

To: Warden and Members of County Council

From: Director of Corporate Services

Proclamations Policy and Flag Protocol Policy Review

RECOMMENDATIONS

1. That Council approve the revisions to Flag Protocol Policy No. 3.05, as attached to Report No. CS 2023-22, effective July 12, 2023;
2. And further, that County Council approve the revisions to Proclamations Policy No. 3.06, as attached to Report No. CS 2023-22, effective July 12, 2023.

REPORT HIGHLIGHTS

- Both the Flag Protocol and Proclamations policies were adopted in 2021 to provide a standard for which both types of requests are administered
- The language in each policy has been updated to clarify that requests will only be granted for organizations and / or events that specifically align with Oxford County services and /or Strategic Goals
- The Flag Protocol Policy has been further updated to raise the flag at the Oxford County Administration Building only, limited to a period of up to one week

Implementation Points

The policies and forms set out in this report will be updated on the County's General Policy Manual and the County's website, and will take effect upon Council's adoption of the recommendations contained herein.







Financial Impact

There are no financial implications associated with the recommendations contained in this report beyond what has been approved in the current year's budget.

Communications

Both policies will be updated on the County’s General Policy Manual and staff will be appropriately informed upon Council’s approval. The policies and forms will also be added to the County’s website.

Strategic Plan (2015-2018)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
			<i>4 i</i>		

DISCUSSION

Background

Both the Proclamation and Flag Protocol policies were adopted by County Council on September 8, 2021 as new policies. As per Council’s request on May 10, 2023 the proposed changes within this report clarify that requests will only be granted where the request specifically aligns with Oxford County services and/or Oxford County Strategic Goals, as well as streamlining related process issues which have arisen since the two policies were adopted in 2021.

Comments

Procedure and Criteria for Proclamations

Organizations requesting a Proclamation will continue to be required to complete an online form.

A Proclamation may recognize a particular day, week or month and will only be issued in accordance with the policy. The Warden has the authority to approve or deny requests for Proclamations. The decision of the Warden shall be final.

If approved by the Warden, the Clerk’s Office will provide the organization with an electronic Proclamation Certificate. If desired, the Proclamation Certificate can be presented at a Council meeting. If a request is denied, the Clerk’s Office will prepare a letter of denial, including the reason why.

A redlined version of the proposed revised Proclamation Policy is attached to this report as Attachment 1.

Procedure for Flag Raisings

Organizations requesting their Flag be raised at the County Administration Building are also required to complete an online form.

Initial requests to fly an organization's or community group's Flag will be forwarded to the Warden for approval. If approved, the Clerk's Office will notify the organization, Facilities, Customer Service and the Communications Team of the approved request.

The organization is responsible for delivering the Flag to the Oxford County Administration Building at least one week prior to the flying of the Flag.

The County Flag will be temporarily removed to permit the approved Flag to be flown in accordance with the Policy. The National Flag will not be removed under any circumstances.

It is the responsibility of the organization to claim their Flag at the Oxford County Administration Building following the approved timeframe.

A redlined version of the proposed revised Flag Protocol Policy is attached to this report as Attachment 2.

Conclusions

Upon Council approval, the updated policies will be posted to the General Policy Manual and the Proclamation / Flag Request Forms and policies will be posted on the County's website.

SIGNATURES

Report Author:

Original signed by

Chloé J. Senior
Clerk

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENTS

Attachment 1 – Draft Proclamations Policy No. 3.06

Attachment 2 – Draft Flag Protocol Policy No. 3.05