

 city of Woodstock	City of Woodstock Policy Manual
Subject:	Raising of Community Flags <u>and Banners</u> and Lowering of Flags to Half-Mast
Policy Number:	GA012
Revision:	<u>043</u>
Approved by Council:	May 17, 2001
Amended:	<u>September 21, 2023</u><u>July 10, 2025</u>

Statement Of Principle

To define the criteria and process for raising community flags, hanging community banners, and half-masting of flags.

Note: Canadian and provincial flags shall be flown in accordance with their respective flag protocols. All flags raised shall be displayed in accordance with proper flag etiquette, including appropriate sizing, positioning, and maintenance.

Community Flag Raisings and Banner Hangings

This policy aims to ensure that community flag raisings and banner hangings are conducted in a fair, inclusive, and respectful manner while promoting community pride, diversity, and civic engagement. Flags and banners raised in Woodstock should generally align with the values of the community, promote inclusivity, and comply with applicable laws and regulations.

The raising of community flags on the municipal flagpole in Museum Square and the hanging of community banners on up to eight light poles surrounding Museum Square is are permitted in order to recognize non-profit or charitable organizations, support public awareness campaigns, and celebrate achievements or civic events. The requester must clearly identify the significance and connection of the flag and/or banner to the mandate and goals as set out in the City of Woodstock's Strategic Plan.

Requests for community flags to be raised and banners to be hung will be submitted to the Office of the Mayor for consideration. Such applications shall be in writing and must provide sufficient background information about the organization and purpose and significance of the flag-raising.

After examination of the merits of each request, the Mayor is authorized to approve or deny any flag raising and banner hanging request in accordance with this policy. If the

request is not approved, the Mayor's Office will prepare a letter of denial, outlining the reasons for the denial in accordance with this policy.

If approved, the applicant organization will be advised of the endorsement of such **flag** raising in a manner suitable to the occasion, either in writing or as otherwise may be deemed desirable by the Mayor. The City of Woodstock flag will be temporarily removed to permit approved flags to be flown. If there are multiple requests for the same time period, the timing of the flag raisings **and banner hangings** can be coordinated at the discretion of the Mayor's Office. The requesting organization shall be responsible for providing the appropriate flag **and banners to be raised.**

Flag raisings **and banner hangings** will not be approved for:

- Matters of political controversy, ideological or religious beliefs or individual conviction.
- Matters contrary to City of Woodstock Strategic Goals, policies, or by-laws.
- National, Independence or Republic Days.
- Campaigns or events intended for profit-making purposes.
- Matters that incite discrimination, hatred, disorder, violence, or racism.
- Matters attempting to influence government policy.
- Political parties/organizations or election campaigns.

Half-Mast

Flags are authorized to be lowered to provide for a public tribute to a past or present elected official, City employee, or other individual, upon their death. Upon notice of the death of a past or present Member of Parliament or a Member of Provincial Parliament representing Oxford or a Woodstock municipally elected official or City employee, the flags located at the following City of Woodstock locations will fly at half-mast until sunset of the day of the funeral service:

Woodstock City Hall, 500 Dundas Street
Engineering Services, 944 James Street
Reeves Community Complex, 381 Finkle Street
Museum Square, 466 Dundas Street
Fire Hall, 1203 Parkinson Road
Fire Hall, 251 Vansittart Avenue

The City Clerk will be authorized to order the raising or the lowering of flags at properties and facilities listed above.

The Fire Chief may order the lowering of the flags at the fire stations in mourning for other fire and emergency personnel who have died in the line of duty, or any other commemoration or solemn occasion.

The flags may also be flown at half-mast for a person or persons not specifically identified in this policy, or for a local, National or Internationally significant event, at the discretion of the Mayor and/or CAO.

The onus for notifying the City Clerk's Department of a death would be the responsibility of either the family, the public, a member of Council, or the Mayor and/or CAO.

Revision Date	Rev #	Particulars
July 12, 2012	01	Formerly GA015
October 7, 2021	02	Add other city facilities and allow Mayor and/or CAO to have discretion for lowering of flags
September 21, 2023	03	Inclusion of Community Flag protocols in the policy
<u>July 10, 2025</u>	<u>04</u>	<u>Addition of banner hangings around Museum Square</u>