

Staff Report to Council

Title: Updated Flag Protocol Policy

Report Number: CAO General-2024-11

Director: Chief Administrative Officer

Manager: Manager.

Meeting Date:

Wednesday, April 10, 2024

Date to be considered by Council:

Wednesday, April 10, 2024

Recommendation:

That Council approve an addition to policy GG.1.3 Flag Protocol to permit the Kincardine Lion's Club to raise and fly the Lion's Club flag in addition to the currently permitted flags of a municipal, provincial, and/or Canadian flag on the two (2) flagstuffs located at the Kincardine Splash Pad for an unspecified amount of time, at their discretion; and

That Council direct staff to update the Flag Protocol Policy GG.1.13 under the new policy format and numbering system.

Executive Summary:

The two (2) flagstuffs located at the Kincardine Splash Pad are not considered Municipality of Kincardine Community Flagpoles within the Flag Protocol Policy GG.1.13. They were erected in collaboration with the Kincardine Lion's Club and, to date, have not had flags raised or flown on them. The Kincardine Lion's Club have requested to raise and fly the Lion's Club Flag to celebrate and honour the 50th anniversary of their charter. To accommodate this, staff are recommending a minor addition to the policy to include that the official Lion's Club flag is listed as one of the permitted flags at either of the two flag poles located at the Kincardine Splash Pad.

Strategic Priorities:

B.7-Ensure municipal facilities and owned lands make the best use of each asset

Financial Considerations:

No cost to the Municipality of Kincardine. Flags will be supplied by the Kincardine Lion's Club, and it will be their responsibility to replace them if/as required.

Policy:

GG. 1.13 Flag Protocol Policy

Context and Background Information:

The Kincardine Lion's Club is approaching the fiftieth (50th) anniversary of their club's charter date (April 12th, 2024). Over the past fifty (50) years, the Kincardine Lion's Club has been a key community partner in fundraising, promoting, and supporting the community with events, initiatives, and more. They are currently fundraising for an All Wheels Park which will be an asset to the community. They have partnered with the Municipality for the installation of the Lion's Club Park and Splash Pad at the Davidson Centre.

The Kincardine Lion's Club have submitted a request to raise and fly their Club's flag for a two (2) month period (April 12th – June 17th, 2024) at the Lion's Club Park and Splash Pad to celebrate their fiftieth (50th) anniversary. The Kincardine Lion's Club partnered with the Municipality to create these facilities that are highly utilized by the community. The splash pad includes two (2) flagstaffs that are not included as Municipality of Kincardine community flag poles in Policy GG. 1.13 and to date, have not had flags raised or flown on them.

The Flag Protocol Policy GG. 1.13 provides for requests for the flying of flags and is intended to accommodate requests for the community flag poles. Given the history with the Lion's Club, staff would like to update the Flag Protocol Policy to include that the Kincardine Lion's Club be permitted to fly the Lion's Club flag on these specific flag poles, with no restrictions on the duration.

Staff have advised the Kincardine Lion's Club that the Lion's Club flag can be flown at one of the two poles at the Lion's Club Park and Splash Pad pending Council's approval of this addition to the Policy.

Approval of this addition to the policy will further strengthen the relationship between the Kincardine Lion's Club and the Municipality of Kincardine and demonstrate to the community that this is a supportive partnership and will make use of current assets being underutilized.

In addition, Staff recommend that Council direct staff to update the format of the current policy and align with the new format and numbering system.

Consultation Overview:

Consultation occurred between the Municipality of Kincardine and the Kincardine Lion's Club. Their request was approved pending Council approval of this addition to the policy.

Origin:

Request received by the Kincardine Lion's Club.

Implementation Considerations:

Minimal staff time will be required for this request. Staff will need to assist in raising and lowering the flag(s) as well as reaching out to the Lion's Club should the flags need to be replaced.

Risk Analysis:

Other community groups may want to request extended flag flying requests in the future.

Attachments: GG.1.13 Flag Protocol

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