

Proclamation and Flag-raising Ceremonies Policy			
Effective Date		Policy Type	Governance GO-
Responsibility	Clerk	Cross-Reference	
Approver	Council	Appendices	
Review Schedule	5 Years		

1. Policy Statement

The purpose of this Policy is to provide a framework for which proclamation and flag-raising requests received by the Town of Cochrane are processed, issued and approved in recognition of events, organizations or community groups of significance to the Town of Cochrane. It is important that Council's endorsement of these requests, are fair and dealt with consistently. This Policy also provides the opportunity for Council to support and promote charitable events and activities significant to the Town of Cochrane and its residents.

2. Definition

Proclamation: an approved official public announcement or declaration made by the Council of the Town of Cochrane to formally recognize public awareness campaigns; charitable fundraising campaigns; special events; and arts and cultural celebrations and is deemed to be of significance to the citizens of the Town of Cochrane.

Flag-Raising: the ceremonial raising of a flag or ensign which symbolizes the public announcement or declaration made by the proclamation.

3. Guiding Principles - General

Proclamation and Flag-Raising Criteria:

Requests for Proclamations and/or Flag-Raising Ceremonies, submitted by a Town of Cochrane resident, Town of Cochrane property owner or Town of Cochrane resident on behalf of an organization, that are deemed of significance to the Town of Cochrane may be endorsed by Council for the following:

- Civic Promotions;
- Public Awareness Campaigns;
- Charitable Fundraising Campaigns;
- Arts and Cultural Celebrations;

Requests for Proclamations & Flag-Raising Ceremonies will not be endorsed by the Town of Cochrane for the following:

- Organizations that are deemed political in nature;
- Matters of political controversy;
- Religious organizations or religious events/celebrations;
- Events or organizations that have no direct significance to the Town of Cochrane;
- Campaign or events intended for profit-making purposes with no direct impact to the community;
- Matters attempting to influence government policy;
- Recognition of individuals;
- Any and all events that support discrimination, hatred, violence or racism.

Previously Proclaimed Request:

If it is determined that a proclamation request has been granted in the past five (5) years, the request will be reviewed by the Clerk against the approved eligibility criteria and will be presented to the Mayor for approval. In the absence of the Mayor, the approval will be delegated to the Deputy Mayor.

Not Previously Proclaimed Request:

When a proclamation request is received that has not been previously granted by Council in the last five (5) years, the request will first be reviewed by the Clerk against the approved eligibility criteria and if eligible, the Clerk will place the request on an agenda of Council for consideration.

If a proclamation request is denied by the Clerk as part of the eligibility review, the Clerk shall advise the Mayor.

Request Process Online:

All persons or organizations submitting a proclamation and/or flag-raising ceremony must complete and submit the online Proclamation & Flag-Raising Ceremony Request Form available on the Town of Cochrane's Website (alternative formats are available upon request by calling the Clerk's office). The following is the request procedure, the link to the request form can be found here: **insert link**

- The application should be submitted at least 90 days in advance of the date of the proclamation read at Council, which corresponds with the Council meeting schedule;
- If requesting a flag-raising ceremony to coincide with a proclamation, the flag-raising ceremony will be scheduled close to the date of the proclamation
- The application must provide sufficient background information about the organization and event/activity being proclaimed;

- The application must include proposed text for community inclusion on the proclamation. The text is subject to approval by the Town Clerk and may be edited or rewritten to ensure compliance with Town policies and procedures;
- The Town Clerk's Department will review the request for proclamation, and respond to the applicant with the appropriate date the proclamation will be placed on a Council Agenda, if approved.
- If the application does not meet the criteria of this policy, the Mayor may deem it appropriate to Proclaim;
- There is no cost for the request of proclamations and flag-raising ceremonies.
- The cost of the flag is the responsibility of the organization.

Procedure:

- Once approved, proclamations/flag-raising are to be considered at Town Council Meetings and will be read aloud by the Mayor or Deputy Mayor;
- Repeat proclamation requests must be submitted on an annual basis;
- Organizations do not have exclusive rights to the day, week, or month being proclaimed;
- Proclamations & Flag-Raising requests received of a similar nature and during same time frame will be issued on a first come first served basis;
- Multiple requests during the same time frame will be subject to availability;
- The Town of Cochrane reserves the right to refuse to issue a proclamation;
- The Town of Cochrane will not incur any expenses related to the advertising or promotion of a proclamation/flag-raising;
- The Town Clerk will provide a formal letter to the organization or person who requested the proclamation/flag-raising following the endorsement by Council.
- Requests for flag-raising ceremony must include a proclamation request.
- Proclamation request may include a flag-raising ceremony.

Proclamations with Flag Raising:

The Town of Cochrane may permit the flying of ceremonial flags on a temporary basis to mark special occasions and shall adhere to the following guidelines:

- An approved charitable, community or ethnic group flag will be flown for a period not to exceed one week following the flag-raising ceremony;
- The charitable, community or ethnic group flag will be flown in place of the Town of Cochrane Flag. The National Flag of Canada will remain flown at all times;
- Flags representative of a specific ethnic group within our community will be flown provided that the request is made on behalf of the entire group for the purpose of recognizing its contribution to the life of Canada and to our community; and provided that it does not promote the objectives of a specific political organization within that ethnic community;
- At no time will a charitable, community or ethnic group flag be raised prior to the National Flag of Canada;

- The Town may cancel or re-schedule a flag-raising in the case of an unforeseen circumstance;
- Flag-Raising requests must be in conjunction with a Proclamation request.
- Flag-Raising ceremonies will take place at the Town Hall flagpole.

Proclamations with Colour Themes:

- The Town of Cochrane may approve the changing of the Cochrane Sign lighting to coincide with an approved proclamation or flag-raising ceremony with a specific colour theme, subject to the scheduling and approval from the Information Technology (IT) department.