

# 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 \*

The Rotary Club of Shelburne was established on April 22nd, 1938; and club members work for the benefit of our community and the world.

Club donations to many organizations and projects every year, demonstrates our motto of "Service Above Self".

## 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 \***

The Rotary Club of Shelburne was established on April 22nd, 1938; and club members work for the benefit of our community and the world.

Club donations to many organizations and projects every year, demonstrates our motto of "Service Above Self".

**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) \***

4/22/2026



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

4/23/2026



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) \***

4/20/2026



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

4/23/2026



# 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?**

We would ask if we could have the flag raised at 10:00 am.

# Received

Thank you Bill Waite 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).