



Guidelines – Lowering Flags at Cambrian College	
Date Approved: April 2019	
Effective Date: April 2019	
Date Reviewed:	Replaces: Guidelines – Lowering Flags at Cambrian College, 2007

## Statement

Flags are lowered to half-staff at Cambrian College as a symbol of respect for and in acknowledgment of the passing of a member of the Cambrian community (with permission); if/when tragedy strikes a sister postsecondary institution in Canada or a postsecondary institution with whom Cambrian has an affiliation (nationally or internationally); or when a precedence is set by the municipal, provincial, or federal governments; or when we stand with the nation during horrific acts of violence.

Prior to lowering the flags, consultation between the President's Office and Strategic Enrolment and College Advancement will take place. Strategic Enrolment and College Advancement will arrange for the flags to be lowered and for the appropriate notices to be issued (e.g., email to all staff.)

## Guidelines and Procedures

### Cambrian Community

- The Cambrian community consists of:
  - Staff - current
  - Faculty - current
  - Students - current
- Cambrian Board members - current/past
- Circle for Indigenous Education Committee members (Board) - current
- Cambrian Foundation Board members - current/past
- Retired staff members or volunteers or past volunteers - who continue to support the College through volunteerism, mentorship or other significant contributions or who have made significant contributions to the community

#### 1) Flags

Upon receipt of notification of the passing of a member of the Cambrian community, flags at Cambrian College will be lowered to half-staff to and including the day of the funeral. Should a situation occur where the flags might be down for more than three days, the time of lowering the flags may be adjusted to ensure a three-day limit.

#### 2) Floral Tribute

Upon receipt of notification of the passing of a member of the Cambrian



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community, the President's office will arrange a floral tribute on behalf of the College.

### Greater Cambrian Community

The greater Cambrian community includes the partners, children, and parents of Cambrian staff.

#### 1) Tribute

Upon receipt of notification, the President's office will send an appropriate expression of condolences on behalf of the College. This does not preclude departments from sending their own expression of condolences, or providing notification to colleagues in their area via e-mail, etc.

### Greater Community

The greater community refers to a sister postsecondary institution in Canada or a postsecondary institution with whom Cambrian has an affiliation (nationally or internationally) that has experienced a tragedy or a situation/instance where a precedence is set by the municipal, provincial, or federal governments.

#### 1) Flags

Upon receipt of notification, flags at Cambrian College will be lowered to half-staff for a period of time appropriate to the situation.

### Related Policies / Directives / Regulations

n/a