

## Half-Masting the Canadian Flag, Procedure for

<b>Classification</b> General	<b>Table of Contents</b> 1 Purpose ..... 1 2 Procedure ..... 1 3 Parent Policy..... 1 4 History ..... 1
<b>Approval Authority</b> President	
<b>Implementation Authority</b> Vice-President (Advancement)	
<b>Effective Date</b> December 5, 2005	
<b>Last Revision</b> N/A	

- 1 Purpose** To outline the procedures to be followed when half-masting the Canadian Flag as a sign of mourning.
- 2 Procedure**
- 2.1** Dean, Director, Head or any other employee as appropriate in the circumstances:
- a) Notify the Vice-President (Advancement) as soon as word of a death of a member of the university community is received; and
  - b) Provide enough information so that appropriate action can be taken.
- 2.2** Vice-President (Advancement):
- a) Consult with the President if there are exceptional circumstances (Category D);
  - b) Direct the Administrator for Grounds and Caretaking to arrange for the half-masting of the Canadian Flag for a specified period of time;
  - c) Notify the Director of Operations at the Students’ Union of plans to half-mast the flag; and
  - d) Publish notice to the University community on the day that the flag is half-masted.
- 3 Parent Policy** [Half-Masting the Canadian Flag, Policy on](#)
- 4 History**
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| December 5, 2005 | Approved and Effective.   |
| January 1, 2020  | Editorial Revision. Updated format and links. Also updated position titles, where applicable. |