



City of Hamilton

GOVERNANCE REVIEW SUB-COMMITTEE ADDENDUM

Meeting #: 23-003
Date: July 5, 2023
Time: 9:00 a.m.
Location: Council Chambers
Hamilton City Hall
71 Main Street West


Tamara Bates, Legislative Coordinator (905) 546-2424 ext. 4102

10. DISCUSSION ITEMS

- *10.1 Hamilton Public Notice Policy By-law FCS23080 (formerly CL18012//LS18051)
- *10.2 City of Hamilton Flag and Sign Policy (CM23014) (City Wide)



CITY OF HAMILTON
CORPORATE SERVICES
Office of the City Clerk

TO:	Chair and Members of the Governance Review Sub-Committee
COMMITTEE DATE:	July 5, 2023
SUBJECT/REPORT NO:	Hamilton Public Notice Policy By-law FCS23080 (formerly CL18012//LS18051)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janet Pilon, (905) 546-2424 Ext. 4304
SUBMITTED BY:	 Andrea Holland City Clerk

RECOMMENDATION

That the Hamilton Public Notice Policy By-law, attached as Appendix “A” to Report FCS23080, be passed and enacted to come into force on July 14, 2023.

EXECUTIVE SUMMARY

On August 29, 2018, the Governance Review Sub-Committee referred Report CL18012/LS18051 respecting the Hamilton Public Notice Policy By-law back to staff for further information respecting the costs associated with the notices that the City is not required to advertise for in the newspaper.

The City from 2018 to June 23, 2023 published notices totalling approximately \$763,265. Staff have determined that the savings for excluding the newspaper notices for one of the notices that the City is not required to advertise for, in particular, the notices that were published respecting amendments to the Procedural By-law will show a savings of \$18,592 (2018 to June 23, 2023, for 20 public notices).

The City’s existing Public Notice Policy By-law, being By-law No. 07-351 (the “Public Notice By-law”) was enacted in 2007 and has not been amended since its enactment. The Public Notice By-law requires modernizing to reflect current methods of providing notification. Attached as Appendix ‘A’, to Report FCS23080, is a revised Public Notice By-law (the “Revised Public Notice By-law”) which continues to set out the minimum standards for public notice and also sets out the form, duration and manner in which notice will be provided, which in most instances will be on the City’s website, except where required otherwise by law.

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OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

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Since the publishing of public notices on the City's website is a change to the City's current practice, the Revised Public Notice By-law also includes a requirement that the Clerk publish information on how to access the City's Website to locate Public Notices and the related City documents, such as a report or a by-law, at least annually.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)

Financial: The costs associated with providing public notice will be significantly reduced through the publishing of notices on the City's website.

Staffing: Departmental staff will be required to change their current practice of submitting newspaper advertisements to Communications staff and will now complete a Web Request form in order to have the notices uploaded to the 'Public Notices' page on the City's website, at the following link: <https://www.hamilton.ca/city-council/news-notices>.

Legal: Paragraph 270(1)4 of the *Municipal Act, 2001* (the "*Municipal Act*") requires the municipality to adopt a policy respecting the circumstances in which notice will be provided to the public. Legal Services has prepared the Revised Public Notice By-law for the Committee's consideration.

HISTORICAL BACKGROUND (Chronology of events)

The City's current Public Notice By-law was approved in 2007 and sets out the form and manner in which public notice is provided, which in most instances, is by publication in the newspaper. The Public Notice By-law has not been amended or updated since its enactment in 2007.

In 2018 the Governance Review Sub-Committee considered report CL18012/LS18051 respecting the Public Notice By-law and referred it back to staff for further information relating to costs.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Paragraph 270(1)4 of the *Municipal Act* provides that the City of Hamilton shall adopt and maintain a policy with respect to the circumstances in which it shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

RELEVANT CONSULTATION

Departmental staff who are responsible for the publishing of notices were consulted and their comments have been incorporated into the proposed Revised Public Notice By-law, attached as Appendix "A".

