

SECTION

ADMINISTRATIVE

NAME OF POLICY

FLAGS – LOWERING OF AT NIAGARA REGION HEADQUARTERS

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DEVELOPED BY: Integrated Community Planning – Clerk's Department

APPROVED BY: CMT

APPROVAL DATE: April 1, 1986

EFFECTIVE DATE: December 18, 2008; Revised May 2011

POLICY STATEMENT

Flags at Niagara Region Headquarters shall be lowered to half mast at the time of a death which should be accorded notice by the Niagara Region.

POLICY PURPOSE

This policy was created to accord appropriate respect upon notification of death of individuals cited below by the lowering of the flags at Niagara Region Headquarters.

PROCEDURE

It shall be the responsibility of the appropriate department to notify the Office of the Clerk of any death which should be accorded notice by the lowering of the flags. The Office of the Clerk shall be responsible for notifying Building Maintenance to lower the flags.

Flags shall be flown at half-mast from receipt of the notification of death until sunset on the day of the funeral of:

- the reigning monarch
- a member of the reigning monarch's family
- the Governor General or Lieutenant Governor
- the Prime Minister of Canada
- the Premier of Ontario
- a member of Federal Parliament in the Niagara region
- a member of Provincial Parliament in the Niagara region
- a serving member of Regional Council
- an employee of the Niagara Region

Flags shall be flown at half mast on the day of the funeral of:

- a former Regional Councillor
- a former employee of the Niagara Region

At the discretion of the Regional Chair, the above practice may be extended to include others whose death should be accorded notice.