

## POLICY 1.2 – Flying of Flags and Banners

<b>Policy Category:</b>	General
<b>Subject:</b>	Flying of Flags and Banners
<b>Approving Authority:</b>	President
<b>Responsible Officer(s):</b>	Vice-President (External); Vice-President (Operations & Finance)
<b>Responsible Office(s):</b>	Vice-President (Operations & Finance); Vice-President (External); Associate Vice-President (Finance & Facilities); Facilities Management; Vice-Provost (International)
<b>Related Procedures:</b>	<a href="#">Administrative Procedures for Flying of Flags and Banners</a>
<b>Related University Policies:</b>	<a href="#">MAPP 3.6</a> – Deaths
<b>Effective Date:</b>	September 22, 2016
<b>Supersedes:</b>	January 25, 2007; February 23, 2007

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### I. PURPOSE & SCOPE

This policy and its accompanying procedures outline which flags and banners can be flown or hung on campus, and where they may be placed, and deals with the lowering to half-mast of the Canadian flag on University College tower.

### II. POLICY

Except as provided below, decisions with respect to the flying of flags or hanging of banners on campus are within the authority of the President to make, on the recommendation of the Vice-President (External) or the Vice-President (Operations & Finance).

#### 1. University College Flagstaff

- (a) The Canadian Flag shall be flown daily from the University College flagstaff.
- (b) During a visit to the campus by Royalty, the Sovereign's personal Canadian Flag shall be flown from the University College flagstaff day and night for the duration of the visit, or according to Royal wishes, at any building involved in Royal functions during the visit. The same procedure shall govern the flying of the personal flags of the Governor General of Canada and the Lieutenant Governor of Ontario.

#### 2. The University Flag

The University Flag shall be a 5' by 8' full purple nylon flag with the University's crest silk-screened in reverse white.

**3. Lowering of Flags to Half-mast**

- (a) The flag on the University College flagstaff shall be lowered to half-mast as follows:
  - (i) on the occasion of the death of a university community member (past or present) in accordance with the University's [Policy 3.6](#) (Deaths);
  - (ii) on Remembrance Day (November 11) and on the National Day of Remembrance & Action on Violence Against Women (December 6);
  - (iii) on other occasions upon request to the Vice-President (Operations & Finance).
- (b) Other flags on campus may also be lowered to half-mast on the occasions noted in 3(a), with the approval of the Vice-President (Operations & Finance)