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The City's website currently has a page for 'News and Notices', with a sub-page for 'Public Notices', at the following link: <https://www.hamilton.ca/city-council/news-notices> which has existed since September 2022. Public Notices have had 1,849 views since its inception, averaging 6.93 per day.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION
(Include Performance Measurement/Benchmarking Data if applicable)**

As hardcopy newspaper readership declines and more and more residents opt for digital sources of information, staff feel it is appropriate to move away from publication of notices in the newspaper, except where required by law, and move towards publication of notices in digital environments such as on the City's website where public notices can be obtained free of charge to the reader.

Many of the municipalities in Ontario have moved towards publication of notices on their website, either exclusively or in conjunction with optional or mandatory newspaper publication.

Changes to the *Municipal Act* and the *Ontario Heritage Act*, since 2007 when the City's existing Public Notice By-law was enacted have resulted in more discretion to municipalities in terms of when public notice should be given, as well as the form and manner in which notice is provided. As such, the City has the opportunity to opt for publishing public notices on the website and implementing that process will reduce advertising costs substantially.

The proposed Revised Public Notice By-law will continue to require compliance with all legislated requirements but will provide greater flexibility to the municipality by allowing notice to be given on the City's website. Moreover, while the Revised Public Notice By-law prescribes minimum requirements respecting public notice, Council can always direct staff to provide extended notice (including notice in the newspaper) and Staff can also exercise their discretion to provide extended notice where circumstances warrant.

A Public Notices eNewsletter was setup in November 2022 for residents to subscribe to and receive these notices direct to their email. As of June 2023 there are currently 1,286 subscribers. An example of an eNewsletter can be found at the following link: [Notice of Study Commencement \(Ainslie Wood EA\)](#), which as of March 2023, had 749 subscribers.

Staff currently submit requests for the uploading of public notices to the City's website via electronic form with standardized form fields to maintain quality and consistency across all entries.

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Hard copies of notices will be made available in the Clerk's Office, by request and when the website is not available.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix 'A' – Hamilton Public Notice Policy By-law

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Authority: Item ____, Audit, Finance and Administration
Committee
Report 23-011 (Governance Review Sub-
Committee Report 23-003)
CM: July 14, 2023
City Wide
Ward: City Wide

Bill No.

CITY OF HAMILTON

BY-LAW NO. 23-

A By-law to Adopt and Maintain a Policy with respect to providing Public Notice and to repeal By-law No. 07-351

WHEREAS paragraph 4 of subsection 270(1) of the *Municipal Act, 2001* provides that the City of Hamilton shall adopt and maintain a policy with respect to the circumstances in which it shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

Definitions

1. In this By-law:

“**Committee**” means a Standing Committee of the Council of the City of Hamilton;
and,

“**Council**” means the Council of the City of Hamilton.

Application

2.(1) This By-law is the City of Hamilton’s policy with respect to providing public notice.

(2) Notice shall be provided in accordance with this By-law unless:

- (a) notice is otherwise prescribed by statute, regulation or other provincial enactment, in which case notice shall be given in accordance with the statute, regulation or enactment;
- (b) notice is otherwise prescribed by a City of Hamilton by-law or policy, in which case notice shall be given in accordance with the other by-law or policy;
- (c) Council directs that other notice is to be given as Council considers adequate; or,

A By-law to Adopt and Maintain a Policy with respect to providing Public Notice and to repeal By-law No. 07-351

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- (d) the City Manager determines that an urgent situation exists, in which case the City Manager may waive the prescribed notice in this By-law.
3. This By-law does not apply to notice prescribed by the Council Procedural By-law.

