



University
of Windsor

Policy Title: Policy on Flying of Flags

Policy Number: VPFO-09-002

Date Established: October 5, 2009 by the Office of the VP, Administration and Finance

Office with Administrative Responsibility: VP, Finance and Operations

Approver: President

Revision Date(s): November 1, 2009
November 10, 2020

Purpose:

The purpose of the policy is to establish the University of Windsor protocol regarding the flying of flags on campus.

Scope of Policy:

The policy is universal to the University of Windsor campuses.

Exceptions to Policy:

There are no exceptions to the policy.

Cross-References:

Appendix A – Flag Display Request

Definitions:

Not applicable.

Procedures:

- I. The official flagstaff at the University of Windsor is located at 401 Sunset Avenue, behind Chrysler Hall Tower.
- II. Only the National Flag of Canada and the Provincial Flag of Ontario should be flown from an official University flagstaff. The only exception to this is in the circumstances when there is an official visit from a head of state, during which the flag of the visiting head of state's country may be flown provided that it is not flown higher than the National Flag of Canada. The same procedure shall govern the flying of the personal flags of the Governor General of Canada and the Lieutenant Governor of Ontario.

- III. At the discretion of the President, an official University of Windsor flagstaff may also display, the flag of the local municipality or other special purpose flag. If an additional flag is to be raised it may only be flown below the National Flag of Canada on an official University of Windsor flagstaff under special circumstances or as authorized by the President. The flag should be provided by the requestor and align with the University of Windsor's vision as a progressive, student-centered university, where the challenges of communities and of a world in transition inform the education we provide, the research we do, and the creative endeavors we pursue. Requests must also be consistent with the Ontario Human Rights Code and not directly connected with any political or religious group or cause. (see Appendix A for application).
- IV. Examples of other flags which may be flown below the National Flag of Canada on an official University of Windsor flagstaff under special circumstances or as authorized by the President include:
- (a) The University of Windsor Flag;
 - (b) The United Way Flag;
 - (c) The flag for a current major University fundraising campaign
- V. The flags on the University of Windsor's flagstaffs shall be lowered to half-mast for one day on the following occasions: on Remembrance Day in recognition of the fact that, in the Canadian community, it is an appropriate national day of mourning for the continuing state of violence in the world; on national days of remembrance and mourning as determined by the Parliament of Canada; upon the death of any member of the faculty, the staff, the student body, the Senate, or the Board of Governors who at the time of death is associated with the University; upon the death of any national or community figure; or upon the death of any person who during their life had played a prominent role in serving the University of Windsor. In addition, for cases not included in the above categories the flag is to be lowered at the discretion of the President.
- The hoisting and lowering of all flags and banners are the responsibility of the Facility Services division.

Review Process for the Policy

The policy will be reviewed every five (5) years. Under the following circumstances the policy may be reviewed before the five (5) year term: changes in legislation that affect the policy; a specific incident triggers a review of the policy; there is a request made by a governing body, such as the Board of Governors, to review the policy.

Process for Communicating the Policy

The policy will be posted on the University of Windsor's policy webpage, within two (2) weeks of the approval of the policy. If applicable, a notification will also be sent to all departments directly affected by the policy.

Appendices:

Appendix A – Flag Display Request