

Policy on Lowering the Flag

Category: Operations

Approval: PVP

Responsibility: Vice-President, Communications & Enrolment

Date initially approved: February 1996, Date of last revision: February 26, 2021

Purpose:

The purpose of this policy is to outline the guideline and procedures to be followed concerning the lowering of the flag on the Bata Library building on Symons Campus in Peterborough and for the flag at Trent University Durham. There may be occasions upon which the flag at one campus or the other will be in the half mast position, dependent upon the regional context.

Authority

1. a) The Vice-President, Communications & Enrolment is responsible to the President and Vice-Chancellor or designate for the administration of this policy. The VP, Communications & Enrolment will advise the President and Vice-Presidents Group (PVP) and the Secretary of the Board of Governors of the lowering of the flag. The flag will be lowered by Facilities Management upon notification of the AVP, Facilities Management.
2. b) As per the Emergency Response protocol, it is the responsibility of the Provost & Vice-President Academic or designate to notify the VP, Communications & Enrolment of the death of a current student, faculty or staff member as soon as word of death has been received, giving all the information available so that appropriate action may be taken.

Flag Lowering Policy and Procedure

a) **Remembrance Day:** The flag shall be lowered to half-mast for one half day (until noon) on Remembrance Day.

b) **Deaths:**

The flag is to be flown at half-mast for:

1. Current Members of the Board of Governors, current or past Chairs of the Board, and governors emeritus
2. Current Members of Senate
3. Recipients of Trent's honorary degrees
4. Any present or past Chancellors, Presidents and Vice-Chancellors
5. Any student in attendance at Trent University (should a student's death occur during the summer term, a decision as to the lowering of the flag will be considered based on the registration status of the student or on its merits)
6. Current employees

7. Retired University faculty or staff members on the occasion of a department-sponsored memorial service when held on campus
8. Government Representatives:
 - The Mayor of the City of Peterborough, the Warden of the County of Peterborough, the City of Oshawa or the Regional Chair of the Regional Municipality of Durham
 - The Governor General
 - The Prime Minister of Canada
 - The Lieutenant Governor of Ontario
 - The Premier of Ontario
 - Provincial and Federal members of Parliament representing Peterborough
9. To mark the death of a national or provincial figure, or to join in national mourning, if the Government of Canada orders flags lowered on federal buildings throughout Canada or the Provincial Government throughout Ontario.
10. Exceptional Circumstances: The President, Vice-Presidents, or the Vice-President of Human Resources may authorize the lowering of the flag for anyone not covered above if, in their opinion, special circumstances warrant doing so.
11. Durham Campus exceptions will be at the discretion of the Head of Trent University Durham.

c) **Duration:** The flag shall be lowered for a single day on the occasion of the funeral or memorial service in the circumstances outlined in (b) above except where otherwise noted, during national and/or provincial periods of mourning, or in exceptional circumstances at the discretion of PVP.

Officer:

Vice-President, Communications & Enrolment

Date for Next Review:

December 2021

Related Policies, Procedures & Guidelines

a) N/A

Policies Superseded by This Policy:

a) N/A