Notice

- 4.(1) Notice of a matter to be considered by Committee or Council at a regularly scheduled meeting is sufficiently provided as an item on a Committee or Council agenda posted on the City of Hamilton's website a minimum of five days preceding the Committee or Council meeting where the matter is first considered.
- (2) Notice of a matter to be considered by Committee or Council at a special meeting is sufficiently provided as an item on the Special Committee or Council agenda posted on the City of Hamilton's website a minimum of 2 days preceding the special Committee or Council meeting where the matter is first considered.
- (3) When notice is provided in accordance with subsection 4(1) and (2), no additional notice shall be required for subsequent meetings where a matter has been deferred or referred to a subsequent meeting by a Committee or Council.
- 5.(1) Where notice is prescribed by statute, regulation or other provincial enactment or by a City of Hamilton by-law or policy, but:
- (a) the manner of the notice is not prescribed, posting the notice on the City of Hamilton website is sufficient;
 - (b) the form of the notice is not prescribed, the notice shall contain:
 - (i) a general description of the matter;
 - (ii) where the matter relates to a particular location, a description of the location; and,
 - (iii) instructions on how to obtain additional information about the matter;or,

A By-law to Adopt and Maintain a Policy with respect to providing Public Notice and to repeal By-law No. 07-351

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- (c) the timing of the notice is not prescribed, the Clerk in consultation with the management staff responsible for the matter shall determine timing that is reasonable in the circumstances.
6. Any notice required under Part IV or Part V of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18 ("*Ontario Heritage Act*") to be published in a newspaper having general circulation in the Municipality may be given by the posting of notice on the City's website for a minimum of 30 days and for the entirety of any relevant objection period and such notice shall comply in all other respects with the requirements in the *Ontario Heritage Act*.
 7. Notice of a matter on the City of Hamilton website is sufficiently provided even if there are times during the notice period when the City of Hamilton's website is not available.
 8. Notices posted on the City's website in accordance with this By-law will be made available in an alternative format, upon request.
 9. The notice requirements under this By-law are minimum requirements and notice may be provided to the public in an extended manner if, in the opinion of the management staff responsible for the matter, the extended manner is reasonable in the circumstances.
 10. At least once a year the City Clerk shall cause a notice to be published in a newspaper having general circulation setting out information on how to access the City's Website to locate public notices and the related City documents such as a report or a by-law.

General

A By-law to Adopt and Maintain a Policy with respect to providing Public Notice and to repeal By-law No. 07-351

11. Time periods set out in this By-law shall be counted by excluding the day of the period on which notice is first given and including the day of the period on which the meeting or other event takes place.
12. This By-law may be cited as the "Public Notice Policy By-law" or the "Hamilton Public Notice Policy By-law".
13. City of Hamilton By-law No. 07-351 is repealed on July 14, 2023.
14. This By-law comes into force on July 14, 2023.

PASSED this 14th day of July, 2023.

A. Horwath
Mayor

A. Holland
City Clerk



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Digital Innovation & Strategic Partnerships
and
Communications & Strategic Initiatives

TO:	Mayor and Members Governance Review Sub-Committee
COMMITTEE DATE:	July 5, 2023
SUBJECT/REPORT NO:	City of Hamilton Flag and Sign Policy (CM23014) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Shannon Honsberger (905) 546-2424 Ext. 6524
SUBMITTED BY:	Cyrus Tehrani Chief Digital Officer & Director of Innovation City Manager's Office
SIGNATURE:	
SUBMITTED BY:	Matthew Grant Director of Communications & Strategic Initiatives City Manager's Office
SIGNATURE:	

RECOMMENDATION

- a) That the City of Hamilton's Flag Protocol (Report 11-003 to Governance Review Sub-Committee) be repealed and replaced with the City of Hamilton Flag and Sign Policy in Appendix A to Report CM23014;
- b) That the City of Hamilton Flag and Sign Policy be posted on the City website to guide the raising and lowering of flags and lighting of the 3D Hamilton sign; and
- c) That the City of Hamilton Flag and Sign Policy be brought forward for amendment at such time that the City adopts an official days of recognition policy.

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SUBJECT: City of Hamilton Flag and Sign Policy (CM23014) (City Wide) - Page 2 of 4

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The City of Hamilton's current Flag Protocol was approved at the Governance Review Sub-Committee in 2011. This protocol, respecting national flag etiquette, outlines the types of flags flown, how they should be flown, and when they should be flown at half-staff to recognize a day of significance to the community. In addition, the City accepts community requests to raise flags at City Hall to recognize days and months of significance to the community.

