



Procedure

Procedure Name:	Flying Flags at Half-mast
Parent Policy:	Community Flag Raisings and Flag Protocol Policy
Procedure Owner:	Corporate & Financial Services, Director of Legislative Services/City Clerk
Approved by:	Council
Effective Date:	December 10, 2012
Date of Last Revision:	May 10, 2023
Review Date:	As Required
Policy Status:	Revision

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 official mourning or to commemorate solemn occasions.

So long as the United Nations University - Institute for Water Environment and Health (“UNU-IWEH”) is a tenant of the City’s Municipal Offices at 225 East Beaver Creek Rd., the protocol of flying flags at half-mast on the Community Flagpole Display to the right of the main entrance of the Municipal Offices, will be by mutual agreement between the City Clerk and the UNU-IWEH.

Procedure:

The City’s protocol for Flying Flags at Half-mast will be:

1. Periods of Official Mourning

Flags will be flown at half-mast at all City 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;

Flying Flags at Half-mast Procedure

- A current employee of the City 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; or
- If notice is received after a funeral or a funeral will not be held, for up to three (3) days.

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

2. 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.

3. 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);
- National Day for Truth and Reconciliation (September 30); and
- National Day of Remembrance and Action on Violence Against Women (December 6).

4. Commemoration of other Solemn Occasions

Flags may be flown at half-mast at all municipal facilities to commemorate other periods of official mourning and solemn occasions, in keeping with the General Principles of this Policy, as approved by Mayor.

Roles and Responsibilities:

The City Clerk is responsible for notifying appropriate staff at City facilities of periods of official mourning or the commemoration of solemn occasions and coordinating the lowering of flags at municipal facilities. The City Clerk is permitted to make technical and other amendments to this procedure when necessary to ensure better alignment with Government of Canada flag protocols, or to address other situations pertaining to the tenancy of UNU-IWEH.

The Mayor is responsible for approving the commemoration of other Solemn Occasions under this procedure.

Related Documents:

Community Flag Raisings and Flag Protocol Policy

Customary Flag Configuration Procedure