Policy Name: Flag Protocol

Originating/Responsible Department: Office of the President and Vice-Chancellor

Approval Authority: Senior Management Committee

Date of Original Policy: October 2000

Last Updated: November 2013

Mandatory Revision Date: November 2018

Contact: President and Vice-Chancellor

Policy:

The Canadian and Provincial Flags will be flown on the University campus. The Ontario flag will be removed to permit other flags in accordance with this policy. The "United Way Flag" will be permitted to fly during the United Way Campaign. Flags of visiting sports teams will be permitted to fly in Raven’s Field on the day of a game or match. During a visit to the campus by Royalty, the Sovereign's personal Canadian Flag shall be flown day and night for the duration of the visit, or according to Royal wishes. The same procedure shall govern the flying of the personal flags of the Governor General of Canada and the Lieutenant Governor of Ontario. The University Flag may be replaced by the flag of a major externally-sponsored event taking place on the University campus and in which the University is a partner (e.g. Canada Summer Games) by permission of the President.

Flags shall be lowered to half-staff for one day to mark the death of the following members of the university community:

1. any serving member of the University staff;
2. any student currently registered at the University;
3. any present or past Chancellors, Presidents, Chairs of the Board and currently serving Governors;
4. retired University staff, whether academic or non-academic, on the occasion of a department-sponsored memorial service when held on campus.

Flags will also be lowered on the following occasions:

a) to mark the death of a national or provincial figure, or to join in national mourning, if the Government of Canada orders flags lowered on federal buildings throughout Canada or throughout Ontario;
b) April 28 which is Workers’ Mourning Day to remember workers killed, disabled or injured in the workplace and workers afflicted with industrial disease;

c) the last Sunday in September which is Police and Peace Officers’ National Memorial Day;

d) Remembrance Day, November 11, from 11 a.m. to 12:00 noon;

e) in exceptional circumstances as deemed appropriate by the President and Vice-Chancellor.

**Purpose:**
The purpose of this policy is to specify appropriate flags to be flown on campus, and to indicate when these flags will be flown at half staff.

**Scope:**
This policy is applicable on the two exterior flag poles on Library Road and the one outside the Raven’s Field.

**Procedures:**
1. Upon notification, the Office of the President will determine when the Flags should be lowered to half staff;
2. The Office of the President will notify the Department of University Safety to lower the Flags;
3. The Office of the President will notify the Department of Recreation and Athletics to lower the Flag in Raven’s Field;
4. The Office of the President will inform the Department of University Communications who, in turn, will notify the University community of the reason for a flag being lowered the day prior to the day it is lowered;
5. The Department of University Safety and the Department of Recreation and Athletics will raise the Flags following the official time of mourning;
6. Physical Plant shall be responsible for the maintenance and repair of flag poles on campus.
7. The Assistant Vice-President (Facilities Management and Planning) shall be responsible for the maintenance and replacement of the Ontario and Canadian flags.

**Contacts:**
Executive Assistant to the President and Vice-Chancellor

**Links to related Policies:**
Canadian Heritage, Rules for Flying the Flag

http://www.pch.gc.ca/PROGS/CPSC-CCSP/etiquette/2_e.cfm