In 2018, the City unveiled the 3D Hamilton sign in the forecourt of City Hall. There is no Council-approved policy that outlines the sign lighting criteria, however the administration of the community requests to light the sign have been completed in the spirit of the flag protocol since unveiling.

To enhance the delivery of this program, a proposed policy has been drafted, included in Appendix "A" to Report CM23014, and a proposed commemorative schedule is included in Appendix "B" to Report CM23014.

The proposed approach seeks to create a simple framework for commemorating days and months of significance. The City would recognize a minimum calendar of dates as defined by Provincial and Federal proclamation and legislation, with the continued opportunity for community groups to seek recognition via requests.

In order to ensure transparency and equitability to the request process, the evaluative criteria for both the flag and sign would be available to the public via the City website, and staff would only deny requests if they did not meet the criteria outlined in the policy.

The Policy outlines the requirements of the request including:

- Is made on behalf of a local, provincial, national, or international organization
- Does not contravene any City policy
- Does not duplicate an existing request
- Supportive of inclusion, diversity, equity, and accessibility and does not promote hate
- Does not promote a specific religious denomination or sect
- Is not political in nature
- Does not promote commercial interests
- Does not reflect personal occasions (i.e., an individual's birthday)
- Takes place no more than once a year
- Aligns with the Global Affairs Canada list of national days

Updates to the duration of flag and sign requests are included in the policy to acknowledge operational limitations and ensure equitable access to all requesters. This

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SUBJECT: City of Hamilton Flag and Sign Policy (CM23014) (City Wide) - Page 3 of 4

includes a maximum flag request of two business days, except for major commemorative events as defined by the City, and a single night for the lighting of the sign.

It is recommended that this policy, as well as the annual calendar, be posted on the City website to provide transparency around community requests and the commemorative activities to expect from the City.

Alternatives for Consideration

N/A

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: Approving this updated policy would improve clarity for staff and the administration of the flag and sign program.

Legal: N/A

HISTORICAL BACKGROUND

The City of Hamilton's current Flag Protocol was approved at the Governance Review Sub-Committee in 2011 – Report 11-003 – and respects national flag etiquette. Flag raisings have been occurring at City Hall for several decades.

Of particular interest to the community are the flag poles on the parapet of City Hall. There are thirteen flag poles, eight of which fly permanent flags such as the Canadian, Ontarian, Hamiltonian, Francophone, and local Indigenous flags. There are five courtesy poles that are available for temporary flags such as the current Ukrainian flag, and flags for visiting dignitaries, including community flag requests.

There is no Council-approved policy governing the 3D Hamilton sign.

In late 2022, the Mayor's office delegated the administration of these two programs to the City Manager's Office.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

If Council were to approve the recommendations in this report, the Flag Protocol in Report 11-003 would be repealed, and the policy in Appendix A would replace it.

SUBJECT: City of Hamilton Flag and Sign Policy (CM23014) (City Wide) - Page 4 of 4

RELEVANT CONSULTATION

In preparing the policy before Sub-Committee, staff have consulted with those involved in administering it – the Facilities team, Communications, the Community Engagement team, and the Mayor’s Office. Community members making flag or sign requests were also asked informally about the process. Key consultation was with the Community Engagement team to help define the days and months of significance to the community, including equity-deserving groups.

Other jurisdictions were also consulted. The Cities of Burlington and Toronto were engaged verbally, and staff reviewed available policies for the City of Ottawa, City of Vancouver, City of Calgary and City of Toronto. Provincial, Federal, and international days and months of significance calendars were reviewed as inputs into the proposed approach.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**Community Engagement and Participation**

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community

Culture and Diversity

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report CM23014 – City of Hamilton Draft Flag and Sign Policy

Appendix “B” to Report CM23014 – Proposed Flag & Sign Recognition Calendar

City of Hamilton Flag and Sign Policy

Purpose: To provide direction with respect to Flag and Hamilton Sign etiquette and protocol, the half-staffing and the raising of flags at Hamilton City Hall and City of Hamilton-owned facilities, including the permanent flags on top of City Hall.

