

	<h2>City of Woodstock Policy Manual</h2>
Subject:	Raising of Community Flags and Banners, <u>Distribution of City of Woodstock Flags</u>, and Lowering of Flags to Half-Mast
Policy Number:	GA012
Revision:	<u>054</u>
Approved by Council:	May 17, 2001
Amended:	July 10, 2025 <u>January 15, 2026</u>

Statement Of Principle

To define the criteria and process for raising community flags, hanging community banners, distributing City of Woodstock flags, 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.

Application

Requests for community flags to be raised, ~~and~~ banners to be hung, and distribution of City of Woodstock flags 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, purpose, and significance of the raising request.

After examination of the merits ~~of each request~~, the Mayor is authorized to approve or deny ~~any flag raising and banner hanging~~ the 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.

~~Flag raisings and banner hangings~~ Requests 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.

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 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.

If approved, the applicant organization will be advised of the endorsement of such 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.

Distribution of City of Woodstock Flags

Requests for purchase or donation of City of Woodstock flags must clearly identify the intended use of the flag and the significance and connection of the proposal.

Purchase: City of Woodstock flags are available for purchase by local businesses for the purpose of promoting community pride and in accordance with Municipal Code Chapter 330 – Fees and Charges.

Donation: Flags will be available for donation to local non-profit organizations that use them regularly, such as in colour parties, parades, or public events, both inside and outside the City. If an organization requests a flag donation more than once in a three-year period, the flag will be required to be purchased.

Loan: Flags will be available to loan to local non-profit organizations for a single event. These flags must be returned to the City of Woodstock immediately following the completion of the event. The organization will be required to provide a deposit equal to the price of the flag. This deposit will be returned to the group upon return of the flag, provided the City flag is in the same condition as when initially loaned.

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
July 10, 2025	04	Addition of banner hangings around Museum Square
<u>January 15, 2026</u>	<u>05</u>	<u>Addition of distribution of City of Woodstock flags and repeal of Policy GA008</u>