



5E-2015 Flag Policy

1. Overview

- 1.1 This policy establishes the parameters that govern which flag(s) should be flown, which order they should be flown in, and when they should be lowered.

2. Scope

- 2.1 This policy applies to the Board of Governors and Administration, who will guide the facilities staff in implementing flag protocols.

3. General Procedures

- 3.1. The flag display order of precedence is:
 - 3.1.1. Canadian flag
 - 3.1.2. Alberta flag
 - 3.1.3. Other geographical representations as appropriate (e.g. Indigenous)
- 3.2. 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.
- 3.3. The National Flag of Canada will be flown at half-mast at the discretion of the President and/or the Board of Governors and in the other circumstances outlined in this policy.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Board of Governors	President	December 14, 2015	November 10, 2025	Every 5 years

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3.4. The National Flag of Canada will be flown at half-mast for periods of national or provincial mourning as declared by the Federal or Provincial government. Including, but not limited to, the death of:

- 3.4.1. The Sovereign
- 3.4.2. The Sovereign's spouse
- 3.4.3. The Heir to the Throne
- 3.4.4. The Governor General of Canada (or any former Governor General)
- 3.4.5. Lieutenant Governor of the Province of Alberta
- 3.4.6. The Prime Minister of Canada (or any former Prime Minister)
- 3.4.7. Premier of the Province of Alberta
- 3.4.8. MP from the riding in which St. Mary's University is situated
- 3.4.9. MLA from the provincial constituency in which St. Mary's University is Situated

3.5 The flag shall be flown at half-mast on special days as specified by Heritage Canada's *Rules for Half-masting the National Flage of Canada, including:*

- 3.50.1 April 28: the Day of Mourning for Persons Killed or Injured in the Workplace
- 3.50.2 June 23: the National Day of Remembrance for Victims of Terrorism
- 3.50.3 Last Sunday in September: Police and Peace Officers' National Memorial Day
- 3.50.4 September 30, National Day for Truth and Reconciliation
- 3.50.5 November 11: Remembrance Day
- 3.50.6 December 6: National Day of Remembrance and Action on Violence Against Women

3.6 When a death of a member of the St. Mary's Community occurs, a faith-based response such as prayers or liturgies is preferred, and half-masting should be avoided.

3.7 The President's Office will notify the Facilities Department when the flag should be flown at half-mast.

3.8 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.