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## RESPONSE PROTOCOLS FOR DEATH ANNOUNCEMENTS

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### **PURPOSE:**

The purpose of this protocol is to set out the procedures to follow for the death of a municipally significant individual. The overriding factor shall be that of the family's wishes, and protocol will not dictate precedence or procedure in these circumstances.

### **DEFINITIONS:**

**Significant Individuals** shall include:

- a) Council (current and former)
- b) Council's immediate family member (current)
- c) Municipal staff (current)
- d) Chief Administrative Officer (current and former)
- e) Fire Fighter (current and former)
- f) Lanark County Warden (current)

### **PROTOCOL NOTES:**

1. When possible, the Mayor, Chief Administrative Officer, Clerk and Department Head (where appropriate) will be notified of the passing of a significant individual.
2. The Mayor will notify All Members of Council of the passing of a significant individual. Flags at all municipal facilities will be flown at Half-Mast as per Flag Policy.
3. The Clerk or designate will notify the appropriate staff with respect to half-masting and raising of flags. This will not occur until an announcement has been finalized and published on the website.
4. Flags shall be lowered on the day of passing (or the day after, should it be the preference of the family) for four days.
5. The flags shall be lowered in accordance with this protocol, or in circumstances not identified herein, at the direction of the Mayor (or Deputy Mayor in the absence of the Mayor).

### **ANNOUNCEMENTS:**

6. Staff will write an announcement for the municipal website and municipal social media accounts advising citizens of the Half-Masting of Flags. The municipality



with the Family's permission will obtain a photograph of the individual and permission from the family to be published on the municipal website in conjunction with the announcement.

7. The official announcement will include the following information:
  - department
  - years of municipal service
  - position/title at municipality
  - information about funeral arrangements (if available)
  - condolences expressed on behalf of Council and staff to family members
8. The Clerks office will be responsible for publishing the announcement on the website and municipal social medial.
9. The official announcement will be circulated to Council Members.
10. Council Members who share the death announcement on their own social media account will use the official announcement as circulated to ensure the message is consistent.