



FLAG HALF-MASTING

Department	Administration	Policy No.	0340-003
Section	General	Date Approved by Board	October 10, 2019
Repeals	0340-20-31 Flag Protocol	Board Resolution #	RD/19/10/15

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the Flag [Half-Masting](#) Policy is to establish guidelines as to when flags flown at the Peace River Regional District (PRRD) Head Office are to be respectfully lowered to half-mast.

2. Scope

- 2.1 This Statement of Policy applies to flags being half-masted at the PRRD Head Office.

3. Definitions

- 3.1 *Half-Masting*: refers to a flag flown at half-mast as a sign of mourning and respect. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast.
- 3.2 *Funeral*: refers to the observances held for someone who’s passed, usually before the burial or cremation. The person’s body is present at a funeral.
- 3.3 *Memorial Service*: refers to a commemorative service held for someone who’s passed. The person’s body is not present at a memorial service. If a burial occurs prior to the service, the service is then considered a memorial service.

4. Policy

- 4.1 The Canadian flag is to be in the position of honour, followed by the provincial flag, and then the local government flag.
 - a) When three flags are displayed, the position of honour is in the center. The second-ranking flag is placed to the left of center, and the other to the right.
- 4.2 Half-Masting
 - a) When [half-masting](#) one flag, all flags being flown must be half-masted.



- b) Half-masting is to occur from the time of notification of death until sunset on the day of the [funeral](#), or from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the [memorial service](#), on these following occasions:
- i. If the notification of death lands outside of typical business hours, the flag will be half-masted on the nearest business day after notification. The same practices will be used in re-raising the flag when the [funeral](#) or [memorial service](#) occurs outside typical business hours.
 - ii. On the death of a Sovereign member or a member of the Royal Family related in the first degree to the Sovereign.
 - iii. On the death of the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, or a federal Cabinet Minister.
 - iv. On the death of the Lieutenant Governor or the Premier.
 - v. On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents the PRRD.
 - vi. When the PRRD is notified or becomes aware via the news, or word of mouth, etc.:
 - on the death of a current Director or Alternate Director of the Regional Board;
 - on the death of a current First Nations Leader within the PRRD boundaries; and/or
 - on the death of a current PRRD staff member.
 - vii. Upon notification, the PRRD will verify the death and the type of service that will be held for the deceased and thus will half-mast the flag in accordance with the service.
 - viii. In the event of a death not specified in this policy, the PRRD will follow the direction of the Federal Department of Canadian Heritage.
- c) [Half-masting](#) is to occur from sunrise to sunset on the day of the following occasions, unless the occasion occurs outside of normal business hours, in which case the flags are to be half-masted on the prior adjacent business day and raised on the next appropriate business day.
- i. On the Day of Mourning for persons killed or injured in the workplace (April 28th).
 - ii. On the National Day of Remembrance for Victims of Terrorism (June 23rd).



- iii. On the second Sunday in September, which is the Firefighters’ National Memorial Day.
 - iv. On the last Sunday in September, which is the Police and Peace Officers’ National Memorial Day.
 - v. On the National Day of Remembrance and Action for Missing Murdered Indigenous Women and Girls (October 4th).
 - vi. On Remembrance Day (November 11th).
 - vii. On the National Day of Remembrance and Action On Violence Against Women (December 6th).
- d) On the death of a person(s), or an event, the Chief Administrative Officer, in consultation with the Chair or Vice Chair, shall have the authority to bestow this honour on behalf of the PRRD.

Affiliated Procedure	
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