



Procedure 44.12.001 Displaying of Flags

Type:	C – Institutional	Last Approved: Oct. 24, 2002
Executive Responsibility:	Vice-President Administration & Finance Finance Executive Director Infrastructure and Ancillary Services	Next Review: Oct., 2010
Administrative Responsibility:	Associate Director, Facilities Services & Campus Development	Policy: 44.12

PROCEDURE:

1. Flags Flown at Half-Mast

The appropriate flag displayed by the University shall be flown at half-mast when:

- a. a period of national mourning is declared by the Federal Government; or
- b. a period of mourning is declared by the Provincial Government; or
- c. there has been a death of a member of the Vancouver Island University community.

2. Period of Display

- a. flags will be lowered to half-mast in the morning following the announcement of the death / period of mourning;
- b. flags shall be raised to full staff late on the afternoon of the day of the funeral or memorial service;
- c. in the absence of a funeral or memorial service, the flags shall be raised to full staff on the afternoon of the ~~fifth~~ day following the announcement of the death / period of mourning.