

**Building Illumination/Proclamations/Parades/Tag Days Policy**



<b>Section</b>	<b>Date</b>	<b>By-Law Number</b>	<b>Page</b>	<b>Of</b>
Administration & Finance	September 16, 2025	125-2025	1	4
<b>Subsection</b>	<b>Repeals By-Law Number</b>		<b>Policy Number</b>	
Proclamations/Tag Days/Parade Permits	80-2013		AF-10-5	

**1.0 Purpose**

To control and regulate the issuing of Building Illumination Permits, Proclamations, Parade Permits and Tag Days.

**2.0 Building Illumination**

The City’s Building Illumination Program is aimed at recognizing local events and celebrations occurring across the City.

2.1 All such illumination requests alongside the proposed illuminated piece are to be made by individuals or organizations residing within the City to the City Clerk at-least three weeks prior to the start of the illumination period. A building illumination permit may only be issued to the following:

- Events that support local or community events.
- Events or occasions that contribute to the City economically or socially.
- Events or occasions of national, provincial or municipal significance.

2.2 The applicant for such a permit is responsible for arranging proper lighting and all necessary mechanisms needed to illuminate the relevant City building. The City’s role is limited to granting permission for the use of City facility. Any harm resulting as a result of the applicant illuminating shall be the responsibility of the applicant, including but not limited to harm to any lighting or building.

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- 2.3 A building illumination permit shall not be issued to:
- Individuals and organizations whose intent behind the illumination is of a political or religious nature, or that of any such convictions;
  - Any illumination that contradicts any other City of Kenora’s policies and bylaws;
  - Any illumination that engages in discrimination, hatred or violence;
  - An individual or organization applicant who is not a resident of Kenora, or if the illumination does not concern an occurrence within the City of Kenora.

Additionally, the City reserves the right to cancel any illuminations as deemed necessary.

**3.0 Proclamations**

3.1 All proclamation requests must be made to the Office of the City Clerk at-least two weeks prior to the proposed event’s proclamation. The City Clerk (or designate) shall be vested the power to approve or deny a proclamation request, if in contravention of any conditions set forth in this policy.

- 3.2 A proclamation may only be issued to the following:
- An individual or organization within the boundaries of the City of Kenora that has achieved regional, national or international distinction, or whose contributions to the community deserve recognition.
  - An individual or organization requesting proclamation on a matter directly related to the City of Kenora.
  - An individual or an organization or a matter on the recommendation of the Mayor.

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3.3 A proclamation will not be issued for:

- Individuals or organizations that are politically or religiously motivated, or those representing any such convictions.
- Campaigns, events, activities that are opposed to any other City of Kenora’s policies and bylaws.
- Individuals or organizations that engage in discrimination, hatred or violence.
- Individuals or organizations or matters or causes that are not directly linked to the City of Kenora.
- Individuals or organizations or matters upon whom bestowing a proclamation would create division within the City.

3.4 A proclamation must only be requested by an individual or organization that resides within the boundaries of the City of Kenora for a local cause (matter) and such proclamation may only be issued for a period allotted at the discretion of the City Clerk (or designate).

3.5 A text for proposed proclamation must also be provided along with the proclamation request. Modifications to such text may be necessary for the text to be approved.

3.6 Any costs incurred relating to the advertising or promotion of the proclamation are the responsibility of the applicant.

3.7 An individual or an organization does not have exclusive rights to the day, week, or month of their proclamation. Proclamations may be proclaimed in duplicate should more than one event fall during the same requested period.

**4.0 Parade Permits**

4.1 Any form of Parade that requires the use or closure of any public property including but not limited to streets and sidewalks shall require a Parade Permit. Requests for Parade Permit must be made in writing to the Office of the City Clerk on the appropriate prescribed form, and shall include a map outlining the route of the walk, parade, march etc. At the Clerk’s discretion, police service approval may need to be acquired before formal City approval.

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4.2 The police service is to receive a copy of the approved form if and when granted, together with applicable municipal departments, and other such agencies, (i.e. Ambulance, and Northwestern Health Unit).

4.3 The applicant may request how long they wish for a street to be closed for, however any such decision rests with the Office of the City Clerk. Additionally, after formal approval the applicant must pay \$35 temporary street closure fee.

**5.0 Tag Days, Canvasses, Drives**

5.1 The City Clerk, or designate, shall consider and have the authority to approve requests (in writing) for Tag Days, Canvasses, and Drives, provided they are not taking place on the same day or same weekend. Requests are not to be approved "back-to-back" so that residents are not inundated every weekend.

5.2 Permission will be granted by way of written approval. The following conditions apply:

- A maximum of two consecutive days at one time for the holding of a Tag Day, Canvass or Drives may be approved for these types of activities.
- Tag Days, Canvasses, or Drives must be made on behalf of and for the benefit of a Non-Profit Group or Organization.