



Campus Flag and Object Display Policy

Category: Space and Property;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: July 1, 2016;

Amendments: September 27, 2022;

Purpose

The purpose of this policy is to set guidelines for hanging flags and other objects on Lakehead University (the “University”) property.

Scope

This policy applies to any person or group applying to have a flag or object hung on the University’s property (the “Applicants”). Flags or objects gifted to the University, with the intention of having them hung, shall be considered by the same process as Applicants.

Policy

Any person or group wishing to have a flag or other object hung on University property must follow this policy and the process set out in the Campus Flag and Object Display Procedures.

Flags/Objects: Specifications

- 1) Approved flags or objects must adhere to the specifications set out in the Campus Flag and Object Display Procedures.
- 2) Flags that are hung on the wall of the main entrance of the Agora shall be displayed in the order set out in the Campus Flag and Object Display Procedures.

- 3) Physical Plant will determine any safety/installation concerns and will oversee installation of all approved flags and objects.

Costs for Installation and Maintenance of Flags/Objects

- 1) All costs associated with the hanging and maintenance of a flag or object are the responsibility of the Applicants and shall be incurred by the Applicant unless otherwise set out in the procedures.
- 2) All such fees must be paid at least 5 business days before installation.
- 3) To mitigate associated costs, normally flags and objects are hung on an annual basis, unless otherwise set out in the Campus Flag and Object Display Procedures.

Policy Adherence

Failure to adhere to this policy or the Campus Flag and Object Display Procedures will result in the flag or object not being approved to be hung, or being removed from display at the Applicant's expense.

Review Period: 5 years;

Next Review Period: 2027-2028;

Related Policies and Procedures: Campus Flag and Object Display Procedures - attached;

Policy Superseded by this Policy: Agora Flag Policy (previously named)

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-343-8010 Ext. 7929 or Email: univsec@lakeheadu.ca.



Campus Flag and Object Display Procedures

Category: Space and Property;

Jurisdiction: Director, Physical Plant;

Approval Authority: Vice President, Administration and Finance;

Established on: July 1, 2016;

Amendments: None.

Purpose

The purpose of these procedures is to establish the process for determining when and how flags and other objects are selected and hung on Lakehead University (the “University”) property.

Scope

These procedures apply to any person or group applying to have a flag or object hung on the University’s property (the “Applicants”). Flags or objects gifted to the University, with the intention of having them hung, shall be considered by the same process with the donor being the Applicant, unless otherwise determined by the Vice-President, Administration and Finance.

Application Procedures

- 1) Any person or group wishing to have a flag or other object hung on University property must submit their request by filling out the [Application Form](#).
- 2) Lakehead University’s Office of the Vice-President (Administration & Finance) will consider all applications with final approval resting with the Vice-President (Administration & Finance) and the President.
- 3) Approved flags/objects must adhere to the Campus Flag and Object Display Policy and Procedures.

Flags: Specifications

- 1) Flags should measure 27" x54" (preferred) up to a maximum of 3 x 6 feet, or 0.90 x 1.80 metres to conserve space and accommodate as many flags as possible, as well as to maintain an equity of size and recognition among all flags.
- 2) A flag shall be hung from its official 'sleeve', or 'first quarter' side — the short side that would affix the flag to a rope or pole.
- 3) Flags that are hung on the wall of the main entrance of the Agora shall be displayed in the following order:
 - a. Canadian Flag on the extreme left
 - b. Thunder Bay city flag
 - c. First Nations flags
 - d. Countries in alphabetical order
 - e. Ontario flag on the extreme right
- 4) First Nations flags are not purchased per se; however they tend to be gifted to the University by the specific First Nation group providing them. As such, some First Nations may request a ceremony as part of the flag gifting process.
- 5) The addition or removal of flags shall be reviewed annually by the Office of the Vice-President (Administration & Finance), including requests made by Lakehead University International to match the Agora's flags of nations with the latest International students' enrolment information. International student enrolment shall be based upon the fall term of any given year and adjustments, either additions/deletions or any necessary re-ordering, shall be done at that time. Only [United Nations' member states'](#) flags are to be included among the Agora's flags of nations.
- 6) The three staff flag station on the Agora balcony is available to display flags for specific events and shall display the flag(s) for the duration of the event or a pre-approved, temporary period of time.
- 7) A single cable across the Agora near the entry side is available for the hanging of event specific banners. Banners shall be hung for the duration of the event only.
- 8) Physical Plant staff will determine any safety/installation concerns and will oversee installation of all approved flags.

- 9) With exception to those listed in points #3, flags/objects will not remain hung for more than 5 years.

Objects: Specifications

- 1) The dimensions and weight of objects to be hung must be determined and considered before approval to be hung is granted.
- 2) The Vice-President (Administration & Finance) will determine the feasibility and cost of hanging objects. No object may be suspended from the ceiling if it cannot be installed or left suspended from the cables, safely.
- 3) Physical Plant staff will determine any safety/installation concerns and will oversee installation of all approved objects.
- 4) Objects are to be maintained by their respective Applicants who requested to have them hung.

Costs for Installation and Maintenance of Flags/Objects

- All costs associated with the hanging and maintenance of a flag/object shall be incurred by the Applicants or by whomever the Vice-President (Administration & Finance) determines on a case-by-case basis.
- Flags/Objects should be replaced at the Applicant's/owner's expense at least every 5 years (such as when the flag/object shows signs of degradation).
- Costs to install a flag/object will be estimated by Physical Plant staff, unless otherwise specified by the Vice-President (Administration & Finance).
- Installation estimates will be provided to Applicants for their consideration.
- All such fees must be paid at least 5 business days before installation.
- To mitigate associated costs, normally all flags/objects are hung on an annual basis at the discretion of Physical Plant.

Procedure Adherence

Failure to adhere to these procedures or the Campus Flag and Object Display Policy may result in the flag or object not being approved to be hung, or being removed at the Applicant's

or current owner's expense, as determined by the Vice-President (Administration and Finance).

Review Period: 5 years;

Next Review Period: 2027-2028;

Related Policies and Procedures: Campus Flag and Object Display Policy;

Procedures Superseded by these Procedures: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

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