

DIVISION:	Corporate Performance		
POLICY SECTION:	Maintenance & Facilities	EFFECTIVE DATE:	March 8, 2016
SUBJECT:	Flag Etiquette and Protocol Policy		
POLICY NUMBER:	PFP 2016-02	SUPERSEDES:	All related prior policies

POLICY STATEMENT

The County of Simcoe has flags on display in front of certain buildings throughout the County. This policy is a guideline which outlines the protocol to be followed by all County of Simcoe facilities where flags are located.

AUTHORIZED FLAGS

County of Simcoe facilities may display the following flags: Canada, County of Simcoe, the Ontario flag, other flag approved by County Council. The number of flags displayed is dependant upon the number of flag poles available. **Only one flag may be displayed per flag pole.**

The following is the flag priority:

One pole	Canada flag
Two poles	Canada flag County of Simcoe flag
Three poles	Canada flag Province of Ontario flag County of Simcoe flag
Four poles	Canada flag x 2 (or Proclamation Flag as approved) Province of Ontario flag County of Simcoe flag
Five poles	Canada flag x 2 (or Proclamation Flag as approved) Province of Ontario flag County of Simcoe flag Warden's Municipality flag (Administration Centre)

Proclamation, Ceremonial or Special Event Flags – Request to raise Proclamation Flags are made in accordance with the Proclamation Policy. Proclamation Flags will be raised/displayed in the Atrium of the Administration Centre using the standing flag pole(s) designated for this purpose or raised at a facility where a flag pole for this purpose exists as approved.

ETIQUETTE

No flag should be flown or displayed above the Canadian Flag.

Flags flown together should be approximately the same size and flown from separate staffs at the same height.

The Canadian Flag should be given the place of honour when flown or displayed with other flags:

When two or more flags are flown together, the Canadian Flag should be on the left as seen by spectators in front of the flags; the Canadian Flag may be flown at each end of the line of flags.

When three flags are flown together, the Canadian Flag should occupy the central position, with the next ranking flag to the left and third ranking to the right, as seen by the spectators in front of the flags.

When there are flag poles of differing heights, the flags with the highest priority shall be flown on the highest flag poles, and the remaining flags shall revert to flag priority on the shorter flag poles.

Where more than one flag is flown and it is impossible to hoist or lower at the same time, the Canadian Flag should be hoisted first and lowered last.

HALF MAST PROTOCOL

Flags are flown at the half-mast position as a sign of mourning. When recognizing a death, flags are to remain half masted until sunset on the day of the funeral or other ceremony marking the death, or for a maximum of 5 days. Where the ceremony falls on a Saturday or Sunday flags may be raised the morning of the next business day.

The Warden, Chief Administrative Officer (CAO) or the Clerk will authorize staff on the occasions when all County flags at all facilities are to be flown at half mast.

In these instances, staff from the Warden or CAO department will communicate the Half Mast requirement to Maintenance and Facilities Manager (Admin Centre) as well as to Communications staff.

Warden and CAO staff will provide sufficient details for the posting announcement including the start time and end time for the half-masting.

Maintenance staff will notify all County maintenance and facilities staff of the Half Mast requirement and Communications staff will post a notice on the County Intranet for staff's information.

The County Clerk will advise County Council of any half mastings via email.

The following are examples of when all County flags at all facilities may be half masted:

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- On the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister;
 - On the death of the Lieutenant Governor, the Premier or another person similarly honored by that province;
 - On the death of the Member of the House of Commons, or the Member of the Provincial/Territorial Legislature;
 - On the death of a Senator, a Canadian Privy Councillor, or a Mayor.
 - On the death of the current or past County of Simcoe Warden or a County of Simcoe Councillor
 - On the death of an active County employee (includes staff on STD, LTD, WSIB).
 - On the death of police officers, firefighters, paramedics and other Simcoe County community service personnel killed in the line of duty
 - Flags are also half-masted, subject to special instructions, on the death of members of the Royal Family other than those related in the first degree to the Sovereign, a Head of a Foreign State, or some other person whom it is desired to honour.
 - On Remembrance Day, 11 November, the flag may be flown at half- mast as deemed appropriate by the Warden, CAO or Clerk.
 - In order to honor the death of any person or mark any event at the discretion of the Warden, CAO or Clerk

The CAOs office shall be notified immediately of a staff death.

On the death of an active County employee flags may be half masted immediately at the staff person's home facility with the approval of the senior manager on site and at the Administration Centre with the approval of Warden, CAO or Clerk.

In memory of those active employees who have passed away, those names shall be posted to the Intranet in the fall of each year and read out at the Employee Recognition Banquet.

HALF MASTING PROCEDURE

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the center of the flag exactly halfway down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these facilities will not be half-masted.