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**Title:** Flag Flying, Proclamations and Public Awareness Campaigns

**Department/Division:** City Manager

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**Purpose:**

1. To establish guidelines for the flying of flags at municipally owned facilities and standards for processing requests related to flag flying, proclamations and public awareness campaigns.

**Scope:**

2. This policy applies to flags flown on all City properties, including parks, and all requests for:
  - a. Flag Flying;
  - b. Proclamations; and
  - c. Public Awareness Campaigns;that are not associated with initiatives or operations approved by City Council or a local board or committee of the City.

**Definitions**

3. In this policy:
  - “City” means The Corporation of the City of Owen Sound;
  - “Decorations” does not include festive or other decorations installed by City Council or a local board or committee of the City;
  - “Proclamation” means a public or official announcement or declaration; and
  - “Public Awareness Campaign” means an organized effort to promote a cause, raise awareness or reach a goal and includes but is not limited to using Decorations; symbolic ribbons, stickers or lights; or posters, excepting posters placed on City poster or bulletin boards intended for public use or otherwise regulated by the City’s by-laws.

## **Policy:**

### **Proclamations and Public Awareness Campaigns**

4. The City does not issue Proclamations.
5. The City does not support Public Awareness Campaigns.

### **Flag Flying**

6. The City will fly the flags listed below on City properties:
  - a. National Flag of Canada;
  - b. Flags of the Provinces and Territories of Canada;
  - c. City Flag; and
  - d. Any other flag endorsed by the City.
7. All flags shall be flown in accordance with the flag flying etiquette of Canada as established by Heritage Canada.

### **Half-Masting of Flags**

8. The flying of flags at half-mast denotes a period of official mourning or commemoration.
9. City Council authorizes that decisions on the half-masting of flags be made at the discretion of the Mayor or City Manager, including those instances previously directed by Council:
  - a. When the City wishes to recognize a member of the Canadian Armed Forces killed during active duty on an overseas mission or the day the deceased is returned to Canada;
  - b. At Corporal Robert T. James Mitchell Park on October 3rd each year during CVFR Meaford unit's memorial visit; and,
  - c. At Corporal Robert T. James Mitchell Park on December 28th each year for a one-hour period.

### **Special Permission for Flag Flying on the Community Flag Pole**

10. The Community Flag Pole shall be at the south side of City Hall facing 8<sup>th</sup> Street.

City Council authorizes that decisions on the flying of flags by special permission at the Community Flag Pole be made at the discretion of the City Manager in accordance with the following criteria:

- a. Requests will not be approved where the flag flying relates to:
  - i. Political parties or political organizations;

- ii. Religious organizations or religious events or celebrations;
  - iii. Celebrations, campaigns or events with no direct relationship to the City of Owen Sound;
  - iv. Celebrations, campaigns or events contrary to City policies or by-laws;
  - v. Celebrations, campaigns or events intended for profit making purposes;
  - vi. Attempting to influence government policy; or
  - vii. Supporting discrimination, hatred, violence or prejudice.
11. All requests for flag flying must be made to the City Manager's office four (4) weeks prior to the requested date, in writing, and include the following information:
- i. Name of the requesting organization or individual;
  - ii. Contact information;
  - iii. Details of requested event or occasion including date(s);
  - iv. Explanation of the purpose of the event or occasion;
  - v. Picture of the flag to be flown; and
  - vi. Description of the applicant organization or individual including a brief history, and any other relevant information.
12. Flag flying shall be in connection with a particular event by an organization.
13. The City Manager will determine the timing and duration that the requested flag will be flown, which will be no longer than 14 days. Approvals shall be based on a first come first served basis, based on the date the request is received by the City Manager's office.
14. Individuals and organizations requesting flag flying are required to provide the flag to be raised. Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.
15. Notification to the media and advertising related to flag flying is the responsibility of the requesting party.
16. An organization's flag shall be flown no more than once per calendar year.
17. Organizations shall be required to submit flag flying requests on an annual basis.
18. The City is not responsible for damaged or lost flags.

19. In the event there is a dispute between an organization and the City Manager as to the eligibility of a request, the appeal process shall be through the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.
20. Council shall be informed of all requests and approvals for flag flying through the Consent agenda. There will be no presentations or delegations at City Council with respect to flag flying requests.
21. Flags shall only be raised and lowered on those business days that City Hall is open.

## **Related Policies & Legislation**

[Government of Canada – Heritage Canada – Flag Etiquette in Canada](#)

## **Revision History**

<b>Revision Type</b>	<b>Date</b>
Council Resolution	November 9, 1998
Council Resolution	March 22, 1999
Council Resolution	September 1, 2005
Council Resolution	May 1, 2006
Council Resolution	January 26, 2009
Council Resolution R-150112-014	January 12, 2015
By-law No. 2015-148	November 2, 2015
By-law No. 2017-043	April 10, 2017
By-law No. 2018-093	June 26, 2018