Scope: This protocol applies to all properties and facilities owned and operated by the City of Hamilton, as well as the locations of all City-run events, except those where the policies of another government body would take precedence.

Responsibility: The Communications and Strategic Initiatives Division is the owner of this protocol and responsible for periodically reviewing and updating this protocol. The Division is also responsible for the coordination of the raising or lowering of the flags and illumination of the sign as determined by this policy. This team will also prepare appropriate communications to inform the community of the lowering of the Flag. (i.e. social media/information on the City of Hamilton Website).

Definitions:

3D Hamilton Sign: refers to the 3D LED lightable HAMILTON sign in the City Hall forecourt

Half-Staff: refers to when a flag is flown at the half-way point on a freestanding flag pole, often referred to as half-mast.

Current Employee: refers to an individual employed by the City of Hamilton that is actively attending part-time or full-time work duties, on short term or long-term disability, or on a leave of absence from their role at the city.

Use of the Flag and Sign

The flag poles, permanent poles on City Hall, and the 3D Hamilton sign at City Hall are opportunities for the City to raise awareness and show respect for community events, causes, and major events. The City will observe major world events, commemorative dates, the passing of dignitaries and important community members, and the visitation of dignitaries via a raising or lowering of a flag or illumination of the 3D Hamilton sign. Where there are community requests for the same time, preference will be shown to the recognition of visiting dignitaries, including former and current political leaders of other Canadian and international jurisdictions.

Neither option will be used to promote hate, discrimination, oppression, political or religious factions, or other harmful causes. The City of Hamilton retains the right to make this determination on a case by case basis.

Flag Protocol:

All flag raising and lowering will be in line with Federal flag etiquette.

In recognition of the City's affiliations, flags be flown on the roof of City Hall in the following order beginning on the extreme left as viewed from the front of the building:

1. Canadian Flag
2. Provincial Flag
3. Municipal Flag
4. United Nations
5. Franco-Ontarian
6. Courtesy flags subject to change
7. Métis Nation
8. Mississauga of the Credit First Nation
9. Inuit Tapiriit-Kanatami
10. Haudenosaunee Confederacy

As a gesture of respect and friendship, the City of Hamilton will fly the appropriate flag on the occasion of a visiting dignitary, including former and current politicians from other Canadian and international jurisdictions. The flag will be flown from a courtesy flagpole at City Hall for the duration of the visit. In the event that there is a community request for a flag raising on a community pole at the same time, the visiting dignitary's flag will fly in a position of prominence. If there are no courtesy poles available to raise the dignitary's flag, a community requested flag will be lowered in deference to the visiting dignitary. The Canadian, Provincial, Municipal, and Indigenous flags will not be lowered to make space for community requests.

On days of significance, the Canadian Flag flying on the free-standing flagpole at City Hall may be changed, provided it still flies on a permanent pole on top of City Hall.

Flags are also to be flown at the five Municipal Service Centres, on their own masts, with the ability to raise and lower, in the following order:

1. Canadian Flag
2. Provincial Flag
3. Municipal Flag
4. Franco Ontarian Flag
5. Métis Nation
6. Mississauga of the Credit First Nation
7. Inuit Tapiriit-Kanatami
8. Haudenosaunee Confederacy

When there are less than eight flag poles available, preference will be shown to the Canadian, Provincial, and Municipal flag.

Flying of the Flag at Half-staff



Flags are flown at half-staff as a sign of mourning and respect upon death.

If there is more than one flag flying in unison, all flags flown together should be flown at half-staff.

