



Policy Title:

Flag Policy

University Classification & Policy Number:
A-006-21

Approval Body:
University Administration

Responsible Designate:
The President and Vice-Chancellor is responsible for the development, administration, and review of this Policy.

The Executive Director, Facilities, is responsible for the administration of this Policy.

Established:
04/01/94

Revised:
04/30/19
10/26/21

Editorial Revisions:
Not applicable

Scheduled Review:
2026

1. Policy Purpose

1.01 The purpose of this Policy is to establish clear principles and procedures to be followed for the permanent flag installation at the front of Wesley Hall on the University of Winnipeg campus.

2. Definitions

Not Applicable.

3.0 Scope

3.01 This Policy applies to the flags at the entrance of Wesley Hall on the University of Winnipeg campus.

4.0 Policy Elements

4.01 Principles

4.01.01 The University of Winnipeg acknowledges that we are gathered on ancestral lands, on Treaty One Territory. These lands are the homeland of the Métis people. We acknowledge that our water is sourced from Shoal Lake 40 First Nation.

4.01.02 The University of Winnipeg recognizes the Treaty One Territory Flag, the Manitoba Métis Federation Flag, the National Flag of Canada, the Flag of Manitoba, and the University of Winnipeg Flag.

4.01.03 The lowering of a flag to half-mast is a universal symbol of respect and mourning that visually represents a sense of shared loss and sorrow.

4.01.04 All flags shall be flown in conformity with the “Rules for Flying the National Flag of Canada” as articulated by the Ministry of Canadian Heritage of the Government of Canada.

4.02 Flags Permanently Displayed on Campus

4.02.01 The University shall display the Treaty 1 Territory Flag, the Manitoba Métis Federation Flag, the National Flag of Canada, the Flag of Manitoba, and the University of Winnipeg Flag on a permanent basis at the entrance of Wesley Hall, facing Portage Avenue.

4.02.02 At the discretion of the President and Vice-Chancellor, an alternate flag may be displayed in place of the University Flag.

4.03 Occasions for When the Flags Shall be Flown at Half-Staff

4.03.01 The University shall observe declared national and/or provincial periods of mourning by flying all flags at half-mast.

4.03.02 The University shall observe the deaths of national or provincial figures by flying all flags at half-mast if the Government of Canada orders flags lowered on federal buildings throughout Canada or throughout Manitoba.

4.03.03 Flags shall be flown at half-mast on the day of the funeral or memorial service for the following members of the University community, when Human Resources is notified:

- a. Current students of the University;
- b. Any employee, whether academic or non-academic;
- c. Current members of the Board of Regents;
- d. Current and former Presidents, Chancellors and Board Chairs;
- e. Retirees from a full-time position of employment at the University;
- f. Honorary Degree recipients;
- g. Persons admitted into Fellowship of United College; and
- h. Other individuals as determined by the President and Vice-Chancellor or designate.

4.03.04 Flags may be flown at half-mast on any other such occasions as determined by the President or his/her designate.

4.04 Roles and Responsibilities

4.04.01 On becoming aware of the death of a person referred to in section 4.3, the Associate Vice-President, Human Resources, shall notify the President's Office.

4.04.02 On receiving such notification, the President's Office shall contact the Executive Director, Facilities who will ensure that the University's flags are lowered and raised in accordance with this Policy.

4.05 General Flag Procedures

4.05.01 The flag installation in front of Wesley Hall shall fly the National Flag of Canada in the left position, followed by the Flag of Manitoba, the Treaty 1 Territory Flag, the Manitoba Métis Federation Flag, and the University Flag, when viewed from Portage Avenue facing Wesley Hall.

4.05.02 Flags shall be approximately the same size and flown from separate staffs of the same height.

4.05.03 When flags become faded or worn they shall be respectfully retired from service.

4.06 Procedures for Flying Flags at Half-Staff

4.06.01 When lowering a flag to half-mast, each flag that is part of the permanent flag installation shall be first raised to the top of the mast then immediately lowered slowly to the half-mast position.

4.06.02 Subject to the following, flags will be lowered to half-mast on the day of the funeral or memorial service from 8am until sunset:

- a. If the funeral or memorial service falls on a weekend, the flags shall be lowered late Friday afternoon and raised Monday morning;
- b. If a funeral or memorial service held on campus, flags shall be lowered on that day only;
- c. If no funeral or memorial service is held, the flags shall be lowered on a business day within ten days of the date upon which the University is notified of the individual's death; and
- d. If the funeral or memorial service has already taken place, the President may choose an alternate day on which to lower the flag.

5.0 Relevant Legislation

Not applicable.

6.0 Related Policies, Procedures and Institutional Documents

Not applicable.