

APPENDIX 4

City	Types of recognition	What causes are recognized	Who owns the program	Criteria	Notes
Vancouver	<ul style="list-style-type: none"> • Light up City Hall • Light up Bloedel Conservatory • Flag Raisings • Proclamations 	<ul style="list-style-type: none"> • Important events, cultural occasions, non-profit awareness campaigns • Must have a direct connection to Vancouver and/or a Canada-wide importance • Personal, political, or commercial requests are not considered 	The City	<ul style="list-style-type: none"> • At the discretion of the City Clerk, the city will fly the flags of other sovereign nations, non-profit societies and other local organizations upon request • The City reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses the support for the politics of those nations 	<p>City Hall - Given the wide array of requests, the City reserve the light display for events we host that have a national or international significance, or that City Council has approved.</p> <p>Bloedel Conservatory - The City reserves the light displays for clients that host events at Bloedel Conservatory and we may not be able to meet your request depending on our current bookings or other lighting requests.</p> <p>Flag Raisings - At the discretion of the City Clerk, the city will fly the flags of other sovereign nations, non-profit societies and other local organizations upon request. The City reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.</p> <p>Proclamations - Can be requested for local events and initiatives, charitable and community-service initiatives, health and public service initiatives, multicultural awareness, special anniversaries for non-profit organizations that benefit communities, or someone who's made a major community contribution.</p>
Edmonton	<ul style="list-style-type: none"> • Lighting the High Level Bridge • Proclamations 	<ul style="list-style-type: none"> • Support events that are of national/international significance • Local festival or events • Local, national, or international awareness issue that builds community • Acknowledge and welcome dignitaries • Tributes and memorial requests for well-documented local or national figures or service members 	The City	<p>Flag raisings discontinued.</p>	<p>The High Level Bridge - Applications must be not-for-profit, community-focused and received at least three weeks prior to the requested date. Requests are processed in the order in which they are received and are considered on a case-by-case basis. Multi-day requests will not be accepted. The City reserves the right to deny requests that do not merit public support or are mainly personal, private, political, polarizing or commercial in nature.</p> <p>Proclamations - Residents may submit a request for a special proclamation, letter, certificate, or a unique message from the Mayor using an online form. Every request submitted is processed by Mayor's Office staff based on either priority or the order in which it arrives - this can take up to 4-6 weeks.</p> <p>Flag Raisings - After completing research on the best practices of other Canadian municipalities, the community flag pole program on the City Hall Plaza was discontinued earlier this year. Community groups are invited to seek other ways to recognize their cause, and celebrate and build community spirit in Edmonton, including the Light the Bridge program, a special proclamation, letter, certificate, or a unique message from the Mayor.</p>

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Calgary	<ul style="list-style-type: none"> • Calgary Tower • Flag Raisings • Proclamations 	<ul style="list-style-type: none"> • Annual holidays and citywide events • Special occasion lighting for nonpolitical registered national charitable events and/or causes • Flag raisings for charitable or non-profit organizations • Raising the flags of nations: in recognition of Calgary's ethnic and cultural diversity 	<p>The Calgary Tower is privately owned - lighting requests are at the sole discretion of Calgary Tower management</p> <p>Flag Raisings and Proclamations are owned by the City</p>	<ul style="list-style-type: none"> • Flags of charitable or non-profit organizations: to celebrate a special occasion or achievement in Calgary. • Flags of nations: in recognition of Calgary's ethnic and cultural diversity, The City will fly the flag of a nation on its national day. 	<p>Calgary Tower - The Calgary Tower is privately owned and therefore has its own selection review and policies. The Calgary Tower maintains traditional lightings for the religious holidays of Easter, Eid al-Fitr, Hanukah and Christmas. The Calgary Tower will not light for religious figures, organizations, institutions, or additional religious holidays. The City website hosts a comprehensive tower lighting request form. https://www.calgarytower.com/about/light-shows/lighting-request/</p> <p>Flag Raisings - Flag raisings for these occasions take place on the courtesy flagpole on the Municipal Plaza. Flags are flown for one day from sunrise to sunset. Applications must be received at least 4 weeks in advance of the requested date. Requests will be acknowledged, but not approved earlier than 3 months prior to the flag raising date. Applications may be submitted up to one year prior to the date of the flag raising. The City website hosts a comprehensive flag raising request form. https://forms.calgary.ca/content/forms/af/public/public/flag-raising-application.html</p> <p>Proclamations - Can be requested to officially recognize the importance of a charitable cause or event, an arts or cultural celebration, or a public awareness or fundraising campaign on a specific day, week or month.</p>

