

Half-Masting the Canadian Flag, Policy on

Classification General	Table of Contents 1 Purpose 1 2 Scope 1 3 Policy Statement 1 4 Responsibilities..... 2 5 Related Procedures 2 6 History 2
Approval Authority President	
Implementation Authority Vice-President (Advancement)	
Effective Date January 1, 2006	
Last Revision N/A	

- 1 Purpose** To outline the circumstances under which the National Flag of Canada will be half-masted.
- 2 Scope** This policy relates to all National Flags flown on University property and operated by University administration.
- 3 Policy Statement**
- 3.1** The National Flag of Canada will be half-masted as a sign of mourning in the event of the death of a member of the University community or at the discretion of the President. It is meant to express a sense of loss that is shared by the University community.
- 3.2** The National Flag of Canada will be half-masted under any of the following circumstances:
- a) Category A. The death of the:
- i. Sovereign
 - ii. Lieutenant-General
 - iii. Premier
 - iv. MP from the riding, or
 - v. For other periods of national mourning as declared by the Federal or Provincial government
- b) Category B. The death of a:
- i. Full-time university employee
 - ii. Registered student
 - iii. Member of the Board
 - iv. Former senior executive
 - v. Emeritus professor, or an

- vi. Honorary graduate with close connection to the University
- c) Category C.
 - i. Special days including Remembrance Day
- d) Category D.
 - i. At the discretion of the President

3.3 The Vice-President (Advancement) will notify the University community about the reason for the half-masting.

3.4 The National Flag will generally be half-masted on the day of the funeral.

3.5 Only in exceptional circumstances will the flag be half-masted on Victoria Day or Canada Day.

4 Responsibilities

4.1 President's Office – exercise discretion to authorize half-masting in extraordinary circumstances. As Approval Authority, ensure appropriate rigour and due diligence in the development or revision of this policy and related procedures.

4.2 Vice-President (Advancement) – notify the University community about the reason for half-masting. As Implementation Authority, ensure that University staff are aware of and understand this policy and related procedures. Monitor compliance with this policy and related procedures. Sponsor the revision of this policy and related procedures when necessary. Appoint a Policy Advisor to administer and manage these activities.

5 Related Procedures

[Half-Masting the Canadian Flag, Procedure for](#)

6 History

December 5, 2005	Approved.
January 1, 2006	Effective.
January 1, 2020	Editorial Revision. Updated format and links. Also updated position titles, where applicable.