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Report 2025-061

Report Title: Commemorative Observances, Proclamations, and Flags Policy

Committee Name: Corporate Support

Committee Meeting Date: April 1, 2025

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Communications

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Director
Communications and Information Technology

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Manager, Legislative Services/Clerk
Corporate Services

Approved by: Jennifer Moore, CAO

Council Meeting Date: April 16, 2025

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Information Report

“That the Corporate Support Committee, having considered Report 2025-061 ‘Commemorative Observances, Proclamations and Flags Policy’, recommend that County Council adopt the revised ‘Commemorative Observances, Proclamations and Flags Policy’ at the April 16, 2025, County Council meeting.”

Purpose

To obtain approval for the updated Commemorative Observances, Proclamations and Flag Policy.

Background

Northumberland County observes commemorative dates that raise awareness of significant heritage or cultural celebrations, historic event, days of remembrance and charitable or public awareness initiatives.

The Commemorative Observances, Proclamations and Flags Policy was first approved by County Council on March 20, 2024, to establish a standard for how and when Northumberland County will receive and process special requests to recognize dates of historic, cultural, or societal significance with proclamations to County Council, coloured light displays at County headquarters, raising a flag on the County's Community flagpole, and lowering flags at County headquarters.

To ensure this policy remains relevant to the needs of Northumberland County, reviews are conducted on an annual basis. The revised policy introduces updates to clarify roles and responsibilities in receiving and approving requests, provide clear guidelines for special requests such as photo opportunities during community flag raisings, and align flag-lowering practices at County headquarters in Cobourg with Federal and Provincial protocols.

These policy revisions help ensure a transparent and consistent approach to commemorative observances by Northumberland County.

Consultations

The Communications Department consulted with the Legislative Services division during the review and update of this policy.

Legislative Authority / Risk Considerations

N/A

Discussion / Options

N/A

Financial Impact

N/A

Member Municipality Impacts

This policy is internal to the operation of the Corporation of the County of Northumberland. There is no impact to member municipalities.

Conclusion / Outcomes

Staff recommend that County Council adopt the revised 'Commemorative Observances, Proclamations and Flags Policy.'

Attachments

1. Report 2025-061 ATTACH 1 'Policy No. 2024-01 - Commemorative Observances Proclamations and Flags Policy (2025 Revisions)'