Half-staffing will occur immediately upon notification of a death until sunset on the day of the funeral, or for a period of five business days if no funeral or visitation has been scheduled, for the following occasions:

1. Sovereign or a member of the Royal Family related in the first degree to the Sovereign (i.e. sibling, spouse, parent, child)
2. Governor General of Canada (current/former)
3. Lieutenant Governor of Ontario (current/former)
4. Canadian Prime Minister (current/former)
5. Ontario Premier (current/former)
6. Mayor (current/former)
7. Member of Council (current and former of Hamilton, Ancaster, Dundas, Flamborough, Stoney Creek, Glanbrook)
8. Local Member of Federal or Provincial Government (current/former)
9. All current City employees including Police, EMS and Fire Services to be lowered at the employee's immediate workplace. Should the workplace not fly flags, the flags flown at City Hall will be lowered to half-staff*.
10. A major tragic event, such event or remembrance of fatal natural disasters and mass shootings, at the discretion of the policy owner

**It would be the responsibility of the individual's people leader to notify the Communications & Strategic Initiatives team and coordinate a flag lowering.*

In the event that there are community emergencies which prevent the lowering of the flag on the dates of passing to the funeral, the City may designate a future date to acknowledge the passing with the flag at half-staff. This substitution should be communicated on City communication channels to ensure awareness for the acknowledgment. The determination of this day will be made by the policy owner in collaboration with the individuals' family/friends.

Half-staffing will also occur on events or special circumstances such as events deemed to represent a significant tragedy or a loss of life, including publicly announced Canadian Forces fatality on any Canadian or Canadian-involved mission at home or abroad.

Disposal of Flags

When a flag becomes worn, noticeably faded or otherwise unfit to be flown, it should be disposed of in a respectful manner and immediately replaced. The department of Public Works shall hold responsibility for ensuring this is done.

3D Hamilton Sign Protocol:

With respect to the 3D Hamilton Sign outside of the Hamilton City Hall, sign protocol is that the sign be illuminated in the appropriate colour to reflect commemorative dates identified by the Provincial government, and Federal government, such as

- Provincial or national celebrations
- Days of remembrance or mourning
- Significant days of diversity

Requests for sign illuminations will also be accepted from the community in accordance with the procedure below.

Annual Calendar

The Communications and Strategic Initiatives team, on an annual basis, will review the Federal and Provincial commemorative dates and schedule the appropriate sign lighting and flag raising/lowering. This calendar will be posted for public awareness.

Communications

Sign lighting schedule and flag raising and lowering information will be posted on the City's website, and/or social media channels as appropriate, to ensure community awareness.

Community Requests

In addition to the annual calendar, community members may make requests for flag raising, lowering, and sign lighting.

In general, flags raised through a community request will be raised for two business days. In the event of major awareness months, City of Hamilton staff retain the authority to raise flags for additional dates, where space allows.

The lighting of the sign by community request will be for a single night, from dusk until dawn of the following day. A maximum of two requests will be accommodated per day on a 30-minute rotating basis.

In all cases, flag and sign requests are approved on a first come first served basis, with the exception of visiting dignitaries which takes precedence over community requests.

Request Requirements:

To submit a request, the party must submit their information via webform, including

- Persons name, organizations name, and contact information

City Manager's Office Policy
Corporate Wide
Policy No. TBD



- Date and rationale of request
- Colour/flag requested
- Agree to provide a 3 foot by 5-foot flag with grommets, should the City not have the specific flag in storage
- Self-evaluation of the request against proscribed criteria.

The request must be made four weeks ahead of the requested date.

Evaluation Criteria:

Community requests will be evaluated against the following criteria.

1. The request is made by a local, provincial, or national organization
2. The request recognizes a municipally, provincially, nationally, or internationally recognized day or month of significance, cause, or initiative
3. The request does not contradict any City of Hamilton By-Laws, or Provincial or Federal statute.
4. The request does not duplicate a sign lighting/flag raising or lowering already scheduled within a calendar year.
5. The request is supportive of equity, diversity, and inclusion, and does not promote or encourage any hate, discrimination, or negative outcomes to marginalized populations
6. The request does not sponsor or promote the practice of a specific faith denomination or political ideology
7. The request does not imply any allegiance or support for a specific political movement, ideology or other statement of beliefs on behalf of the City of Hamilton
8. The request is not affiliated with any commercial, for-profit, or private entities
9. In the case of flag requests, the request aligns with the approved national days list approved by Global Affairs Canada

Evaluation Process

All requests will be reviewed by City of Hamilton staff and to ensure that they clearly adhere to the protocol criteria. Requests that do not clearly meet the criteria may be brought forward by City staff to other departments to support decision making.

