

Proclamation/Flag Raising Request

Proclamations are ceremonial documents signed by the Mayor and issued to organizations located in or serving the population of Bradford West Gwillimbury.

Please review the following guidelines then complete and return page 2.

At the discretion of the Mayor, proclamations may be issued for:

- public awareness campaigns
- charitable awareness/fundraising campaigns
- arts and cultural celebrations
- special honours

We are unable to issue proclamations for:

- activities that fail to demonstrate respect and tolerance for all BWG residents
- events or organizations with no direct impact or connection to the Town of BWG
- campaigns or events contrary to Town policies or by-laws, or intended to influence government policy
- campaigns intended for commercial marketing or profit-making purposes

When requesting a proclamation, please be aware of the following:

- Requests should be made by recognized charitable organizations or community groups.
- Proclamations will not be issued on behalf of commercial/for-profit entities.
- Organizations may only request one proclamation per year.
- Requests must be made on an annual basis, four to six weeks in advance of the commemoration/event.
- Wording of proclamations is to be supplied by the requesting organization.
- First-time requests should be accompanied by background information about the organization and the history of the commemoration/event.
- Proclamations will be posted on the Town website and, if space permits, noted on the Town's page in the local newspaper.
- An organization does not have exclusive rights to the day, week or month of their proclamation and/or flag raising. Multiple flag raisings may be held jointly.

When requesting a flag raising, please be aware of the following:

- Flag raisings must be held in conjunction with an approved proclamation.
- Organizations must indicate a preferred and an alternate date and time for the flag raising.
- An appropriate flag must be provided by the organization, and will not be stored by the Town after the flag-raising period.
- One or more members of Town Council will attend the flag raising and the Mayor or designate will read the proclamation.
- If additional activities are planned (speeches, refreshments, etc.) an agenda must be provided at least two weeks in advance and the entire event may not exceed one hour. Council attendance of post-flag raising activities is dependent on individual schedules.

Please print, fill out and return this form along with the proclamation text to:

Mayor Rob Keffer

c/o Caleigh Clubine, Community Relations Officer

Email: communications@townofbwg.com

Phone: 905-775-5366 ext. 1103 **Fax:** 905-775-0153

Mail: Town of Bradford West Gwillimbury, P.O. Box 100, Bradford, ON, L3Z 2A7

Proclamation Request

Date of submission: _____ first-time request recurring request

Name of organization/group: _____

Contact name and title: _____

Telephone: _____ Email: _____

Title of proclamation (e.g. "Volunteer Month"): _____

Date (day/week/month) to be proclaimed: _____

If this is a first-time request, please provide a description of the organization making the request and the reason for the proclamation (brochures or other literature may be attached):

Proclamation text: repeat from previous year new text attached to this request

Flag raising requested: yes no (if yes, please complete section below)

Flag Raising Request

Preferred date/time: _____ Alternate date/time: _____

Flag will be provided: on the day of the flag raising in advance

Estimated attendance by members/supporters of organization/group: _____

PLEASE NOTE: One or more members of Town Council will attend the flag raising and the Mayor or designate will read the proclamation. **If additional activities are planned (speeches, refreshments, etc.) an agenda must be provided at least two weeks in advance and the entire event may not exceed one hour.** Council attendance of post-flag raising activities is dependent on individual schedules.

Additional activities planned: no yes, agenda attached yes, agenda to follow