



POLICY:  <b>Flags at Half-Mast</b>		POLICY NUMBER:  <b>FM-4</b>
		PREVIOUS/REPLACES:  <b>Flags at Half-Mast</b>
APPROVED BY:  <b>Executive Council</b>	EFFECTIVE DATE AS OF:  <b>October 25, 2022</b>	PRIOR VERSIONS:  <b>July 5, 2022 January 11, 2022</b>

### 1. Policy Statement:

This policy outlines the circumstances under which the Manitoba Institute of Trades and Technology (to be referred to as MITT) will lower all flags to half-mast as a symbol of mourning. The flying of flags is a symbol of honour and pride for all Canadians. It is important that the display of flags at MITT campuses is done in a consistent and respectful manner.

The National Flag of Canada may be lowered to half-mast as directed by the President or designate as a sign of mourning and respect to honour social, cultural and remembrance of key figures and events in Canada and the world.

- a) The National Flag of Canada will be lowered to half-mast in the event of the following deaths:
- The Prime Minister or a former Prime Minister;
  - The Governor General;
  - The Sovereign;
  - The Premier of Manitoba;
  - The Manitoba Lieutenant Governor; and
  - Any other individuals(s) deemed appropriate as determined by the President or designate.
- b) The death of any of the following members of the MITT community:
- Current member of the Governing Board;
  - President of MITT;
  - Honorary degree recipients;
  - Current registered students;
  - Current employees;
  - Any other individual(s) as deemed appropriate by the President or designate.
- c) Special days such as Remembrance Day (November 11) would signify appropriate occasions to fly the flag at half-mast. Other days may be determined by MITT Executive Council.
- d) To mourn the lives lost in tragic national and international events as determined by the President or designate.



- e) The flag may be lowered without President approval for days that are recognized as federal/provincial mourning events.

**2. Scope:**

This policy applies to all flags flown at any MITT owned campus.

**3. Procedure:**

Lowering Flags:

a) Death of an Individual

- Flags will be flown at half-mast upon notification of an individual's death up until sunset of the day of the funeral or memorial service. If no funeral or memorial service is held, the flags will be lowered from 8am until sunset on a business day within five days of the date upon which MITT is notified of the individual's death.

b) Special Days

- Flags will be lowered to half-mast from 8am until sunset.

c) Lives Lost in National and International events

- Flags will be lowered to half-mast when the event becomes known and will remain at half-mast for the duration of the week. If MITT becomes aware of the event on a Friday, Saturday or Sunday, the flags will fly at half-mast for the duration of the following week.
- The President or designate may at their discretion adjust this schedule depending on the circumstances of the event.

**4. Administration:**

The Associate Vice-President, External & Corporate Affairs in conjunction with the Director of Facilities are responsible for ensuring this policy is adhered to.

**5. Review:**

This policy will be reviewed by Executive Council every five years.

**6. Reference: N/A**

**7. Definitions: N/A**