



MUNICIPALITY OF TEMAGAMI POLICY MANUAL
SECTION: ADMINISTRATION
SUB-SECTION: ADMINISTRATION
POLICY TITLE: **FLAG and PROCLAMATION**
SCHEDULE A TO BY-LAW: 24-1772

PURPOSE

The purpose of this policy is to establish guidelines for flag raising and proclamations within the Municipality of Temagami, reflecting the values of inclusivity, neutrality, and respect for all community members. This includes recognizing the heritage and contributions of Indigenous Peoples, particularly First Nations, within the district. The Municipality will not engage in political, religious, or commercial endorsements through flag raisings or proclamations.

SCOPE

This policy applies to all municipal buildings, facilities, and events within the Municipality of Temagami and governs requests for flag raising and proclamations that promote inclusivity, diversity, and community well-being, while respecting Indigenous Peoples and their cultural significance.

POLICY STATEMENT

The Municipality of Temagami is committed to maintaining neutrality and inclusivity in all public-facing activities, including flag raisings and proclamations. The Municipality recognizes the cultural, spiritual, and historical contributions of Indigenous Peoples, particularly First Nations in the district, and strives to honor their heritage through respectful engagement in these processes.

The Municipality will not raise flags or issue proclamations that endorse political, religious, or commercial causes, nor will it endorse any activities that conflict with the principles of diversity and inclusivity.

FLAG POLICY

Permanent Flag Display

The following flags will be flown permanently at municipality-owned properties with existing flagpoles, in the order mentioned below and according to the number of available flagpoles.:

- The National Flag of Canada
- The Provincial Flag of Ontario
- The Municipal Flag of Temagami

Indigenous and First Nations Flag

In recognition of the relationship between the Municipality and the Indigenous and First Nations communities in the district, a **flag representing Indigenous Peoples and First Nations** will be flown at municipality-owned property if a fourth flagpole is available. This reflects the Municipality's commitment to acknowledging the cultural and historical significance of Indigenous Peoples and First Nations within Temagami.

The Indigenous and First Nations flag will also be raised on important dates, such as **National Indigenous Peoples Day, Truth and Reconciliation Day**, and other events honoring Indigenous heritage and culture. If no flagpole is available, it will be replaced by the Municipal Flag of Temagami.

Special Flag Requests

Requests for special flag raisings must:

- Be submitted in writing using the **Flag Raising Request Form** (Appendix A) available on the Municipality's website.
- Be received at least **30 days prior** to the event date.
- Align with the principles of inclusivity, neutrality, and community representation.

The Municipality will not raise flags that:

- Endorse political, religious, or commercial causes.
- Conflict with the values of inclusivity and neutrality.

Exceptions to this policy may be granted by a resolution of the Council.

PROCLAMATION POLICY

Requests for proclamations must:

- Be submitted using the **Proclamation Request Form** (Appendix B) available on the Municipality's website.
- Be received at least **30 days in advance**.
- Align with the Municipality's values of diversity, inclusivity, and neutrality, and honor the contributions of all community members, including Indigenous and First Nations groups.

Prohibited Proclamations

Proclamations will not be issued for events or causes that:

- Endorse political, religious, or commercial organizations.
- Conflict with the public interest or the Municipality's policies.

REVIEW AND APPROVAL PROCESS

All requests for flag raisings and proclamations will be reviewed by the Clerk's Office. Approved requests that align with this policy will be forwarded to the Chief Administrative Officer (CAO) for final approval or referral to Council when required.

EXCEPTIONS

Exceptions to this policy may be considered by the Municipal Council in extraordinary circumstances, ensuring that any deviations maintain the principles of neutrality, inclusivity, and respect for the community and Indigenous Peoples.

REVIEW AND AMENDMENTS

This policy will be reviewed annually to ensure its continued alignment with the Municipality's values and community needs, including the respectful acknowledgment of Indigenous and First Nations contributions.

Approval Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	

**The Corporation of the
Municipality of Temagami**

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E-MAIL: communicate@temagami.ca
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Proclamation Request Form

Instructions:

Please complete this form to request a flag raising at a municipal facility. All flag raising requests must align with the principles of inclusivity, neutrality, and respect for all community members, including recognition of Indigenous Peoples and First Nations. Requests must be submitted at least **30 days prior** to the desired flag-raising date.

1. Applicant Information

- **Name of Organization or Individual:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____

2. Flag Raising Details

- **Requested Date of Flag Raising:**

- **Location (Specify Municipal Facility):** _____

Continued

Proclamation Request Form (continued)

- **Duration** (if different from a single-day event): _____
- **Flag Being Raised:** (Please describe the flag, including its symbolic significance or affiliation with Indigenous Peoples, First Nations, or other community groups.)

- **Purpose of Flag Raising** (Include event details if applicable):

3. Acknowledgement

I acknowledge that the Municipality of Temagami reserves the right to approve or deny any flag raising requests and that the Municipality will not endorse any political, religious, or commercial flags.

- **Signature of Applicant:** _____
- **Date:** _____

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Proclamation Request Form

Instructions:

Complete this form to request an official proclamation. Proclamations must promote inclusivity, community well-being, and respect for Indigenous Peoples, including First Nations. Requests must be submitted at least **30 days prior** to the requested proclamation date.

1. Applicant Information

- **Name of Organization or Individual:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____

2. Proclamation Details

- **Title of Proclamation:** _____

- **Requested Date for Proclamation:** _____
- **Purpose of Proclamation** (Include background information and how it benefits the community, including recognition of Indigenous or First Nations contributions, if applicable): _____

Continued

Proclamation Request Form (continued)

- **Proposed Wording of Proclamation** (attach a separate page if necessary):

3. Acknowledgement

I acknowledge that the Municipality of Temagami reserves the right to approve or deny any proclamation requests and will not issue proclamations for political, religious, or commercial purposes.

- **Signature of Applicant:** _____
- **Date:** _____