



Controlled Items and Weapons

1. Purpose

St. Mary's University ("the University") is committed to providing a healthy and safe learning, teaching, research, and work environment for all individuals of the University community. Therefore, no person, while on property controlled or owned by the University, shall carry or store a weapon without written authorization. This policy ensures compliance with applicable legislation and provides specific guidance and direction on the possession and use of weapons while on University property or at University events.

2. Scope

- 2.1. This policy applies to all individuals of the University community.
- 2.2. This policy does not apply to Police Officers, Armoured Transport Personnel or any other individual legally entitled to carry a weapon while acting in the course of their official duties and when legally authorized to carry such equipment.

3. Definitions

- 3.1. ERT – Emergency Response Team
- 3.2. Individual - This includes any individual who is a part of the University community including all employees (staff and faculty), contractors, consultants, volunteers, visitors, Members of the Board of Governors, or employees or organizations representing the university when on university property.
- 3.3. Weapon(s) - defined as a device or instrument inherently designed to threaten, injure or kill another living being. This definition also applies to anything that looks like a weapon or is being used or threatened with being used as a weapon. An instrument or device that a reasonable person believes is a weapon will be deemed to be an actual weapon and will be treated as such. Weapons include, but are not limited to:
 - 3.3.1. Firearms, and ammunition
 - 3.3.2. Explosives (including fireworks)
 - 3.3.3. Pipe bombs
 - 3.3.4. Air, Pellet, BB, and CO2 guns
 - 3.3.5. Bows - all types, including crossbows
 - 3.3.6. Swords, excluding those permitted for the modern sport of fencing
 - 3.3.7. Martial arts weapons
 - 3.3.8. Prohibited blades

Approval Authority	Responsible Office	Effective Date	Date Last Revised	Review Frequency
President's Council	Human Resources	May 27, 2026		Every 5 years

- 3.3.9. Hunting or fishing knives, and pocketknives
- 3.3.10. Brass knuckles
- 3.3.11. Pepper, Oleoresin Capsicum (OC), Bear Spray
- 3.3.12. Any other restricted or prohibited device as defined by the Criminal Code of Canada
- 3.3.13. Replica or imitation of any of the above (including props, toys, and artist renditions)

4. Principles

- 4.1. The University is committed to being in alignment with legislation including the Alberta Trespass to Premises Act, Criminal Code of Canada, Firearms Act, and Alberta Human Rights Act
- 4.2. All individuals have the responsibility to ensure written approval stating authorization is obtained prior to bringing a weapon to campus or University activities and to ensure the appropriate transportation and storage of approved weapons are followed. Whenever possible, an alternative must be considered.
- 4.3. If an authorized weapon is a firearm, its ammunition is prohibited from campus.
- 4.4. Campus Security or the Calgary Police Services will seize any weapons found on campus for which there is no written approval.
 - 4.4.1. Individuals found in possession of unauthorized weapons on campus may be required to leave or be prohibited from entering University property under the Trespass to Premises Act pending an investigation. Individuals may be subject to disciplinary action up to and including expulsion from the University in the case of a student, under the Student Non-Academic Misconduct Policy & Procedures; or where an employee is involved, they may be subject to disciplinary action. Possession of unauthorized weapons may also result in criminal prosecution.

5. Related Policies

- 5.1. Health & Safety Policy
- 5.2. Human Rights Policy
- 5.3. Respectful & Inclusive Community Policy
- 5.4. Sexual & Gender Based Harassment and Violence Policy
- 5.5. Student Non-Academic Misconduct Policy & Procedures

Appendix A: Procedures for authorization, transporting on/off, or storing weapons on University property or activities

Procedures:

1. Weapons are not permitted on University property or at a University-sanctioned activity unless authorization approval is granted by Campus Security. Authorization is attained through these steps:
 - 1.1. The use or display of a weapon must first be submitted at least one (1) week prior to Campus Security (security@stmu.ca) in writing prior to the display of the weapon.
 - 1.2. All weapon requests must be submitted in writing and approved by Security with the following information:
 - 1.2.1. Full name of applicant,
 - 1.2.2. date of event,
 - 1.2.3. contact information,
 - 1.2.4. affiliation to University,
 - 1.2.5. type of weapon,
 - 1.2.6. intended use,
 - 1.2.7. firearm license number and firearm license expiration date (if applicable),
 - 1.2.8. where the weapon will be stored,
 - 1.2.9. how the weapon will be transported, and
 - 1.2.10. acknowledgement of reading the Controlled Items and Weapons Policy.
2. Campus Security will consider the request following the communication process below and inform the applicant and any units affected by the decision. In addition, the area hosting the event or class pertaining to the use of the weapons or props will be clearly signed as to the presence of the items.
 - 2.1. Communications Process: Security will inform the ERT, VP Academic and AVP Enrolment & Student Experience of any and all weapon requests, authorizations, and incidents.
3. When weapons and prop weapons must be transported on University property, they are to be carried in a non-transparent container or bag that completely covers them. Any off-campus transportation must be done by vehicle with a secure locking compartment. If the weapon is a firearm, transportation must also be done in accordance with the *Firearms Act*.
4. Campus Security or the Calgary Police Services will seize any weapons found on campus for which there is no written approval. Individuals found in possession of unauthorized weapons on campus may be required to leave or be prohibited from entering University property under the *Trespass to Premises Act* pending an investigation. Individuals may be subject to disciplinary action up to and including expulsion from the University in the case of a student, under the Student Non-Academic Misconduct Policy & Procedures; or where an employee is involved, they may be subject to disciplinary action. Possession of unauthorized weapons may also result in criminal prosecution.