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**Town of Greater Napanee  
Community Flags, Art Installations  
and Proclamations Policy**

**Effective Date:** June 10, 2020  
**Resolution:** 285/20  
**Revised:** February 8, 2022  
**Council Resolution:** 54/22

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## **1. Policy Statement**

The Community Flags, Art Installations and Proclamations Policy provides a standard to govern requests for flag flying, proclamations issued by the Town of Greater Napanee, and corresponding visual installments. The intent is to recognize public awareness campaigns, charitable fundraising campaigns, arts and cultural celebrations, or recognizing individuals, events, organizations, or community groups of significance. A proclamation may recognize a particular day, week or month and is intended to acknowledge the effort and commitment of an individual, organization or community group.

## **2. Proclamations/Community Flags**

The Town of Greater Napanee will have a designated space for a community flag at Market Square. Proclamations are a formal declaration, supported by Council and signed by the Mayor, intended to bring public awareness and education for:

- a) Civic promotions;
- b) Charitable fundraising campaigns;
- c) Arts and cultural celebrations or awareness;
- d) Multicultural awareness;
- e) Health and public service initiatives
- f) Honours, remembrances or major celebrations;
- g) Special anniversaries for non-profit organizations that benefit communities.

## **3. Art Installations**

In addition to the community flagpole, The Town of Greater Napanee will consider one or more of the following options to bring public awareness to a proclaimed event:

- a) Lighting of the falls at Springside Park with available colours;
- b) Temporary crosswalk art;
- c) Temporary painting of picnic tables in public spaces;
- d) Other proposals by the requesting organization will be considered on a case-by-case basis.

The Town will not be responsible for replacing or maintaining art installed under this policy on an ongoing basis.

## **4. Proclamations will not be considered for the following:**

- a) Matters of political controversy, religious beliefs or individual convictions;
- b) Requests related to a discriminatory cause;
- c) Requests where the intent is contrary to Town's policies or by-laws;
- d) Requests attempting to influence government policy or that are intended for profitmaking purposes.

**5. Requests for Proclamations or Community Flags must be made in writing at least thirty (30) days prior to the event. Requests for Art Installations must be made in writing at least sixty (60) days prior to the event. All requests must contain the following information:**

- a) Contact person's name, address and phone number.
- b) A brief summary and/or background of the event.
- c) The name, date(s), week, and/or month of the event to be proclaimed.
- d) Proposed text for the proclamation, including "whereas" clauses, that provides context to the topic (which is subject to editing at the discretion of the Town).
- e) Date when the proclamation is required (minimum of thirty days' written notice is required).
- f) Community groups must provide the flag to the Town. The flag will be returned to the community group "as is" when the occasion being marked is over. The Town accepts no responsibility for the safe keeping or good condition of a community flag.
- g) Community groups requesting to install an art exhibit must provide the proposed location of art installation, samples of artwork, the artistic medium, the end date of the artistic exhibit and details of installation logistics and removal plan.
- h) The applicant is responsible to address any potential issues in their request i.e., road jurisdiction, traffic control plans, types of paint, installation fees or expected costs.
- i) Should an event or ceremony, including the presence of the Mayor and/or Council at the flag raising, be requested in conjunction with the flag raising or art installation, such request must be included with submission.
- j) Applications must be made on an annual basis; they will not be automatically renewed.

**6. Proclamation and Art Installation Process**

- a) Proclamation requests shall initially be reviewed by the Clerk in view of the eligibility criteria noted in this policy. In the event the request does not comply with this policy, the Clerk will not include the request on a Council meeting agenda and will advise the organization or person submitting the request.
- b) If an eligible submission includes an art installation proposal, the submission will then be reviewed by all necessary departments to ensure practicality, feasibility, and coordination. The review will also assess the impact on Town operations, including staff and equipment costs. Review requirements will vary by proposal but should normally include staff from Community Economic Development, Parks and Facilities, and Public Works. Town staff may also request comment

from other entities as needed including, but not limited to, the County of Lennox and Addington, the Transportation Advisory Committee, and the Business Improvement Area Board.

- c) The Manager of each reviewing department is authorized to impose standards for artwork including permitted and restricted locations, materials, and timeframes for installation in order to ensure community safety, aesthetic quality, environmental protection, and compliance with provincial regulations.
- d) Following the internal review, art installation proposals, flag raising requests and proclamation requests that meet all eligibility criteria will be placed on the agenda for the next regular Council Meeting under "Correspondence for Action" for endorsement.
- e) Following consideration of a proclamation request, the Clerk will advise the organization and/or individual in writing of Council's decision.
- f) The proclamation will be posted on the Town's website and will remain listed until December 31<sup>st</sup> of the year in which the proclamation was endorsed.
- g) The Council of the Town of Greater Napanee has the authority to approve or deny requests for proclamations, flag raisings, and art installations and the decision of Council is final.
- h) If a proclamation was previously approved within the term of Council and is consistent with this policy, the Clerk is authorized to issue the proclamation and a notice of the proclamation will be published on the next Regular Council Agenda for information.
- i) The Town will not incur any expenses relating to the advertising, promotion or art installation of a proclamation. Applicants are responsible for the promotion of the proclamation, organization of related activities and for all associated costs.
- j) All artworks must be originals and not copies, derivatives or artworks based in any way on other copyrighted or published paintings, photographs or other artists' work. They must be entirely executed by the organization or community group.

## **7. Conflicts or Multiple Requests During the Same Time Period:**

- a) Should multiple requests for proclamations be received for the same period, all proclamations approved by Council will be listed for the month on the Town website under the News & Notices Section and on Social Media.
- b) The number of weeks that a flag will be permitted to be flown will be based on the number of applications received for the same month. (e.g., two (2) applications: each flag will be flown for two (2) weeks).
- c) No more than four (4) applications will be approved for any month.
- d) The maximum length for any individual proclamation or flag raising will be one month.