

To: Warden and Members of County Council

From: Director of Corporate Services

Policy Review – Proclamations Policy and Flag Protocol Policy

RECOMMENDATIONS

1. That County Council approve Proclamations Policy No. 3.06, as attached to Report No. CS 2021-31, for inclusion in the County's General Policy Manual, effective September 8, 2021;
2. And further, that Council approve Flag Protocol Policy No. 3.05, as attached to Report No. CS 2021-31, for inclusion in the County's General Policy Manual, effective September 8, 2021 and amend Visual Identity Policy No. 3.01 to remove references to Flag protocol.

REPORT HIGHLIGHTS

- The Proclamations Policy is a new policy designed to provide a standard for which Proclamation requests are administered
- The Flag Protocol Policy has been separated from the Visual Identity Policy, which is designed to provide a standard for which Flag raising requests are administered for Oxford County properties bearing Flags for events, organizations or community groups of significance as well as for the lowering of Flags in recognition of individuals.

Implementation Points

The policies and forms set out in this report will be added to 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 in 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
			4 i		

DISCUSSION

Background

In June of 1995, County Council adopted the following resolution: "That the Warden, on behalf of County Council, discontinue the practice of signing Proclamations". Until recently, this practice was extended to include the raising of Flags for events, organizations or community groups requesting their Flags be raised at County-owned facilities.

The Flag Protocol Policy has historically formed part of the Visual Identity Policy and covered provisions for half-masting, which followed Federal protocols. The separated Flag Protocol Policy has been amended to include provisions for both the raising of Flags for events, organizations or community groups requesting such; updated half-masting protocols; and provisions for flying the Flag at half-mast on the death of an active employee of the County of Oxford.

Comments

Procedure and Criteria for Proclamations

Organizations requesting a Proclamation will 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 County of Oxford has the authority to approve or deny requests for Proclamations. The decision of County Council shall be final.

Initial Proclamation requests will be included on the next published agenda for Council's approval. Once approved by County Council, the organization will be added to a Proclamation registry. Subsequent requests by the same organization will not require Council's approval and County Council reserves the right to withdraw prior approvals at any time.

If approved, the Clerk's Office will provide the organization with an electronic Proclamation Certificate. If desired, the Proclamation Certificate can be presented at a future meeting of Oxford County Council. If the request is not brought forward or is not approved by Council, the Clerk's Office will prepare a letter of denial, including the reason why.

The draft Proclamation Policy is attached to this report as Attachment 1.

Procedure for Flag Raisings

Organizations requesting their Flag(s) be raised at County facilities will also be required to complete an online form.

Initial requests to fly an organization's or community group's Flag will be presented to Council for approval. Once approved by County Council, the organization will be added to a registry of approved Flag raisings. Subsequent requests by the same organization will not require Council's approval and County Council reserves the right to withdraw prior approvals at any time.

Once approved, the Clerk's Office will notify the organization, Facilities, Customer Service and the Communications Team of the approved request, including the duration and location in which the Flag(s) are to be flown.

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

The Ontario Flag will be temporarily removed to permit approved Flags 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(s) at the Oxford County Administration Building following the approved timeframe.

Half-Masting for Mourning

Flags are flown at the half-mast position as a sign of mourning. In addition to lowering the Flags in accordance with National protocols (refer to <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>), the County of Oxford Flag, along with any other Flags flown adjacent to it, will also be flown at half-mast on the following occasions:

- On the death of a Warden or former Warden of the County of Oxford;
- On the death of a Member of the County of Oxford Council;
- On the death of an active employee of the County of Oxford;
- On the death of a person whom it is desired to honour at the discretion of the Warden and CAO.

The draft Flag Protocol Policy is attached to this report as Attachment 2.

Conclusions

Upon Council approval, the policies will be posted in 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"

Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENTS

Attachment 1 – Draft Proclamations Policy No. 3.06
Attachment 2 – Draft Flag Protocol Policy No. 3.05