

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: Approval of Standard Response Letter – Proclamation and Flag Display Requests

Memo No: 2025-M-106

Date: May 8, 2025

Attachment: Appendix A – Standard Response Letter: Proclamation and Flag Display Requests

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Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-106, including Appendix A, as presented.

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1. Executive Summary

This report provides Council with information on the implementation of a standardized response letter to be used when the Municipality receives requests for proclamations or flag displays. The letter reflects the intent and provisions of By-Law No. 25-1801, passed on March 13, 2025, which regulates flag display and eliminates proclamations to ensure neutrality, consistency, and legal compliance.

2. Background

By-Law No. 25-1801 was adopted to establish a clear and consistent policy regarding flag displays and proclamation requests. The By-law outlines the following:

- The Municipality shall only display the National Flag of Canada, the Provincial Flag of Ontario, the Municipal Flag of Temagami, and Temagami First Nations Flags at municipally-owned properties.
- Requests to fly additional flags are not permitted.
- The Municipality does not issue proclamations for any external groups, events, or causes.

To assist in the consistent implementation of this policy, staff have prepared a standard response letter (Appendix A) to address all future inquiries related to flag displays and proclamations.

3. Conclusion

The standardized letter is now in use to support administrative consistency and respectful communication with organizations submitting such requests. The use of this letter reinforces the Municipality's policy and ensures responses align with the requirements of By-Law 25-1801. This memo is provided for Council's information.

Appendix A -2025-M106

THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI
P.O. BOX 220
TEMAGAMI, ONTARIO P0H 2H0
(705) 569-3421
FAX: (705) 569-2834
E-MAIL: visit@temagami.ca
WEBSITE: www.temagami.ca



[Date]

[Recipient Name]

[Organization Name]

[Address or Email Address]

Dear [Recipient Name],

Thank you for your recent correspondence regarding a request for [flag display / proclamation issuance] within the Municipality of Temagami. We appreciate your interest in community engagement and acknowledge the significance of the initiative you represent.

Please be advised that the Municipality has enacted By-Law No. 25-1801, *Being a By-law to Regulate the Display of Flags and the Issuance of Proclamations*. The By-law ensures a neutral, consistent, and inclusive approach to public recognition.

In accordance with the By-law:

- The Municipality shall only display the National Flag of Canada, the Provincial Flag of Ontario, the Municipal Flag of Temagami, and Temagami Nations Flags at municipally-owned properties.
- Requests to fly additional flags will not be accommodated.
- The Municipality does not issue proclamations for any external causes or organizations.

We appreciate your understanding. This response is guided by policy and does not reflect a position on your cause or organization.

For further information, please feel free to contact our office.

Yours respectfully,

Option A – Municipal Clerk

– OR –

Option B – CAO/Treasurer