

## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>FLAG ETIQUETTE</b>
<b>Parent Policy:</b>	Flag Etiquette Policy
<b>Effective Date:</b>	January 27, 2015
<b>Revised Date:</b>	
<b>Review Date:</b>	January 27, 2025
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Director, Office of the President
<b>Contact:</b>	Director, Office of the President
<b>Application:</b>	All Staff and Students

### Part I Reason for Procedure

- 1.1 To set forth the Procedure to be followed in the event of a request that the Canadian Flag be lowered to half-mast as a symbol of mourning and to outline how the University community is to be informed of the event.

### Part II Procedural Content

- 2.1 The University of Manitoba (“University”) will lower the Canadian Flag to half-mast as an act of mourning in the circumstances outlined in the Flag Etiquette Policy.
- 2.2 Requests to have the University lower the Canadian Flag to half-mast should be directed to the Office of the President for consideration.

- 2.3 If the request is approved by the Office of the President, it shall direct Security Services to arrange for the lowering of the Canadian Flag, located on the Administration Building, 202 Administration Building, Winnipeg, Manitoba, on the Fort Garry Campus, to half-mast on the day of the memorial service from 8:00 a.m. until sunset. In the event of no memorial service, the Canadian Flag shall be lowered on a business day within ten (10) days of the date upon which the University is notified of the individual's death.
- 2.4 Once a request has been approved, the Office of the President, shall also notify the Marketing Communications Office, when and why the Canadian Flag will be flown at half-mast. The Marketing Communications Office may in turn notify the University community by appropriate means available, including but not limited to, a notation in the UM Today Bulletin concurrent with the lowering of the Canadian Flag.
- 2.5 All media inquiries concerning the circumstances surrounding the lowering of the Canadian Flag to half-mast shall be handled by the Director, Marketing Communications Office.

### **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 Director, 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 January 27, 2025.
- 4.2 In the interim, this Procedure may be revised or repealed if:
  - (a) the President for 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 repealed.

**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](#)