



POLICY & PROCEDURE MANUAL

SECTION	Administration	POLICY NUMBER	2.6.11
SUB-SECTION	Property Management	EFFECTIVE DATE	September 13, 2007
SUBJECT	FLAG AT HALF MAST POLICY		
AUTHORITY	General Government Services – August 13, 2007 County Council – September 13, 2007		

PURPOSE:

The purpose of this policy is to set guidelines for flying flags at half-mast at County facilities to ensure fair and consistent application.

STATEMENT:

It is the policy of the County of Dufferin to control the flying of flags at County facilities, including the lowering of flags to half-mast as a sign of mourning.

PROCEDURES:

The Warden, CAO, or his/her designate, are the only persons authorized to order the raising or lowering of flags at County facilities.

The Administration Department is responsible for ensuring/maintaining current affairs information to, as best as possible, identify when implementation of this policy may be required. For deaths that are listed in 1.0 a) of this policy, the division will act as the Warden's, CAO's designate and authorize implementation of the policy; and it will advise the Warden, CAO, or his/her designate, of actions taken.

The Facilities department is responsible for co-ordinating the raising or lowering of flags, as determined by the Warden, CAO, or his/her designate.

The flags will remain at half mast until the day after the funeral service.

1.0 Guidelines:

(a) All flags at all County facilities shall be flown at half-mast in recognition of the death of:

- The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister)
- Current and former Governors General of Canada
- Current and former Prime Ministers of Canada
- Current and former Lieutenant Governors of Ontario
- Current and former Ontario Provincial Premiers
- Locally elected representatives of the Federal, Provincial and Municipal governments
- An officer, firefighter, paramedic or other person killed in the line of duty from the Dufferin County Ambulance Service, Dufferin OPP, Shelburne Police, Orangeville Police or Fire Departments within the County of Dufferin or local military personnel
- The death of a person whom it is desired to honour at the discretion of the Warden and Chief Administrative Officer.