

POLICY

Procedure Title	Half Masting of Flags
Procedure Holder	Organizational Effectiveness
Procedure Approver(s)	Senior Team
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	April 12, 2013
Next Review Date	

Purpose

As a public institution, Confederation College flies flags on its campuses. To show respect at a time of loss, flags may be flown at half-mast, as described in this practice.

Scope

This practice applies to all College buildings and facilities that have flag poles that are controlled by the College.

Definitions

Half-Mast

The position of a flag, with the centre of the flag exactly half way down the mast.

To half-mast a flag

To raise the flag to the top of the mast, then to immediately lower it slowly to the half-mast position.

Policy Statements

1. Responsibility

- 1.1. At the Thunder Bay Campus, Public Safety is responsible for half-masting flags.
- 1.2. At regional campuses, offices and facilities, the local manager is responsible for half-masting flags.

2. Flying Flags At Half-Mast

- 2.1. Confederation College will adhere to the “Half-Masting for Mourning” rules set out in *Rules for Flying the Flag*, as published by Heritage Canada.
- 2.2. All flags shall be flown at half-mast from the time of the announcement to sunset on the day of the funeral upon the death of:
 - 2.2.1. Federal, Provincial, or City Officials
 - 2.2.1.1. The Sovereign
 - 2.2.1.2. A member of the Royal Family
 - 2.2.1.3. The Governor General
 - 2.2.1.4. The Lieutenant Governor
 - 2.2.1.5. The Prime Minister
 - 2.2.1.6. The Provincial Premier
 - 2.2.1.7. Local Elected Officials
 - 2.2.1.8. Confederation College Personnel
 - 2.2.1.9. A current employee
 - 2.2.1.10. A current student
 - 2.2.1.11. A former President
 - 2.2.1.12. A member of the Board of Governors
 - 2.2.1.13. Friends of the College as identified by the President’s Office
 - 2.2.1.14. Specific occasion, as approved by the President’s Office

2.2.2. Flags will be also flown at half-mast, from sunrise to sunset, on the following dates:

2.2.2.1. November 11, Remembrance Day

2.2.2.2. December 6, National Day of Remembrance and Action on Violence Against Women

2.2.2.3. April 28, Workers' Mourning Day

2.2.2.4. June 23, National Day of Remembrance for Victims of Terrorism

2.2.3. In addition, flags will be flown at half-mast when the Government of Ontario issues a notice to half-mast flags on Government buildings.

3. Notification

The Recruitment, Communications and Advancement Department will post an advisory to Staff News identifying why the flag is being flown at half-mast.

1.

Revision History

Version	Change	Author	Date of Change