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Toronto	<ul style="list-style-type: none"> • CN Tower Lighting • Light up Toronto City Hall Towers • Toronto Sign Lighting • Flag Raisings • Proclamation 	<ul style="list-style-type: none"> • Support and elevate awareness for local not-for-profit and charitable causes • Celebrate Toronto's festivals and events • Celebrate and highlight significant accomplishments and series for Toronto's professional Sports teams and amateur sporting events • Underscore key national celebrations, historic commemorations and days proclaimed by the City to promote diversity • Flags of nations recognized by the Federal Department of Global Affairs on its national day or on the anniversary of a special occasion; or • Flags of non-profit or charitable organizations 	<p>The CN Tower is owned by the Canada Lands Company</p> <p>City Hall Towers and Toronto Sign lightings, Flag Raisings, and Proclamations are all owned by the City</p>	<p>Non-profit or charitable organizations may request for the City of Toronto to fly the following flags on its courtesy flag poles:</p> <ul style="list-style-type: none"> • Flags of nations recognized by the Government of Canada on a country's national day or on the anniversary of a special occasion; or • Flags of non-profit or charitable organizations. <p>Please note:</p> <ul style="list-style-type: none"> • Organizations may request one courtesy flag raising within the calendar year (January 1 to December 31). • Upon request, flags of nations may be flown once within the calendar year for either a country's national day or on the anniversary of a special occasion. • Requests to use the courtesy flagpole will be confirmed on a first come first served basis. • Your flag raising request should be received by Strategic Protocol & External Relations three to four weeks in advance of your request date. • Organizations with approved flag raising requests are required to provide a flag with metal grommets that is three-feet(.9144 metres) along the vertical section(staff or hoist) of the flag. <p>Requests will not be approved for:</p> <ul style="list-style-type: none"> • Political parties or organizations • Religious organizations or in celebration of religious events • Commercial entities or in celebration of corporate events • Intent that is contrary to City policies or bylaws • Organizations requesting flag raisings that espouse discrimination, hatred, violence or racism • Organizations that have already flown a flag on a courtesy flag pole within the same calendar year • Flags of nations that have already flown on a courtesy flag pole within the same calendar year 	<p>CN Tower - Requests may be submitted through an online form. Due to the high volume of applications, the Canada Lands Company cannot provide specific feedback to any individual organizations regarding the status or merits of its application.</p> <p>Toronto City Hall Towers - Lighting requests will not be considered if any of the following are true: matters of political controversy, ideological or religious beliefs, or individual conviction, events or organizations with no direct impact or connection to the City of Toronto, campaigns or events contrary to City policies or bylaws anything that contravenes City policies or bylaws, campaigns intended for profit-making purposes, or private or personal events. Tower Lighting requests are approved per individual request. There is no guarantee of ongoing or future request approvals.</p> <p>Toronto Sign - All requests will be reviewed by City of Toronto staff to ensure that they clearly adhere to the lighting criteria (fully listed on webpage). Requests that do not clearly meet the criteria may be brought forward by City staff to the interdivisional 3D TORONTO Sign Advisory Committee for final determination. City of Toronto staff have full and final authority to implement the 3D Toronto Sign Celebratory and Commemorative Lighting Program criteria. By submitting a lighting request for the 3D Toronto Sign, the applicant agrees that the decisions of City staff are final.</p> <p>Flag Raisings - Requests will not be approved for political parties or organizations, religious organizations or in celebration of religious events, commercial entities or in celebration of corporate events, intent that is contrary to City policies or bylaws, organizations requesting flag raisings that espouse hatred, violence or racism, or organizations that have already flown a courtesy flag during the same calendar year. The City of Toronto has a comprehensive form to submit flag raising requests.</p> <p>Proclamations - Requests should be submitted in writing, on organization letterhead, to Protocol at least four to weeks before the date you want proclaimed. Proclamations can be issued for public awareness campaigns, charitable fund raising campaigns, and arts and cultural celebrations. Proclamations are not issued for matters of political controversy, ideological or religious beliefs, or individual conviction, events or organizations with no direct connection to the City of Toronto, campaigns or events contrary to City policies or by-laws, National, Independence or Republic Days (please see flag-raisings for appropriate recognition) or campaigns intended for profit-making purposes.</p>

