

2/28/2025



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) \*

1/17/2025



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

3/14/2025



# 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?**

A Draft proclamation was previously submitted and will need to be updated. the reference to decade for the people of African descent recognized by the united nations has ended (ended in 2024) however the Canadian Government officially extended a domestic extension until 2028. If you would like me to review the updated language please let me know.

# Received

Thank you Alethia O'Hara-Stephenson 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](mailto:clerk@shelburne.ca).