



## City of Belleville

**Subject: Proclamation, Lighting & Community Flag Raising Policy**

**Dated: February 2026**

**Approved: February 23, 2026**

**Revised:**

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### 1. Policy Statement

The City of Belleville encourages public awareness and providing recognition for events, achievements and activities that are significant to the residents of the City of Belleville.

### 2. Purpose

The purpose of this Policy is to provide a standard to govern Proclamation, Lighting and Community Flag Raising requests received by the City of Belleville.

This Policy outlines the general principles, criteria, application process, communications and records regarding Proclamation requests, Light requests and Community Flag Raising requests.

### 3. Definitions

For the purpose of this Policy:

**“Ceremonial Flagpole”** means the dedicated flagpole located at the Quinte Sports and Wellness Centre, 265 Cannifton Road.

**“Community Flag”** means a flag of a recognized charity, community group or cause.

**“Community Flag Raising”** means the raising of a Community Flag on the Ceremonial Flagpole for the purpose of raising awareness.

**“Lighting Request(s)”** means a request to illuminate a City monument in a specific colour to commemorate an event, organization or proclamation request. A total maximum of up to four colours may be requested.

**“Proclamation”** means a formal public statement by the City, on the City’s website, designating a period of time (day, week, month) in recognition of a significant event, organization or cause.

## **4. Application**

This Policy applies to all Proclamation, Lighting Requests and Community Flag Raising requests received by the City.

The City of Belleville will issue Proclamations, without a request, and may conduct a Community Flag Raising or Half-Masting and Lighting each year for:

- National Indigenous History Month – June
- National Indigenous Peoples Day – June Summer Solstice
- Pride Month – June
- National Day for Truth and Reconciliation – September 30

The City reserves the right to add additional events to the above list. When additional events are added to the above list, staff are authorized to update the list without the need for Council approval.

## **5. General Principles**

Proclamations, Lighting Requests and Community Flag Raising requests are issued to acknowledge efforts, commitment and achievements of organizations and community groups and to recognize public awareness campaigns, causes and events of significance to the City of Belleville.

A Proclamation, Lighting Request and Community Flag Raising request may recognize a particular event, day, week or month.

No Lighting Request or Community Flag Raising request will be approved unless a Proclamation is issued in accordance with this Policy.

For annual events, a Proclamation, Lighting Request and Community Flag Raising request must be submitted each year.

An organization/cause does not have exclusive rights to the day, week or month of their Proclamation request.

### **5.1. Proclamation(s)**

Where the City of Belleville issues a Proclamation in accordance with this Policy, such Proclamation does not constitute a personal or civic endorsement by the City of Belleville.

## **5.2. Lighting Request(s)**

Lighting Requests for a time will be approved on a first come, first served basis. If there is a City event, that requires the Lighting of a particular colour, the City event will take precedence over any applications for a Lighting Request.

Lighting Requests associated with a week or month long Proclamation will be recognized on the first date of the proclaimed time period, week or month, unless otherwise specified.

Lighting will take place from dusk to dawn for a period of seven (7) days during the approved proclamation period.

Lighting of a City monument are limited to the Belleville sign, Fire Station 1 Monument and the Bridge Street Bridge. The City in its sole discretion shall determine which monument(s) will be lighted.

## **5.3. Community Flag Raising Request(s)**

Community Flag Raising requests will be approved on a first come, first served basis. If there is a City of Belleville event that requires the City of Belleville flag to be flown, the City of Belleville event will take precedence over any applications for Community Flag Raising request.

All Community Flag Raisings will take place on the Ceremonial Flagpole located at the Quinte Sports and Wellness Centre, on regular business days. Community Flag Raisings will be for a one (1) month period.

Community Flag Raisings will only be conducted from April to November each year.

## **6. Criteria for Evaluation of Requests**

To be considered for approval, Proclamations, Lighting Request and Community Flag Raising requests, the requestor will be a registered charity or not-for-profit organization and will demonstrate an interest in or have a relationship with the City of Belleville, including but not limited to the following:

- Public awareness campaigns
- Cause is of benefit to and/or supports the residents
- Events of significance
- Demonstrate respect for residents

Proclamation, Lighting Requests and Community Flag Raising requests **will not be issued** for the following:

- Political parties or political organizations
- Promotion of business or commercial enterprise
- Matters related to ideological or religious beliefs
- Matters inciting hatred, or those that are discriminatory
- Organizations or events with no direct relationship with the City of Belleville
- Intent contrary to City policies or by-laws
- Intent is to defame the integrity of the City of Belleville
- Matters which are untruthful

Where a Proclamation does not fit into a category as defined above, the Mayor's Office and Chief Administrative Officer will consult on any issues that are not outlined within this Policy.

## **7. Application Process**

Proclamation, Lighting Requests and Community Flag Raising requests must be submitted using the prescribed form available through the City's website.

The requestor will have the ability to request a Lighting Request and/or Community Flag Raising, in conjunction with a Proclamation request.

Applications must be submitted at least three (3) months prior to the first date of the recognition.

Proclamation, Lighting Requests and Community Flag Raising requests will not be issued if the first day to be recognized has passed.

The Mayor's Office will review all applications to determine if the Proclamation, Lighting Request and Community Flag Raising request meets the criteria in accordance with this Policy.

## **8. Communication of Proclamations, Lighting Requests and Community Flag Raising Requests**

The Mayor's Office will notify the requestor if their Proclamation, Lighting Request and Community Flag Raising request has been approved or denied.

The City will schedule all Community Flag Raisings.

For approved Community Flag Raisings, the requestor is responsible for delivering the required size Community Flag to the Quinte sports and Wellness Centre for the raising.

The Mayor's Office will arrange to have all approved Proclamations, Lighting Requests and Community Flag Raising requests included on the City's website and they may be communicated through the City's social media.

## **9. Proclamation, Lighting Requests and Community Flag Raising requests Records**

The Mayor's Office will maintain record of all Proclamation, Lighting Requests and Community Flag Raising requests for three (3) years.

The records will include:

- The date the application was received
- Whether the request included a Lighting Request and/or Community Flag Raising request, in conjunction with the Proclamation request
- The time period of the requested recognition
- Whether the application was approved or denied
- The date the requestor was advised of the decision on their application

## **10. Policy Review**

The City Clerk will ensure that this Policy is regularly reviewed and remains relevant to the needs of the City of Belleville, in accordance with legislative requirements and best practices.