



**Report**  
**Staff Report**  
 The Corporation of the City of Brampton  
 3/19/2025

**Date:** 2025-02-14

**Subject:** **2025 Protocol Policy Updates**

**Contact:** Sharandeep Natt, Protocol Officer, Strategic Communications, Events, Tourism

**Report number:** Corporate Support Services-2025-165

**RECOMMENDATIONS:**

1. That the report from Sharandeep Natt, Protocol Officer, Strategic Communications, Events, Tourism to the Committee of Council Meeting of March 19, 2025, re: 2025 Protocol Policy Updates, be received; and
2. That the Committee of Council approve the updates to the Civic Events Protocol GOV-160, Expressions of Sympathy GOV-170 and Flag Policy GOV-160 policies.

**OVERVIEW:**

- **As part of the Corporate Policy Program, Council Policies and Administrative Directives are subject to review at least every three years or more frequently if required by legislation or business requirements.**
- **This report includes updates to three policies due for review: Civic Events Protocol GOV-160, Expressions of Sympathy GOV-170 & Flag Policy- GOV-150.**
- **The review process focused on two main aspects: an administrative evaluation of the policies to ensure they align with current practices and content refinement to ensure clarity, accuracy, and consistency across all documents.**

**BACKGROUND:**

As part of the Corporate Policy Program, Council Policies and Administrative Directives are subject to review at least every three years or more frequently if required by legislation or business requirements. The following current Council Policies are due for review:

- Civic Events Protocol GOV-160
- Expressions of Sympathy GOV-170
- Flag Policy- GOV-150

This review included an administrative review which ensures the policies reflect the actual processes being carried out and identifying any outdated or irrelevant sections that may need to be updated or removed.

The policies contained minor grammatical errors, inconsistencies in language and outdated terminology that could cause confusion. These have been corrected to improve clarity.

### **CURRENT SITUATION:**

This report asks the Committee of Council to approve the revised policies as the revisions now more accurately reflect the current execution of the policies and provide clearer guidance for staff and stakeholders.

### **CORPORATE IMPLICATIONS:**

#### **Financial Implications:**

There is no financial impact resulting from the adoption of the recommendations in this report.

### **STRATEGIC FOCUS AREA:**

This report supports the Term of Council priorities of Government and Leadership wherein updates these policies ensure practices are equitable, efficient, accountable and transparent.

### **CONCLUSION:**

As part of the Corporate Policy Program, Council Policies and Administrative Directives are subject to review at least every three years or more frequently if required by legislation or business requirements. This report includes updates to three policies due for review: Civic Events Protocol GOV-160, Expressions of Sympathy GOV-170 & Flag Policy- GOV-150.

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Authored by:

Reviewed by:

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Alex Milojevic,  
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Corporate Support Services

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Marlon Kallideen,  
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**Attachments:**

- Attachment 1 – Civic Events Protocol
- Attachment 2 – Expression of Sympathy
- Attachment 3 – Flag Policy