



Procedure

Procedure Name:	Flying Flags at Half-mast
Parent Policy:	Community Flag Raisings and Flag Protocol Policy
Procedure Owner:	Corporate & Financial Services, Director, Council Support Services/Town Clerk
Approved by:	Council
Effective Date:	December 10, 2012
Date of Last Revision:	Initial Procedure
Review Date:	
Procedure Status:	New

PURPOSE:

To provide a procedure for the flying of all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions

PROCEDURE:

The Town's protocol for Flying a Flag at Half-mast will be:

A. Periods of Official Mourning

Flags will be flown at half-mast at all Town facilities to mark periods of official mourning upon the death of:

- The Sovereign;
- A Member of the Canadian Royal Family;
- The Governor General of Canada, or a former Governor General;
- The Prime Minister of Canada, or a former Prime Minister;
- The Leader of Her Majesty's Loyal Opposition, Parliament of Canada
- The Lieutenant Governor of Ontario;
- The Premier of Ontario;
- The Leader of Her Majesty's Loyal Opposition, Legislative Assembly of Ontario
- A local Member of Parliament, or a local Member of the Legislative Assembly of Ontario;
- The Mayor or a former Mayor;
- A Member of Council or a former Member of Council;
- The Regional Chair or a former Regional Chair;
- A current employee of the Town of Richmond Hill;
- A York Region Police Officer who dies in the line of duty; and
- A resident of Richmond Hill, who is a member of the Canadian Armed Forces, killed while deployed on operations.

Flags will be flown at half-mast, in the case of a national or provincial official, for the duration established by the appropriate federal or provincial protocol offices. In the case of other persons, flags will be flown at half mast from the date the notice of death is received until sunset on the date of the funeral for that individual.

The Clerk will be responsible for coordinating the lowering of flags at municipal facilities.

B. Richmond Hill Fire & Emergency Services Facilities

The Richmond Hill Fire & Emergency Services may mark a period of official mourning for other fire and emergency personnel who have died in the line of duty, or any other traditional commemorations of solemn occasions important to fire and emergency personnel. This applies to Richmond Hill Fire Stations only.

C. Commemoration of Solemn Occasions

Flags will be flown at half-mast annually, at all municipal facilities, to commemorate the following solemn occasions:

- Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- Remembrance Day (November 11); and,

D. Other Periods of Official Mourning & Solemn Occasions

The commemoration of other periods of official mourning and solemn occasions, in keeping with the General Principles of this Policy, may be approved by Council.

ROLES AND RESPONSIBILITIES:

The Clerk

The Clerk is responsible for notifying appropriate staff at Town facilities of periods of official mourning or the commemoration of solemn occasions.

RELATED DOCUMENTS:

Town of Richmond Hill Community Flag Raisings and Flag Protocol Policy
Customary Flag Configuration Procedure

Flag Raising Application
Town of Richmond Hill Proclamation Policy