



Policy: Flag at Half Mast Policy

Department:

Effective Date: January 1, 2015

Revision Date: July 2, 2020

Review Date: June, 2020

1. 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.

2. Policy Statement

It is the policy of the County of Bruce to control the flying of flags at County facilities, including the lowering of flags to half-mast to represent a period of official mourning or solemn commemoration as a sign of mourning.

3. Procedure

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

The Office of the CAO will be responsible for notifying all departments regarding the half-masting of flags with respect to the location, the reason, and the duration that the flag will be flown at half-mast. Department contacts responsible for County properties will be required to lower and raise the flags as per the Office of the CAO's notification. The Office of the CAO will maintain an inventory of all flags flown at the County Administration Centre and its corporate properties.

Upon notice of the death of an individual noted in this section, the appropriate staff at each location shall be immediately notified to take action to lower the flag(s):

- 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

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

- 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
- Sitting members of County Council
- Warden or former Warden
- Employees of the County of Bruce
- An officer, firefighter, paramedic or other persons killed in the line of duty from the Bruce County Paramedic Service, Police Services within the County of Bruce, Fire Departments within the County of Bruce 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 (CAO) or their designates

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

~~The Clerk-Treasury 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 designated and authorize implementation of the policy; and it will advise the Warden, CAO or his/her designate, of actions taken.~~

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

~~Flags will be flown at half-mast from the time of death up to and including the day of the funeral 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 persons killed in the line of duty from the Bruce County Ambulance Service, Police Services within the County of Bruce, Fire Departments within the County of Bruce 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 (CAO) or their designates~~

Formatted: Font: Not Bold

Note: As per Canada's flag etiquette it is improper to fly the Canadian Flag with any other flag. "The National Flag of Canada should always be flown on its own mast or flag pole: flag protocol states that it is improper to fly two or more flags on the same mast or flag pole (for example, one beneath the other)."

<u>Location</u>	<u>Address</u>	<u>No. of Poles</u>	<u>Type of Flag</u>	<u>Contact Person for Half Masting</u>
<u>County Administration Centre</u>	<u>30 Park Street</u>	<u>3</u>	<u>Canadian Flag</u> <u>Ontario Flag</u> <u>County Flag</u>	<u>Mike Berberich -</u> <u>mberberich@brucecounty.on.ca</u>
<u>Courthouse</u>	<u>207 Cayley Street,</u> <u>Walkerton</u>	<u>2</u>	<u>Canadian Flag</u> <u>Ontario Flag</u>	<u>Jesse MacArthur - 519- 901-0341</u> <u>jmacarthur@brucecounty.on.ca</u> <u>Shawn Kelly - 519-270-8856</u> <u>skelly@brucecounty.on.ca</u>
<u>Lakeshore Hub</u>	<u>1243 MacKenzie Road,</u> <u>Port Elgin</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Brooke McLean -</u> <u>bmclean@brucecounty.on.ca</u>
<u>Museum</u>	<u>70 Victoria Street,</u> <u>Southampton</u>	<u>3</u>	<u>Canadian Flag</u> <u>Ontario Flag</u> <u>County Flag</u>	<u>Wayne Tanner - 519-270-9964</u> <u>wtanner@brucecounty.on.ca</u> <u>Chris Goss - 226-923-0944</u> <u>cgross@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>59-4th Street,</u> <u>Chesley</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>1034 Queen Street,</u> <u>Kincardine</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>1065 Huron Terrace,</u> <u>Kincardine</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>915 Huron Terrace,</u> <u>Kincardine</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>550 Willoughby Street,</u> <u>Kincardine</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>535 Walter Street,</u> <u>Lucknow</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>4 Adam Street,</u> <u>Mildmay</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>510 Wellington Street, Port Elgin</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>539 Ivings Drive, Port Elgin</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>50 Park Street,</u> <u>Ripley</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted Table

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Superscript

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

<u>Location</u>	<u>Address</u>	<u>No. of Poles</u>	<u>Type of Flag</u>	<u>Contact Person for Half Masting</u>
<u>Bruce County Housing</u>	<u>116 Albert Street, Southampton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>5 Railway Street, Teeswater</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>22 James Street, Teeswater</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>#7432 Highway #6, Tobermory</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>308 John Street, Walkerton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>621 Mary Street, Wiarton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Bruce County Housing</u>	<u>295 Frank Street, Wiarton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>519-396-3439</u> <u>bchcmaintenance@brucecounty.on.ca</u>
<u>Patrol Yard</u>	<u>94 Bruce Road 2, Walkerton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Chris Owens - 519-270-0751</u>
<u>Patrol Yard</u>	<u>545 Ludgard Street, Lucknow</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Greg Andress - 519-270-0757</u>
<u>Patrol Yard</u>	<u>890 Berford Street, Wiarton</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Larry Arnold - 519-270-0754</u>
<u>Patrol Yard</u>	<u>242 Canrobert Street, Paisley</u>	<u>1</u>	<u>Canadian Flag</u>	<u>Steve Cobeau - 519-507-0756</u>

Formatted: Font: Bold

Formatted Table

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Font: Not Bold