

**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 24-1772**

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**Being a By-law to adopt a Flag and Proclamation Policy**

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**WHEREAS** the Municipality of Temagami is committed to neutrality, inclusivity, and respect for all community members, as reflected in its flag-raising and proclamation activities;

**AND WHEREAS** the Municipality recognizes the cultural and historical significance of Indigenous Peoples, including First Nations in the district, and seeks to honor their contributions through the respectful raising of flags;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Temagami hereby adopts the attached **Flag and Proclamation Policy** as Schedule A to this bylaw, thereby forming an integral part of the bylaw.

**THAT** the Clerk's Office is instructed to implement the policy, including making the necessary forms available on the Municipality's website.

**AND THAT** the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**READ a first on 10th day of October, 2024.**

**READ a second, and third time and finally passed this 14th day of November, 2024.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



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

## **1. PURPOSE**

The purpose of this policy is to establish clear guidelines for flag raisings, proclamations, and half-mast observances within the Municipality of Temagami. The policy reflects the Municipality's commitment to neutrality, inclusivity, and respect for all community members, while ensuring alignment with national, provincial, and municipal protocols.

## **2. SCOPE**

This policy applies to all flag-related activities, including raising, lowering, and half-mast observances, and to proclamations involving municipal properties, facilities, and events. It ensures that municipal practices remain consistent with principles of neutrality, inclusivity, and respect for community values.

## **3. POLICY STATEMENT**

The Municipality of Temagami will only display flags or issue proclamations that reflect its principles of neutrality, inclusivity, and respect for cultural diversity. No requests for additional flags or proclamations outside of this policy will be considered. The policy strictly excludes political, religious, or commercial endorsements.

## **4. FLAG POLICY**

### **4.1. Permanent Flag Display**

The Municipality of Temagami will exclusively fly the following flags at its properties, in the following order of precedence:

- National Flag of Canada
- Provincial Flag of Ontario
- Municipal Flag of Temagami
- Indigenous and First Nations Flag

The Municipality of Temagami will not accept or process any requests to fly additional flags or flags outside of this established list at municipally-owned properties.

### **4.2. Half-Mast Policy**

Flags will be flown at half-mast to mark solemn occasions as per national, provincial, or municipal guidelines. Notices regarding half-mast observances will be published on the Municipality's official website.

For half-masting of the National Flag of Canada, the Municipality will follow the Rules for Half-Masting the National Flag of Canada as outlined by the Government of Canada. Details about half-masting events in Canada or, in special circumstances, in a foreign country can be found on the Government of Canada's [Half-Masting Notices webpage](#).

## **5. PROCLAMATION POLICY**

Requests for proclamations must:

- Be submitted using the Proclamation Request Form (Appendix A) 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.

**5.1. 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 principles of neutrality and inclusivity.

The Municipality retains sole discretion to approve or deny any proclamation requests.

**6. REVIEW AND APPROVAL PROCESS**

All proclamation requests will be reviewed by municipal staff to ensure alignment with this policy. The Chief Administrative Officer (CAO) will forward the recommendations to Council, which will have the ultimate authority for decision-making.

**7. EXCEPTIONS**

Exceptions to this policy may only be granted by resolution of the Municipal Council in extraordinary circumstances, provided they uphold the principles of neutrality, inclusivity, and respect.

**8. REVIEW AND AMENDMENTS**

This policy will be reviewed periodically or at the direction of Council to ensure it remains aligned with the Municipality’s values and adapts to evolving community needs and governmental guidelines.

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

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Municipality of Temagami**

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**Proclamation Request Form**

**Instructions:**

Please 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:** \_\_\_\_\_
- **Duration** (if different from a single-day event): \_\_\_\_\_

Continued

## Proclamation Request Form (continued)

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

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

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- **Requested Means the method or platform** (e.g., website, social media, posters, etc.):

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### **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:** \_\_\_\_\_