

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	FLAG ETIQUETTE
Parent Policy:	Flag Etiquette Policy
Effective Date:	May 27, 2025
Revised Date:	
Review Date:	May 27, 2035
Approving Body:	President
Authority:	
Responsible Executive Officer:	President
Delegate: (If applicable)	Associate Director, Office of the President
Contact:	Associate Director, Office of the President
Application:	All staff and students

Part I Reason for Procedure

- 1.1 The purpose of this procedure is to clarify the roles, obligations, and responsibilities of the units involved in displaying and half-masting flags on the University of Manitoba (“University”) campuses.
- 1.2 In particular, this Procedure outlines the process:
 - (a) to be followed in the event of a request that flags be half-masted as a symbol of mourning; and
 - (b) in the event a request that a guest/special flag be displayed at the University.

Part II Procedural Content

Requests to Half-Mast the Principal Canadian Flag

- 2.1 The Canadian Flag atop the Administration Building, 66 Chancellors Circle (the "Principal Canadian Flag"), is half-masted as a symbol of mourning by request, which is submitted to the President's Office. The President's Office will review and approve the request in accordance with the parameters outlined in this Procedure and the Flag Etiquette Policy.
- 2.2 The following units shall be responsible for notifying the President's Office of a death in the community and initiating the process to half-mast the Principal Canadian Flag for circumstances identified in the Flag Etiquette Policy.
- (a) Vice-Provost (Students):
 - (i) Registered students.
 - (b) Office of the Secretary:
 - (i) Current members of the Board of Governors or Senate;
 - (ii) Current or former chairs of the Board of Governors, Presidents, or Chancellors;
 - (iii) Recipients of University of Manitoba honorary degrees.
 - (c) Human Resources:
 - (i) Current members of the faculty or staff;
 - (ii) Professors Emeriti;
 - (iii) Retirees who are eligible and have elected to participate in the retiree benefit plan.
 - (d) External Relations:
 - (i) Recipients of University of Manitoba honorary degrees.
- 2.3 The above notifying units are responsible for completing and submitting a request to half-mast the Principal Canadian Flag via the appropriate form, available through the President's Office.
- 2.4 Requests from individuals or groups and requests beyond the circumstances outlined in the Flag Etiquette Policy to half-mast the Principal Canadian Flag shall be directed to the President's Office for consideration by completing and submitting a request via the appropriate form, available through the President's Office.
- 2.5 Upon approval of a request to half-mast the Principal Canadian Flag, the President's Office shall direct Security Services in writing to arrange for the lowering of the Principal Canadian Flag.

- 2.6 When mourning individuals, the Principal Canadian Flag shall be half-masted on the day of the individual's memorial service, from approximately 8:00 a.m. until sunset. In the event no memorial service is to be held for the individual or notification of the individual's passing is delayed, the Principal Canadian Flag shall be half-masted within ten (10) days of the President's Office receiving formal notification of the individual's death.
- 2.7 In such cases when a request to half-mast the Principal Canadian Flag for an event or day of mourning is approved by the President's Office, the period during which the Principal Canadian Flag will remain at half-mast will generally mirror the practice of the Province of Manitoba or for a maximum of five (5) days, as determined at the time of the request.
- 2.8 When requests to half-mast the Principal Canadian Flag have been approved, the President's Office shall notify External Relations and Government and Community Relations in writing as to when and why the Principal Canadian Flag will be half-masted. External Relations may in turn notify the University community by appropriate means available, including but not limited to a UM Today bulletin concurrent with the lowering of the Principal Canadian Flag.

Requests to Half-Mast the Primary Grouping of Flags

- 2.9 The grouping of five flags—the Canadian, Provincial, Treaty One, Red River Métis Nation, and the City of Winnipeg flags—displayed at the intersection of University Crescent and Chancellor Matheson Road (the "Primary Grouping of Flags") are half-masted as a symbol of mourning in conjunction with the Primary Canadian Flag, at the direction of the President's Office, in accordance with the parameters outlined in this Procedure and the Flag Etiquette Policy.
- 2.10 Upon notification of the death of an individual as identified in the Flag Etiquette Policy, the President's Office shall direct General Services in writing to arrange for the lowering of the Primary Grouping of Flags, indicating the duration the flags shall remain at half-mast.
- 2.11 When the Primary Grouping of Flags have been half-masted in addition to the Primary Canadian Flag, the duration the flags shall be half-masted will mirror the practice of the Province of Manitoba.
- 2.12 The President's Office shall notify External Relations and Government and Community Relations in writing as to when and why the Primary Grouping of Flags will be half-masted. External Relations may in turn notify the University community by appropriate means available, including but not limited to a UM Today bulletin concurrent with the lowering of the flags.

Requests to Display a Guest/Special Flag

- 2.13 Requests to display a guest/special flag may be made by a University community member or group; another city, province, or nation, including First Nations, Métis,

and Inuit governments; a community organization; or as deemed appropriate by the President.

- 2.14 Requests to display a guest/special flag on the designated flagpole located at University Centre, 65 Chancellors Circle, on the Fort Garry Campus shall be directed to the President's Office for consideration by completing and submitting a request via the appropriate form, available through the President's Office.
- 2.15 Upon receiving a request to display a guest/special flag, the President's Office will review the request in consultation with Government and Community Relations and/or other pertinent units and in accordance with the parameters outlined in this Procedure and the Flag Etiquette Policy.
- 2.16 If the request to display a guest/special flag is approved, the timing and duration for which a guest/special flag is displayed will be determined on a case-by-case basis, as deemed appropriate by the President in consultation with Government and Community Relations and/or other pertinent units, and depending on the nature of the request, particular circumstance, commemorative celebration, or community event.
- 2.17 Once a guest/special flag has been approved to be displayed, the President's Office shall:
 - (a) notify General Services in writing when the flag will be provided, when it is to be raised, and for how long it shall be displayed. General Services will be responsible for raising and lowering the flag at the appropriate time and returning the flag to the requesting group or individual, as required; and
 - (b) notify External Relations in writing as to when and why a guest/special flag will be displayed. External Relations may in turn notify the University community by appropriate means available, including but not limited to a UM Today bulletin concurrent with the raising of the guest/special flag.
- 2.18 Persons or organizations requesting a guest/special flag may be required to provide the flag to the University. If the requesting group or individual is not able to provide a flag to the University, they will be required to approve a proof of the requested flag two weeks prior to the day it is to be raised.
- 2.19 A flag raising ceremony for guest/special flags may be held, as deemed appropriate by the President, in consultation with Government and Community Relations and/or other pertinent units.

General Flag Protocol

- 2.20 Government and Community Relations, with the support of General Services and Security Services, when applicable, shall be responsible for reviewing and following federal and provincial legislation and protocols for government flags

displayed at the University, as it pertains to their positioning, maintenance, handling, and disposal.

Part III Accountability

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

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is May 27, 2035.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) The President or the Approving Body deems it necessary or desirable to do so;
 - (b) The Procedure is no longer legislatively or statutorily compliant;
 - (c) The Procedure is now in conflict with another Governing Document; and/or
 - (d) The Parent Policy is revised or appealed.

Part V Effect on Previous Statements

- 5.1 This Procedure 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 VI
Cross References

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation, and/or forms:

- (a) Flag Etiquette Policy