



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Strategic Priorities and Policy Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Brent Larmer, Director, Legislative Service and Town Clerk
Standing Committee Date: June 4, 2024
Report Number: LS-2024-017
Council Meeting Date: June 26, 2024
Subject: **Flag Raising and Proclamation Policy Amendment**

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1. Recommendation:

THAT Council receive the staff report for information purposes; and

FURTHER THAT Council approve the amendment to the Flag Raising and Proclamation Policy amending the implementation of standard procedures for flag raisings, half-staffing for former Cobourg Town Employees.

2. Executive Summary:

The purpose of this report is for the Municipal Council to adopt a minor amendment to the policy pertaining to flag lowering in honor of former Staff Members who served the community within their position for a ten (10) year period and retired at the Town of Cobourg.

3. 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.

4. Discussion:

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.

It was brought forward by a resident that the Town's current practice when honoring former Town employees with the half-staffing of flags has not been completed in a consistent manner and the Town needs to have a consistent process when honoring former employees. Therefore, staff are recommending that the following wording be added to the policy within Appendix "A":

A past employee who served a minimum of ten (10) years with the Town of Cobourg and retired in good standing, when the Town is notified, and a request is made within twenty-five (25) years from the date of retirement.

In addition to this new amendment, the Town also has provision that allow Council to half-staff the flags for any other person whom Town Council desires to honour, if the lowering request is outside the Council approved policy.

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

5. Financial Impact and Budget

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

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

☐ Thriving Community

☐ Service Excellence

☐ Sustainability

7. Public Engagement:

Not applicable.

8. Attachments:

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Report Approval Details

Document Title:	Flag Raising and Proclamation Policy Amendment - Past Employee Flag Lowering.docx
Attachments:	- Flag Raising and Proclamation Policy.docx
Final Approval Date:	May 28, 2024

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

No Signature - Task assigned to Tracey Vaughan, Chief Administrative Officer was completed by workflow administrator Kristina Lepik

Tracey Vaughan, Chief Administrative Officer - May 28, 2024 - 1:08 PM