

PRACTICE NUMBER: NC100-15

PRACTICE TITLE: Remembrance Day Protocol

A. Background and Definitions

B. Purpose

The Niagara College community wants to ensure a thoughtful, timely and respectful observance of the National November Day of Remembrance for fallen Canadian soldiers. To this end, each year, on November 1st the following protocol shall apply:

C. Practice Statements

1. The President's Office will:

- x attend or send a delegate to any official ceremonies held on campus involving Canadian veterans or other dignitaries, as invited.

2. The Human Resources department will:

- x notify Campus Security re: lowering of flags to half mast

3. The Marketing and Communications department will:

- a) post a timely notice to staff;
- b) involve media in any special events taking place on campus;
- c) post a remembrance message from the President in the student newspaper, published closest to and preceding the day; and,
- d) coordinate a campus wide message.

4. The Information Technology Services department will:

- x at 11:00 a.m., broadcast college-wide announcement that includes a reading of the poem In Flanders Field by John McCrae followed by a direction to listeners to observe a minute of silence.

* in cases where November 1st falls on a Saturday or Sunday, the preceding Friday shall be designated the day of observance.

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PRACTICE TITLE: Remembrance Day Protocol (November)

5. The Student Services department will:

- a) liaise with the Student Administrative Council to inform and/or assist regarding any special activities, ceremonies or observances taking place on campus; and,
- b) the Director of Student Services Office will coordinate College representatives to attend various regional events.

Other Items for Consideration

6. Calls/inquiries/visits by members of the media regarding the College's Remembrance Day observances are to be referred to the Marketing and Communications Office.
7. Requests by family/friends/staff to honour fallen veterans by way of a memorial bursary maybe referred to the Foundation & Alumni Relations Office.
8. Waived or reduced parking and other user fees for veterans attending campus for special purposes related to Remembrance Day (guest speaking, ceremonies, etc.).

D. Related Documents and Links

College Practices

Half-Masting of Flags