



Council Report

Report Number: CLK2023-004
Meeting Date: September 26, 2023
Title: Review and Update the "Flag Policy"
Description:
Author and Title: Cathie Ritchie, City Clerk

Recommendation(s):

That Report CLK2023-004, **Review and Update the Flag Policy** be received;

That the amendments to the Flag Policy, be approved; and

That the policy entitled Flag Policy, attached as Appendix B to Report CLK2023-004, be adopted and numbered for inclusion in the City's Policy Manual replacing Policy CP2021-038.

Department Head: Cathie Ritchie, City Clerk

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Flag Policy CP2021-038 was approved by Council in August 2021, replacing the Standard Operating Procedure SOP2016-2-011, attached to this report as Appendix A.

The purpose of this policy is to ensure that flags at City of Kawartha Lakes sites were flown and displayed properly and that the procedure followed ensures the dignity and respect for who the flags are flown.

Rationale:

Council adopted a Council Policy Review Program, which reviews policies during each term of Council.

It has been identified that modifications to the Policy would provide further clarity and direction to apply flag protocols. The proposed Draft Flag Policy is attached to this report as Appendix B. The modifications include:

Alternate Flag Raising

- Adding to the Scope the functional role of the Department of Community Services and the communications role of Communications, Advertising and Marketing;
- Clarity for application of Alternate Flag Criteria and Conditions.

Flag Half-Masting

- Protocols and locations to observe the Flag Half-Masting for current and former dignitaries and additional days of recognition;
- Provision for circumstances not identified in the policy, to also follow the direction of the Federal and Provincial governments.

The Days of Significance Management Directive

- Recognition of current and past employees by lowering the City Flag to half-mast as outline in the Management Directive
- Administration and operational functions have been removed from the Policy and included in the Management Directive
- The Days of Significance Management Directive is referenced in the Flag Policy and is attached to this report as Appendix C for information.

Other Alternatives Considered:

Council may consider altering specific language in the proposed policies, or recommend that the existing policies be retained. This is not recommended as the City Clerk's Office is proposing these amendments and policy changes to enact clarity where gaps exist.

Alignment to Strategic Priorities

Reviewing policies aligns with Council's priority of Good Government. The Plan establishes a goal of "... increasing efficiency and effectiveness of service delivery." To accomplish this goal, the City will:

- develop and document current levels of service; and
- streamline by-laws, policies and processes.

Financial/Operation Impacts:

No significant financial impacts are required for amendments to the Flag Policy.

Consultations:

Chief Administrative Officer

Director of Community Services

Communications, Advertising and Marketing

Attachments:

Appendix A – Current Flag Policy



CP2021-038 Flag
Policy.docx

Appendix B – Proposed Draft Flag Policy



CP2023-XXX Draft
Flag Policy.docx

Appendix C - Days of Significance Management Directive



Management
Directive - Days of Sig

Department Head email: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, Chief Administrative Officer