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**5.E-2015 Flag Policy**

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**1. Purpose**

To set out the circumstances under which the National Flag of Canada will be flown at half-mast.

**2. Policy Statement**

2.1 The National Flag of Canada will be flown at half-mast as specified by Heritage Canada's Rules for Half-masting the National Flag of Canada, as a sign of mourning in the event of the death of a member of the St. Mary's University community, or at the discretion of the President. It is meant to express a sense of loss that is shared by all members of the St. Mary's University community.

2.2 The National Flag of Canada will be flown at half-mast under any of the following circumstances:

a. The death of:

- The Sovereign
- The Sovereign's spouse
- The Heir to the Throne
- The Governor General of Canada (or any former Governor General)
- Lieutenant Governor of the Province of Alberta
- The Prime Minister of Canada (or any former Prime Minister)
- Premier of the Province of Alberta
- MP from the riding in which St. Mary's University is situated
- MLA from the provincial constituency in which St. Mary's University is situated
- A St. Mary's University employee
- A registered St. Mary's University student
- A member of the St. Mary's University Board of Governors

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	President	December 14, 2015	December 14, 2015	Every 5 years

- A St. Mary's University professor emeritus
  - A St. Mary's University Honorary Fellow
- b. For periods of national or provincial mourning as declared by the Federal or Provincial government.
- c. On special days as specified by Heritage Canada's *Rules for Half-masting the National Flag of Canada*
- April 28: the Day of Mourning for Persons Killed or Injured in the Workplace
  - June 23: the National Day of Remembrance for Victims of Terrorism
  - Last Sunday in September: Police and Peace Officers' National Memorial Day
  - September 30, National Day for Truth and Reconciliation;
  - November 11: Remembrance Day
  - December 6: National Day of Remembrance and Action on Violence Against Women
- d. At the discretion of the President.

**PROCEDURE**

1. Any student, faculty or staff member of St. Mary's University aware of the death of an individual deserving of recognition by the University should contact the President's Office.
2. If appropriate, the President's Office will notify the Facilities Department that the flag should be flown at half-mast and will also notify, as applicable, Human Resources, the Registrar and/or Communications of the name of the deceased individual along with other details.
3. Communications will notify the University community through a website posting and by an internal email to all staff and faculty of the reason for flying the flag at half-mast.
4. Flags will be flown at half-mast for the same duration as indicated by the Federal Government of Canada, the Provincial Government of Alberta, or the City of Calgary, otherwise the flag will be lowered on the day of the funeral or memorial service. If the service takes place on a weekend, the flag will be lowered to half-mast late Friday afternoon and raised Monday morning.