Preference will be shown to the City's annual calendar of recognized days and months of significance. Following this, requests will be considered on a first come first serve basis with a maximum of two sign lightings per day (on a rotating basis).



The City of Hamilton staff have full and final authority to implement the flag raising/lowering and 3D Hamilton Sign Community Lighting Program criteria. By submitting a lighting request for the Flag raising or 3D Hamilton sign, the applicant agrees that the decisions of City staff are final.

Notification of Acceptance and Approval

Staff will endeavor to provide notification of acceptance within two weeks of the date that the request was received via webform.

Requests should not be submitted more than six months in advance.

History

The following stakeholders were consulted in the creation or revisions made to this Policy: Communications & Strategic Initiatives, Government Relations & Community Engagement, the Mayor's Office, and Facilities.

This policy replaces the former policy named the City of Hamilton Flag Protocol dated May 26, 2011.

The policy comes into force August 1, 2023

Proposed Flag & Sign Recognition Calendar

The dates below are compiled based dates recognized by the Ontario Provincial Governmentⁱ, and relevant dates from the Canadian Federal Governmentⁱⁱ. All community requested dates that are not on this list would be evaluated based on the criteria outlined in the draft Flag & Sign Protocol.

Date	National Day or Observance	Authority	City of Hamilton Recognition
JANUARY			
January	Tamil Heritage Month	Federal	Sign = yellow, green
1 January	New Year's Day	Federal	Sign = multicolour
11 January	Sir John A. Macdonald Day	Federal	Sign = red, white, red
17 January	Raoul Wallenberg Day	Federal	Sign = blue and yellow
21 January	Lincoln Alexander Day	Federal	Sign = red, green, gold
24 January	World Day for African and Afrodescendant Culture	Federal	Sign = red, green, gold
27 January	International Holocaust Remembrance Day	Federal	Sign = yellow Flag = lowered
29 January	National Day of Remembrance of the Quebec City Mosque Attack and Action against Islamophobia	Federal	Sign = green Flag = lowered
FEBRUARY			
February	Black History Month	Federal	Sign = red, green, gold
15 February	National Flag of Canada Day	Federal	Sign = red, white, red
3 rd Monday in February	Family Day	Ontario	Sign = multicolour
MARCH			
March	Bangladeshi Heritage Month	Ontario	Sign = green, red
March	Irish Heritage Month	Federal	Sign = green
8 March	International Women's Day	Federal	Sign = purple
14 March	Commonwealth Day	Federal	Sign = blue, red, white
21 March	International Day for the Elimination of Racial Discrimination	Federal	Sign = red
31 March	International Transgender Day of Visibility	Federal	Sign = blue, pink, white
APRIL			
April	Sikh Heritage Day	Federal	Sign = blue, orange

April	Genocide Remembrance, Condemnation, and Prevention Month	Federal	Flag = lowered
9 April	Vimy Ridge Day	Federal	Flag = lowered
2nd Wednesday of April	International Day of Pink	Federal	Sign = pink
April 27-28	Yom HaShoah (Holocaust Remembrance Day)	Federal	Sign = yellow Flag = lowered
28 April	Workers Mourning Day	Federal	Sign = dimmed Flag = lowered
MAY			
May	Canadian Jewish Heritage Month	Federal	Sign = blue
May	Asian Heritage Month	Federal	Sign = red
May	Polish Heritage Month	Provincial	Sign = white, red
May	South Asian Heritage Month	Provincial	Sign = red
5 May	South Asian Arrival Day	Provincial	Sign = red
5 May	Dutch Heritage Day	Federal	Sign = red, white, blue
5 May	Missing and Murdered Indigenous Women, Girls, and 2 Spirited People	Federal	Sign = red
17 May	International Day Against Homophobia, Transphobia, and Biphobia	Federal	Sign = rainbow
21 May	Ontario Flag Day	Provincial	Sign = Red, Blue, Green, Gold
24 May	Victoria Day	Federal	Sign = red, blue, white
JUNE			
June	Seniors Month	Provincial	Sign = multicolour
June	National Indigenous Heritage Month	Federal	Sign = White, Yellow, Red, Orange
June	Italian Heritage Month	Federal	Sign = green, white, red
June	Filipino Heritage Month	Federal	Sign = gold, blue, red
June	Portuguese Heritage Month	Federal	Sign = green, red
June	Pride Season	Federal	Sign = rainbow Flag = progress pride & transgender flag
19 June	United Empire Loyalists Day	Provincial	Sign = blue, red, white
21 June	National Indigenous Peoples Day	Federal	Sign = white, yellow, red, orange

