



In Memoriam Policy

Category: General;

Jurisdiction: President;

Approval Authority: Executive Team;

Established on: January 1, 1983;

Amendments: September 2004; November 2005; March 23, 2021;

Most Recent Review: March 23, 2021.

This policy delineates how Lakehead University shall honour the passing of present and past members of our University community, as well as various dignitaries.

The Office of the President may exercise its discretion on courses of action not specified in this policy.

Communication of the death of a member of the Lakehead University community or dignitary shall be done through the Bulletin, or other means, as soon as it is appropriate and in a manner that respects the wishes of the deceased's family and the circumstances of the person's passing.

LOWERING OF FLAGS TO HALF MAST

With approval from the deceased's family (whenever possible) and the Office of the President, the Canadian flag(s) at one, or both, of Lakehead's campuses may be lowered to half-mast on the day of the funeral/memorial (or another agreed-upon day) to honour the passing of one of the following persons:

Federal Dignitary

- a) Sovereign
- b) Governor General
- c) Prime Minister
- d) Local/Regional Federal Representative

Provincial Dignitary

- a) Lieutenant Governor
- b) Provincial Premier
- c) Minister of Colleges and Universities
- d) Local/Regional Provincial Representative

Dignitary

- a) Mayor of Thunder Bay, or Orillia
- b) Warden of Simcoe County

Lakehead University Community Member

- a) Current full-time employee or student
- b) Professor Emeritus
- c) Former President or Principal of Orillia Campus
- d) Current member of the Board of Governors
- e) Current member of the Ogimaawin Indigenous Education Council
- f) Former Chair of the Board of Governors
- g) Current or former Chancellor

Other

- a) Friends of the University or other warranted situations as identified by the Office of the President's Office.

Review Period: 7 years;

Next Review Period: 2027-2028;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: Flags, Half-Masting Policy (previously named).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.