

<b>Policy Title:</b>	Flags at Half Mast		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input checked="" type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	August 31, 2017	<b>Effective date:</b>	August 31, 2017
<b>Policy Sponsor:</b>	Vice President, Administration & Finance	<b>Date last reviewed:</b>	August 31, 2017
<b>Date of Mandatory Review (expiry date)</b>	August 2022	<b>Date of last revision of Procedures</b>	August 31, 2017

## 1 POLICY

In general, the flags flown at CMCC should be at half-mast in the following circumstances:

1. The death of someone who made an extraordinary contribution to CMCC.
2. The death of an exceptional Canadian or international leader.
3. The death of anyone where such death would result in an emotional response from a majority of CMCC students and employees, Torontonians, or Canadians.

The Vice President, Administration & Finance (VPAF) will be responsible for working with the Director of Physical Facilities to ensure compliance with this policy.

Unless otherwise indicated, flags that have been set at half-mast by virtue of one of the above situations should remain at half-mast until the funeral for the deceased has taken place or as determined by the VPAF.

## 2 PURPOSE

To provide guidelines for lowering flags flown at CMCC.

## 3 SCOPE

All employees and students.

## 4 INFORMATION AND COMPLIANCE PLANS

N/A

## 5 RELATED POLICIES

N/A

## 6 DEFINITIONS

N/A

**New Policy Approved (date):**

August 2002

**Policy Revision History (dates):**

August 2017

-----END OF POLICY-----

**7 PROCEDURES**

N/A

**New Procedure Approved (date):**

**Procedure Revision History (dates):**

**8 ATTACHMENTS**

None