

UNIVERSITY OF MANITOBA POLICY

Policy:	FLAG ETIQUETTE
Effective Date:	April 11, 1968
Revised Date:	January 27, 2015
Review Date:	January 27, 2025
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	President
Delegate:	Director, Office of the President
Contact:	Director, Office of the President
Application:	All Staff and Students

Part I Reason for Policy

- 1.1 This Policy outlines the circumstances under which the University of Manitoba (“University”) will lower the Canadian Flag to half-mast as a symbol of mourning.

Part II Policy Content

- 2.1 The only Canadian Flag to be half-masted as a symbol of mourning is the Canadian Flag affixed to the rooftop of the Administration Building located at 202 Administration Building, Winnipeg, Manitoba, on the Fort Garry Campus.
- 2.2 The University shall lower the Canadian Flag in the event of the following:
- (a) The death of any of the following members of the University Community:
 - (i) registered students;
 - (ii) current members of the Board of Governors or Senate;

- (iii) current or former Chairs of the Board of Governors, Presidents or Chancellors;
 - (iv) current members of the faculty or staff;
 - (v) Professors Emeriti;
 - (vi) retirees;
 - (vii) recipients of University of Manitoba honorary degrees;
 - (viii) any other individual(s) as deemed appropriate by the President.
- (b) The death of any of the following members of the Canadian Government:
- (i) Prime Minister;
 - (ii) Chief Justice of Canada;
 - (iii) Premier of Manitoba;
 - (iv) Sovereign;
 - (v) Governor General;
 - (vi) Manitoba Lieutenant Governor;
 - (vii) any other individual(s) as deemed appropriate by the President.
- (c) Special days including, but not limited to, the following:
- (i) November 11 (Remembrance Day);
 - (ii) December 6 (National Day of Remembrance and Action on Violence Against Women);
 - (iii) any other day(s) as deemed appropriate by the President.
- (d) In exceptional circumstances as deemed appropriate by the President.

2.3 In exceptional circumstances the Canadian Flag may be flown at half-mast to mourn the lives lost in tragic national and international events. In such cases the period during which the Canadian Flag will remain at half-mast will generally mirror the practice of the Province of Manitoba.

- 2.4 Only in exceptional circumstances will the Canadian Flag be half-masted on Victoria Day or Canada Day.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Director, Office of the President, is responsible for the implementation, administration and review of this Policy.
- 3.3 All Staff and Students are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is January 27, 2025.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the President or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Flag Etiquette Policy, effective April 11, 1968;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Flag Etiquette Procedure](#)