

Building Illumination/Parades/Tag Days Policy



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Subsection	Repeals By-Law Number		Policy Number	
Building Illumination/ Parades/ Tag Days	125-2025		AF-10-5	

1.0 Purpose

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

2.0 Building Illumination

The illumination of City-owned buildings and landmarks 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 Office of the City Clerk at least two (2) weeks prior to the start of the illumination period. A building illumination approval 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 is responsible for arranging proper lighting and all necessary mechanisms needed to illuminate the relevant City building or landmark. The City's role is limited to granting permission for the use of the 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 approval 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 Parade Permits

3.1 Any form of Parade, Walk or Run that requires the use or closure of any public property including but not limited to streets and sidewalks shall require a Parade Permit. Parade Permit applications must be made at least two (2) weeks prior to the event. Parade Permit requests must be made by completing the online parade permit application through the City of Kenora website, and shall include a map outlining the route of the parade, walk, run etc. At the Clerk's discretion, police service approval may need to be acquired before formal City approval.

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

3.3 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.

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4.0 Tag Days, Canvasses, Drives

4.1 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.

4.2 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 Drive 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.