



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Rebekah Msuya-Collison, General Manager of Corporate Services**
Date: April 4 2022
Report: CL#09-2022
Subject: Corporate Flag Policy

Recommendations:

That South Huron Council receive the report of R. Msuya-Collison, General Manager of Corporate Services re Corporate Flag Policy; and

That Council delegate the authority for approving or denying requests for Flag Raisings and Lowering that have been previously approved by Council to the CAO; and

That Council approve the Corporate Flag Policy as presented in this report

Purpose:

To establish guidelines for the raising and lowering of flags at municipally owned facilities and standards for processing requests.

Background and Analysis:

Corporate Services is in the process of reviewing a number of policies and practices and it was noted that there is no formal policy associated with the flying of flags at municipal facilities. Flags are recognized symbols of nations, territories and community organizations. Community flag raisings enhance public awareness of activities important to South Huron residents, and flying flags at half-mast denote official periods of mourning.

The lack of a formalized policy can lead to confusion with respect to events such as flag raisings and flying flags at half-mast. Clear, concise and specific policies provide guidance for all interested parties.

The proposed Corporate Flag Policy (attached as Appendix "A") codifies the Municipality's past practice in clear rules, principles and procedures. The proposed Policy establishes a framework for the consistent use of flags at all municipal facilities and is guided by well established rules of protocol for the flying flags.

The Policy provides clear directives for flying flags at half-mast to commemorate solemn occasions and periods of official mourning. The Policy provides a comprehensive list of Public Office Holders and individuals to be remembered through the flying flags at half-mast, as well as a list of other solemn occasions which the Municipality routinely recognizes. It also provides a framework allowing other solemn occasions to be observed by the Municipality.

Delegation of Authority

The proposed delegation of authority to the CAO will allow for request for flag raisings and lowerings to be processed in a timely manner. Staff are also recommending that the CAO be given authority to approve requests that have been previously approved by Council within 5 years of the current request, provided that the new request is consistent with the proposed Policy.

The recommended policy and protocol provides clear direction and an administrative framework for the proper and consistent use of flags and flagpole(s) at all municipal facilities. This policy would ensure consistency to Staff, Council and the public on the raising of community flags and the lowering of flags throughout the municipality.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of the strategic planning process. The recommendations and actions outlined in this report are reflective of the following strategic objectives:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Increased Communications and Municipal Leadership
- ✓ Transparent, Accountable and Collaborative Governance

Financial Impact:

There are no financial implications as a result of the recommendation contained in this staff report.

Legal Impact:

There are no legal implications as a result of the recommendation contained in this staff report.

Staffing Impact:

Staff will process applications for requests and will raise and lower flags as outlined in the Corporate Flag Policy.

Communication Actions:

Communication will be provided as outlined in the Corporate Flag Policy.

Policies/Legislation:

Government of Canada - [Rules for flying the National Flag of Canada](#)

Government of Canada – [Position of honour of the National Flag of Canada](#)

Consultation:

CAO Best

General Manager J. Becker

Related Documents:

Proposed South Huron Flag Policy – Appendix A to report

Respectfully submitted,

Rebekah Msuya-Collison, General Manager of Corporate Services