23 June	National Day of Remembrance for Victims of Terrorism	Federal	Sign = dimmed Flag = lowered
24 June	Saint-Jean-Baptiste Day / Fête nationale du Québec	Federal	Sign = blue
27 June	Canadian Multiculturalism Day	Federal	Sign = multicoloured
JULY			
July	Egyptian Heritage Day	Provincial	Sign = red, white
1 July	Canada Day	Federal	Sign = red, white, red
10 July	Nikola Tesla Day	Provincial	Sign = yellow
AUGUST			
1 August	Emancipation Day	Federal	Sign = red, green, gold
2 August	George Hamilton Day	Municipal	Sign = blue, yellow
3rd week of August	Public Service Pride Week	Federal	Sign = blue, yellow
SEPTEMBER			
7 September	Ukrainian Heritage Day	Provincial	Sign = blue, yellow
10 September	Firefighters National Memorial Day	Federal	Sign = red Flag = lowered
24 September	Police and peace Officers National Memorial Day	Federal	Sign = blue Flag = lowered
25 September	Franco Ontarian Day	Provincial	Sign = green, white
4th Week of September	Gender Equality Week	Federal	Sign = pink, purple, blue
30 September	National Day for Truth and Reconciliation	Federal	Sign = orange
OCTOBER			
October	German Heritage Month	Federal	Sign = red, yellow
October	Canadian Islamic History Month	Federal	Sign = green
October	Women's History Month	Federal	Sign = pink
October	Latin American Heritage Month	Federal	Sign = Green, red, blue, white, yellow
October	Hispanic Heritage Month	Provincial	Sign = red, yellow, orange
1 October	National Seniors Day		Sign = blue, white
11 October	International Day of the Girl Child	Federal	Sign = pink
18 October	Persons Day	Federal	Sign = multicolour
NOVEMBER			
November	Albanian Heritage Month	Provincial	Red

November	Hindu Heritage Month	Federal	Sign = orange
5-11 November	Treaties Recognition Week	Provincial	Sign = white, yellow, red, orange
5-11 November	Veterans Week	Federal	Sign = red Flag = lowered
8 November	Indigenous Veterans Day	Federal	Sign = white, yellow, red, orange Flag = lowered
11 November	Remembrance Day	Federal	Sign = red Flag = lowered
20 November	National Child Day	Federal	Sign = multicolour
20 November	Transgender Day of Remembrance	Federal	Sign = blue, pink, white
20-26 November	Canadian History Week	Federal	Sign = red, white, red
15 November – 10 December	16 Days of Activism Against Gender Violence	Federal	Sign = red
DECEMBER			
3 December	International Day of Persons with Disabilities	Federal	Sign = purple
6 December	National Day of Remembrance and Action on Violence Against Women	Federal	Sign = dimmed Flag = lowered
10 December	Human Rights Day	Federal	Sign = multicolour
11 December	Anniversary of the <i>Statute of Westminster</i>	Federal	Sign = blue, red, white

ⁱ <https://www.ontario.ca/page/ontarios-celebrations-and-commemorations> - note, not all dates recognized via provincial legislation are captured on this page, so some additional dates have been added that have legislative support (e.g., treaties week).

ⁱⁱ <https://www.canada.ca/en/canadian-heritage/services/important-commemorative-days.html>