

<b>Policy Name:</b>	<b>Flag Protocol Policy</b>
<b>Originating/Responsible Department:</b>	<b>President and Vice-Chancellor</b>
<b>Approval Authority:</b>	<b>Senior Management Committee</b>
<b>Date of Original Policy:</b>	<b>October 2000</b>
<b>Last Updated:</b>	<b>February 2021</b>
<b>Mandatory Revision Date:</b>	<b>February 2026</b>
<b>Contact:</b>	<b>President and Vice-Chancellor</b>

**Policy:**

The Canadian and Ontario 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 Ravens' 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 or designate. The Pride Flag will be flown during the month of June.

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

1. any serving member of the University staff, in consultation with their next of kin;
2. any student currently registered at the University, in consultation with their next of kin;
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: National Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- c) June 23: National Day of Remembrance for Victims of Terrorism;
- d) Second Sunday in September: Firefighters' National Memorial Day;
- e) Last Sunday in September: Police and Peace Officers' National Memorial Day;
- f) November 11, from 11:00 a.m. to 12:00 noon: Remembrance Day;
- g) December 6: National Day of Remembrance and Action on Violence Against Women;
- h) Other exceptional circumstances, informed by recommendations from Campus Safety and/or the Department of University Communications, as deemed appropriate by the President and Vice-Chancellor, or designate.

**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-mast.

**Scope:**

This policy is applicable on the two exterior flag poles on Library Road and the one flag pole outside the Ravens' Field.

**Procedures:**

1. Upon notification, and informed by recommendations from Campus Safety and/or the Department of University Communications, the Office of the President, or designate, will determine when the Flags should be lowered to half-mast;
2. The Office of the President, or designate, will notify the Department of University Safety to lower the Flags;
3. The Office of the President, or designate, will notify the Department of Recreation and Athletics to lower the Flag in Ravens' Field;
4. The Office of the President, or designate, will inform the Department of University Communications who, in turn, will notify the University community of the reason for a flag being lowered on the day or 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. Facilities Management and Planning 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](http://www.pch.gc.ca/PROGS/CPSC-CCSP/etiquette/2_e.cfm)

Government of Ontario International Relations and Protocol

<https://www.ontario.ca/page/international-relations-and-protocol>