

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Keith Hearst Grant and Policy Writer Legislative Service Division khearst@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	September 26, 2022		
Report No.:	Legislative Services-058-22		
Submit comments to Council			

Subject/Title: Town of Cobourg Flag Raising and Proclamation Policy

RECOMMENDATION:

THAT Council receive this report for information purposes; and

FURTHER THAT Council approve the Town of Cobourg Flag Raising and Proclamation Policy to implement standard procedures for flag raisings, half-staffings, and proclamations in the Town of Cobourg.

1. STRATEGIC PLAN

Not Applicable

2. PUBLIC ENGAGEMENT

Not Applicable

3. PURPOSE

The purpose of this report is for Municipal Council to adopt a policy pertaining to flag raisings and proclamations to commemorate special events important to the Town of Cobourg and its residents.

4. ORIGIN AND LEGISLATION

The origin for the creation of this policy is that over the last several years the Town of Cobourg has been requested by various organizations and individuals to raise flags of significance on municipal flagpoles as well as to honour individuals,

groups, communities and organizations that have municipal, provincial and federal significance to our community. As a result of these requests, Staff is recommending the approval of a consistent policy for these flag raising requests and proclamations for the Town and to implement the use of a Community Flagpole designated by Council for community flag raising.

5. BACKGROUND

The policy provides a framework to ensure flags at municipal facilities, municipal parks, and municipally owned properties operated by the Town of Cobourg are flown and displayed in an appropriate and consistent manner. The policy also sets out procedures and protocols related to flying flags at half-staff, use of the community flagpole, and proclamations.

6. ANALYSIS

The Town of Cobourg currently has no formal policy related to the flying of flags on flagpoles at municipal facilities besides a short policy on half-staffing of flags, nor has it designated a community flagpole and has relied on past practice to provide direction with respect to this issue. In past practice staff has consistently followed Federal flag raising and half-staffing procedures.

The Town of Cobourg recognizes flags are important symbols of honour and pride to be treated in a respectful and consistent manner. The Town supports half-staffing as an expression of collective mourning and sense of loss that is shared by all residents of the Town of Cobourg. To celebrate together, the Town believes flag raisings enhance public awareness of activities occurring in the community, including fundraising drives, multicultural events and days of national importance. These flag raisings support, promote and acknowledge community organizations and groups that serve the Town and its residents.

The recommended policy provides clear direction and an administrative framework for the proper and consistent use of flags and flagpoles, including any designated community flagpole, at all municipal owned or operated facilities.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

There are no financial implications or budget impacts related to the passing of this policy.

8. CONCLUSION

THAT Council approve the Town of Cobourg Flag Raising and Proclamation Policy to implement standard procedures for the raising and half-staffing of flags and proclamations.

Report Approval Details

Document Title:	Flag Raising and Proclamation Policy for the Town of Cobourg - Legislative Services-058-22.docx
Attachments:	- Flag Raising and Proclamation Policy.docx
Final Approval Date:	Sep 16, 2022

This report and all of its attachments were approved and signed as outlined below:

Brent Larmer, Municipal Clerk / Director of Legislative Services - Sep 15, 2022 - 3:48 PM

Tracey Vaughan, Chief Administrative Officer - Sep 16, 2022 - 9:04 AM