

# Proclamations and Flag Raisings Policy

## Proclamations

### Purpose

The purpose of this policy is to provide a standard for which proclamation and flag raising requests received by the City of Oshawa are processed and issued in recognition of individuals, events, organizations or community groups of significance in the City of Oshawa.

### Policy Principles

The City issues proclamations and/or raises flags to recognize public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of significance to the City of Oshawa.

A proclamation may recognize a particular day, week or month and will only be issued in accordance with the Council approved policy.

The City of Oshawa has authority to approve or deny requests for proclamations and flag raisings. The Clerk or his/her designate has been delegated the authority to approve or deny requests for proclamations and flag raisings.

The decision of the Clerk is final.

### Proclamation Criteria

Proclamations are issued only to recognized City of Oshawa organizations and not to individuals.

Proclamations must demonstrate an interest in or have a relationship with the City and demonstrate respect for the residents of the City, including, but not limited to the following:

- Arts or cultural celebrations
- Charitable campaigns
- Civic Promotions
- Public awareness campaigns
- Honouring Organizations for special achievements

Proclamations will not be issued for the following:

- Matters of political controversy, ideological or religious beliefs or individual conviction
- Events or organizations with no direct connection to the City of Oshawa

- National, Independence or Republic Days
- Political parties or organizations
- Religious organizations or the celebration of religious events
- Business or commercial enterprises
- Illegal matters, including matters contrary to corporate policies or by-laws
- Discriminatory or inflammatory matters
- Matters intended to incite hatred or disorder
- Matters which are untruthful

### Process:

1. The request for a proclamation must be submitted by an organization in writing on its letterhead and must include background information about the cause or event being proclaimed.
2. The request must be submitted to the City Clerk no less than 10 business days prior to the first date of recognition.
3. The City Clerk will review the request to ensure it complies with the City policy.

If the request is not approved, City Clerk Services will prepare a letter of denial, including the reason why.

If approved:

- City Clerk Services will prepare a certificate in the approved template using the City's standard wording and advise the Executive Administrative Assistant to the Mayor it is ready for signature.
  - The Executive Assistant to the Mayor will apply the Mayor's electronic signature to the certificate, create a PDF of the certificate and advise City Clerk Services.
  - All proclamation certificates will be provided to the requester electronically. City Clerk Services will prepare a standard letter (in PDF format) to the requester, copied to the Executive Assistant to the Mayor. The letter and signed certificate will be emailed to the requester.
  - Only one proclamation will be issued for the same matter. If a second organization requests the same proclamation, it may be provided with a copy of the initial certificate.
4. Requests for the presentation of a Proclamation to the organization are arranged through the Mayor's Office. The Executive Administrative Assistant will be provided with a copy of the original request and is responsible to make arrangements for the presentation of the proclamation.

## **Flag Raisings**

On occasion, the City receives a request for the flag of another nation to be flown. It is recommended that only during the visit of international dignitaries that flags of other nations be flown. This may avoid the City becoming unknowingly involved in any political issues.

Flag raisings enhance public awareness of activities such as fundraising drives, multi-cultural events and national or independence days. To acknowledge an event, cause, or campaign a flag can be hoisted up on one of the community flag poles

To the extent possible, requests must be submitted a minimum of two weeks in advance of the date intended for the flag raising.

### **Flag Raising Criteria**

Requests to use the community flagpole will be confirmed on a first come first served basis.

Flags will be raised on one of the three community flag poles located on the south side of the Courtyard near the intersection of Centre Street and Bagot Street for up to one month. Where another organization or group requests a flag raising and the three community flag poles are currently being used, the organization's flag which was raised first will be relocated to one of the three community flag poles located on the West Wing roof overlooking the Courtyard for the remainder of the time to be flown.

### **Requests for flag raising will be approved for the following:**

- Recognition of National and Independence Days (flags recognized by the Federal Department of Foreign Affairs and International Trade website)
- Art, community and cultural events and celebrations
- Charitable fundraising/public awareness campaigns
- Civic events

### **Requests for flag raisings will not be approved for the following:**

- Political parties/organizations, election campaigns
- Public demonstrations or rallies
- Promotion of private/profit-making business
- Religious organizations, celebrations, events or holidays
- Any event contrary to the City's policies, procedures and by-laws

**Process:**

1. The request for a flag raising must be submitted by an organization in writing on its letterhead and must include:
  - Purpose of flag raising
  - Name of flag to be raised
  - Photo of flag to be raised
  - Ceremony details (if a ceremony is required)
    - Proposed date and time of flag raising ceremony
    - Equipment required for the flag raising ceremony: e.g. lectern, microphone, CD player
2. To the extent possible, the request must be submitted to the City Clerk no less than two weeks in advance of the date of flag raising.
3. The City Clerk will review the request to ensure it complies with the City policy. If the request is not approved, City Clerk Services will prepare a letter of denial, including the reason why.
4. Organizations may request one flag raising within the calendar year (January 1 to December 31).
5. Flag raising ceremonies are arranged through the Mayor's Office. The Executive Administrative Assistant will be provided with a copy of the original request and is responsible to make arrangements for the flag raising ceremony.
6. It is the responsibility of the organization making the request to provide the appropriate flag to the City.