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Brampton	<ul style="list-style-type: none"> • Clock Tower Lighting • Flag Raising • Proclamations 	<ul style="list-style-type: none"> • Public awareness campaigns • Charitable fundraising campaigns • Arts and cultural celebrations • Special honours 	The City	<p>The Protocol Office will assess and approve community flag raising requests from charitable and non-profit organizations based on the following criteria.</p> <p>The City will fly flags on the Community Flag Pole:</p> <ol style="list-style-type: none"> a. Of nations recognized by the Government of Canada to celebrate a country's national day or on the anniversary of a special occasion b. Of organizations that have a presence in the Brampton community, except those outlined in section below. <p>The City will not approve requests for flag raisings on the Community Flag Pole requested by:</p> <ol style="list-style-type: none"> a. Organizations or groups that are political or partisan in nature, including political parties or political organizations b. Organizations that promote hatred, violence, racism, or discrimination of any kind c. Religious organizations d. Organizations that have already flown a flag on the Community Flag Pole within the same calendar year e. Commercial entities. <p>The City will not approve requests for use of the Community Flag Pole for flags that:</p> <ol style="list-style-type: none"> a. Belong to nations not recognized by the Government of Canada b. Represent political causes c. Celebrate religious events d. Celebrate corporate events e. Support of groups, organizations, or events that promote beliefs contrary to any other City policy or pose a reputational risk to the City f. Belong to nations that have already flown on the Community Flag Pole within the same calendar year. 	<p>Clock Tower Lighting - All clock tower lighting requests are subject to approval by the City's Protocol Office and based on availability on a first come first served basis. Requests must be made four weeks in advance of the requested lighting date. A clock tower lighting does not constitute a personal or civic endorsement.</p> <p>Flag Raising - A community flag raising is limited and specific to the Community Flag Pole located in Ken Whillans Square at City Hall. The Protocol Office will assess and approve community flag raising requests from charitable and non-profit organizations based on the listed criteria in the Flag Policy. The City will not approve requests for flag raisings on the Community Flag Pole requested by organizations or groups that are political or partisan in nature, including political parties or political organizations, organizations that promote hatred, violence, racism, or discrimination of any kind, religious organizations, organizations that have already flown a flag on the Community Flag pole within the same calendar year, or commercial entities.</p> <p>Proclamations - Can be requested for public awareness campaigns, charitable fundraising campaigns, arts and cultural celebrations; and special honours.</p>

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Ottawa	<ul style="list-style-type: none"> • Building Illuminations • Flag Raisings • Proclamations 	<ul style="list-style-type: none"> • Awareness for campaigns • Support for a cause, movement, campaign or initiative within the City • Flags flown to commemorate important and significant events or campaigns in the City 	The City	<p>Flags will be raised:</p> <ul style="list-style-type: none"> • in recognition of the ethnic diversity of the population of the City of Ottawa and of its unique role as the nation's capital, the City of Ottawa will fly the flag of any nation on its national day with whom Canada has diplomatic relations. All Embassies have been invited to provide the City's Office of Protocol and Intergovernmental Affairs with their national flag to be flown outside City Hall on their respective national day. Where these flags have been provided, they will be flown from sunrise to sunset in accordance with the attached list of national days provided by Global Affairs Canada (Appendix A). Where two or more countries share the same national day, the flags will be flown in alphabetical order; • as a gesture of respect and friendship, on the advice of the Chief of Protocol and at the direction of the Mayor, the City of Ottawa will fly the appropriate flag on the occasion of a visiting dignitary; the flag will be flown for the duration of the visit to Ottawa City Hall; • for groups and organizations whose mandates, programs or activities: <ul style="list-style-type: none"> - are directly related to the City of Ottawa by way of a relevant funding or partnership agreement; or - correspond with relevant days of awareness, celebration, importance, commemoration or promotion, as recognized by the Ontario Provincial Government and/or the Canadian Federal Government, or a Ministry or Department thereof. 	<p>Building Illuminations - Illuminations operate on a cost-recovery basis. Unlike other major city landmarks, the Heritage Building and Ottawa City Hall do not have the infrastructure to accommodate illuminations and therefore equipment needs to be rented and installed for each request. The average cost to illuminate the Heritage Building in one colour is \$1,000.00 plus applicable taxes. The choice of the supplier and the request for quotations is the responsibility of the organization. Illumination requests will only be approved if received in the Office of Protocol and Intergovernmental Affairs at least six weeks prior to the date of the illumination. The request must be from an organization located within the boundaries of the City of Ottawa.</p> <p>Flag Raisings - Must be submitted to the Office of Protocol and Intergovernmental Affairs on the group's / organization's official letterhead at least four weeks prior to the date of the requested flag raising. The City will not fly the flag of a group or organization whose undertakings or philosophy are contrary to City of Ottawa policies or by-laws, espouse hatred, violence, or racism, or are politically or religiously motivated or represent other individual conviction.</p> <p>Proclamations - Proclamations may be issued to charitable and non-profit organizations or arts, athletic and cultural celebrations to help increase awareness for their programs and activities, an individual who has achieved national or international distinction, or whose significant contribution to the community demands recognition, or an organization or an individual that is associated with Ottawa. Proclamations do not constitute a personal or civic endorsement.</p>
Montréal	<ul style="list-style-type: none"> • Montréal Tower Lighting 	<ul style="list-style-type: none"> • Showcase causes and special events • Highlights national holidays 	The Request Evaluation Committee for Special Lighting	<p>Flag Raising program not in place.</p>	<p>Montréal Tower - The special thematic lighting policy is for non-profit organizations only, especially well-known foundations. Any requests based on religion, ideology, or politics, or any request that may damage the reputation of any person (natural or legal), will be refused. Any commercial requests (e.g. product launch, corporate event, etc.) or personal requests (e.g. marriage proposal, birthday, retirement, etc.) will also be refused. Any requests which may harm the Olympic Park's reputation, including the Olympic Stadium and Montréal Tower, will also be refused.</p>