

**RECOGNITION POLICY**  
**PROCLAMATIONS, LIGHT-UPS, BANNERS AND FLAGS**  
**Council Policy No. 151/22**

**PURPOSE:**

To establish the process by which requests for recognition are received and outline the criteria that is used to evaluate these requests.

**PRINCIPLES:**

The City of Fort St. John helps recognize important community events and initiatives through the following:

- Issuance of proclamations
- Flying of flags on the community flagpole at City Hall
- Lighting up of city assets
- Banners on city property

Recognizing local community events and initiatives is important to residents and community organizations.

The City's consideration of a request for recognition is to fulfill a request rather than endorse the content of the recognition.

**POLICY:**

Requests for recognition are considered on a case-by-case basis using the following criteria:

- Be presented and endorsed by a local individual, group or organization
- Support an event of provincial, national or international significance
- Support a local festival or event that positively impacts community spirit
- Support a local, national or international awareness issue that builds community or is related to community health operated by a nationally recognized charitable organization
- Does not conflict with approved and scheduled requests

Requests for recognition will not be considered for:

- Commercial requests (e.g. product launches, corporate events)
- Individual recognition or personal occasions (e.g. gender reveals, birthdays, anniversaries)
- Religious or political events or observances
- Events or organizations with no direct relationship to the City of Fort St. John
- Polarizing events that divide, rather than unite, the community
- Campaigns or events contrary to any City policy, bylaw or otherwise prohibited by law
- Requests made via petitions and/or social media campaigns

Lighting rented space from the City for private events and bookings is considered within the rental agreement and is outside the scope of this policy.

PROCEDURE:

All request under this policy must be submitted to the Corporate Officer. Staff will review the request to determine consistency with this policy.

Requests for proclamations will be presented to Council for consideration at Regular Council meetings.

Requests to fly flags at City Hall, install banners on city property or light up city assets that are consistent with this policy will be approved by the Corporate Officer or designate. Council will be provided with advance notice of all approved requests to fly flags, install banners or perform light ups.

Notice of approved recognition will be communicated to residents by posting on the City of Fort St. John's social media channels.