

To: David Creery, Chief Administrative Officer

From: Heather Buchanan, Manager of Corporate Services

Re: Consolidating Flag Policies GA012 and GA008

AIM

To streamline and clarify all City flag matters under one policy to improve service and ensure consistent decision-making and administrative efficiency.

And to amend Municipal Code Chapter 330 – Fees and Charges to include the purchase fees for City of Woodstock flags.

BACKGROUND

Council Policy GA012 - Raising of Community Flags and Banners and Lowering of Flags to Half-Mast sets out eligibility, application, and decision-making for community flag raisings and banner hangings in Museum Square, and prescribes half-masting authorities, location, and duration.

Council Policy GA008 - Distribution of City of Woodstock Flags provides the framework for purchasing, donating, and loaning City of Woodstock flags.

COMMENTS

Staff propose merging the two policies to create a single framework that eliminates cross-referencing and improves clarity for staff and the public. It will also offer clear, consistent approval and guidance. Policy GA012 centralizes requests with the Mayor's Office, and sets explicit prohibitions (political parties/campaigns, attempts to influence policy, content inciting discrimination/violence). Embedding GA008's sale/donation decisions under the same decision framework ensures consistent, defensible outcomes across all flag requests and reduces the risk of policy drift or outdated rules being inadvertently applied. It will control reputational and operational risks consistently – whether a flag is provided, sold, or flown.

Although the sale of City of Woodstock flags is infrequent, it was noted through the process of reviewing these policies that the fee for purchasing a City of Woodstock flag is not included in the fees and charges by-law. As such, a by-law to update Municipal Code Chapter 330 – Fees and Charges is included with this report to correct the oversight.

ATTACHMENTS

A tracked changes version of the proposed consolidated version of Council Policy GA012 is attached to this report for Council's consideration.

The by-law to amend Municipal Code Chapter 330 – Fees and Charges is included in the Council agenda for Council's consideration.

RECOMMENDATION

That Woodstock City Council approve Council Policy GA012 - Raising Community Flags and Banners, Distribution of City of Woodstock Flags and Lowering of Flags to Half-Mast as amended;

And further that City Council repeal Council Policy GA008 - Distribution of City of Woodstock Flags;

And further that City Council refer the proposed amendment to Municipal Code Chapter 330 – Fees and Charges to the By-law section of the agenda.

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Approved by: Amy Humphries, B. Math, MPA, Deputy CAO/City Clerk

Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer