

Report to Council

Report Title: Flag Etiquette and Protocol Policy

Prepared By: Fiona Hamilton, Clerk

Department: Clerk's

Date: May 12, 2020

Report Number: CLK2020-14 **File Number:** C11CL, M11, A09

Attachments: Draft Flag Etiquette and Protocol Policy

Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number CLK2020-14 – Flag Etiquette and Protocol Policy, prepared by Fiona Hamilton, Clerk and in doing so approves a By-Law coming forward adopting the Flag Etiquette and Protocol Policy.

Report:

Background:

On June 21, 2018, staff brought forward Report Number CLK2018-04 – Community Flag Raising Policy, seeking Council's direction on flying community group flags and developing a Community Flag Raising Policy. Council passed By-Law 2018-048 adopting the policy.

The Municipality of Brockton has received a number of requests for flag raising or lowering ceremonies since 2018, however, the current Community Flag Raising Policy only speaks to protocol for receiving and considering requests to fly flags at the Community Flag Pole located at the Jackson Street and Yonge Street South intersection in Walkerton, and any other flag pole located on municipal property. Only two (2) flag poles are identified in the policy: Victoria Jubilee Hall Flag Pole (111 Jackson Street, Walkerton), and the Community Flag Pole.

Analysis:

In collaboration with our Operations, and Community Services Departments, staff have identified several additional flag poles in the community of Brockton, including a number of flags at municipal facilities, and community centres. Therefore, staff have re-evaluated the existing policy, and drafted a new policy to incorporate the display of flags at municipal buildings, half-mast protocol, the replacement of flags, the disposal of flags, and special requests for flag raising.

Most recently, the flag at the Community Flag Pole was lowered in recognition of the victims of the Portapique, Nova Scotia tragedy, and In It Together flags were ordered for several flag poles in the community of Brockton. Therefore, staff felt it was appropriate to bring forward an amending policy.

Staff recommend that the draft Flag Etiquette and Protocol Policy replace the Community Flag Policy while ensuring that the recommendations in the Community Flag Raising Policy be included in the Flag Etiquette and Protocol Policy. Therefore the Community Flag Raising Policy will be rescinded and replaced by this new policy. A By-Law has been prepared to adopt the new policy.

Sustainability Checklist:

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

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| • Do the recommendations help move the Municipality closer to its Vision? | Yes |
| • Do the recommendations contribute to achieving Cultural Vibrancy? | Yes |
| • Do the recommendations contribute to achieving Economic Prosperity? | N/A |
| • Do the recommendations contribute to Environmental Integrity? | N/A |
| • Do the recommendations contribute to the Social Equity? | Yes |

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Fiona Hamilton, Clerk

Reviewed By:



Sonya Watson, Chief Administrative Officer