

## **PROCEDURE FOR POLICY 1.2 – Flying of Flags and Banners**

### **1. Approval Authorities & Responsibilities**

- (a) Requests to lower flags to half-mast require the approval of the Vice-President (Operations & Finance) or, in the case of the death of a former or current staff or faculty member, Human Resources Services.
- (b) Requests to hang flags or banners related to university campaigns or externally-sponsored events require the approval of the President, on the recommendation of the Vice-President (External).
- (c) Flags or banners may only be hung by Facilities Management staff or under the supervision of Facilities Management.
- (d) Facilities Management is responsible for purchase and maintenance of Canadian, Provincial, and University flags.
- (e) The office of the Vice-Provost (International) is responsible for purchase and maintenance of international flags.

### **2. Alumni Circle Flagstaffs**

- (a) The following flags are normally flown daily from the three flagstaffs on the Alumni Circle as follows (as viewed from the entrance of Alumni Hall):
  - Left: The Flag of the Province of Ontario
  - Centre: The Canadian Flag
  - Right: The University Flag
- (b) The University Flag may be replaced by the flag for a current major University fundraising campaign (e.g., Campaign Western) or for a major externally-sponsored event taking place on the university campus and in which the university is a partner (e.g., 2001 Canada Summer Games).
- (c) The University Flag may also be replaced by the flag of another nation on the occasion of the visit to campus of a Head of State or Ambassador, on the recommendation of the President or the Vice-Provost (International) in which case the order of the flags shall be as follows:
  - Left: The flag of the country of the Head of State or Ambassador
  - Centre: The Canadian Flag
  - Right: The Flag of the Province of Ontario

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### 3. University Community Centre Flagstaff

The Canadian Flag may be flown daily from a flagstaff on the area outside the front entrance of the University Community Centre. Other flags may be flown from this flagstaff with the permission of the Vice-President (External).

### 4. International & Graduate Affairs Building Flagstaffs

The following flags are normally flown daily from the three flagstaffs in front of the International & Graduate Affairs Building:

- Left: The Flag of the Province of Ontario
- Centre: The Canadian Flag
- Right: The University Flag

On the occasion of a visit to campus of an official delegation led by a Head of State, an Ambassador, or a Senior Officer of a foreign post-secondary institution, and on the recommendation of the President or the Vice-Provost (International), the University Flag may be replaced with the flag of the foreign country. In that event, the flags shall be hung as follows:

- Left: The Flag of the country of the delegation
- Centre: The Canadian Flag
- Right: The Flag of the Province of Ontario

### 5. Other Flagstaffs

The Canadian Flag, other flags listed in section 2(a) above, or other flags authorized by the Vice-President (External) may be flown from other flagstaffs on campus.

### 6. Use of Banners on Campus

During major university campaigns (e.g., Campaign Western), campaign banners may be hung on the exterior walls of buildings or structures for the duration of, or portions of, the active phase of the campaign.