

**AD22****Government and other flags flown on campus**

Classification:	Administration
Responsible Authority:	President
Executive Sponsor:	Director, President's Office and Communications
Approval Authority:	Algonquin College Executive Team
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**PURPOSE**

This policy is intended to regulate the display of flags on the campuses of Algonquin College in order to ensure their raising, lowering and half-staffing is carried out in a consistent and respectful manner. It outlines the flags permitted to be flown on the campuses and defines the authority and the procedures to be followed concerning the flying of flags on college property.

**SCOPE**

This policy applies to all flags raised and lowered on College property.

**DEFINITIONS****Word/Term****Definition**

There are no definitions for this policy.

**POLICY****1. General**

The College flies flags at all of its campuses and it is important that they are displayed in a consistent and respectful manner. As such, this policy is in place to designate the authority over flags, regulate the flags that are permitted to be flown and indicate the procedure for flying and raising and lowering the flags.

Flags that may normally be flown on the College campuses include:

- 1) Canadian flag
- 2) Ontario flag
- 3) Municipal flag
- 4) College flag

In addition, the Sovereign's personal Canadian flag or standards of the Royal Family shall fly day and night for the duration of the visit, or according to Royal wishes, during a visit to the campus by Royalty. If more than one member of the Royal Family is present, the flag of the senior member in precedence is

flown. The same procedure shall govern the flying of the personal flags of the Governor General of Canada and the Lieutenant Governor of Ontario.

With the permission of the College President, the College flag may be replaced by the flag of a major externally-sponsored event taking place on the campus and in which the College is a partner.

## **2. Rules for flying flags**

The College follows the rules established by the federal government for flying the Canadian flag and others (<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>). The flag of Canada should not be displayed in a position inferior to any other flag or ensign and no other flag should fly on the same staff as the Canadian flag.

The municipal flag and the Ontario flag may be removed from their staff(s) to permit the flying of other flags in accordance with this policy.

## **3. Half-staffing**

3.1 On the death of any student, flags shall be lowered in accordance with the applicable policy.

3.2 On the death of any current member of the College staff, flags shall be lowered in accordance with the applicable policy.

3.3 Flags shall be lowered to half-staff from the time of notification of death until the evening of the following day, to mark the death of the following members of the college community:

- any present or past presidents and chairs of the board, and currently serving governors; and
- retired college staff, whether academic or non-academic, on the occasion of a department-sponsored memorial service when held on campus;

3.4 Flags shall also be lowered to half-staff to mark the following deaths, in accordance with the timings set out in the [Canadian Government Rules for half-staffing the National Flag of Canada](#) for national and provincial figures that include:

- The Sovereign, the governor general and the prime minister
- the Sovereign's family
- Former governors general
- Former prime ministers
- Current MPs, MPPs or mayors of a community served by Algonquin College, on the campus located in the community served.

3.5 Flags shall be lowered on the following days determined to be special days of mourning by the Government of Canada:

- Workers' Mourning Day to remember workers killed, disabled or injured in the workplace and workers afflicted with industrial disease (April 28);
- National Day of Remembrance for Victims of Terrorism (June 23);

- Police and Peace Officers' National Memorial Day (last Sunday in September); and
- Remembrance Day (November 11).
- National Day of Remembrance and Action on Violence Against Women (December 6).

3.6 Flags shall be lowered to join in national mourning, if the Government of Canada orders flags lowered on federal buildings throughout Canada under [Section 16 of the Rules for Half-Masting the National Flag of Canada](#), in accordance with notices posted by the Government of Canada.

3.7 Flags will be lowered to half-staff in exceptional circumstances as deemed appropriate by the President.

3.8 If the flags are half-staffed, they must nonetheless be flown at full-staff on the following legal holidays: Victoria Day and Canada Day.

#### 4. Flying of non-government flags

Algonquin College does not fly any flag other than those listed in the above, in order to not be seen to be showing preference to one or another of the many organizations and groups with specific days, weeks, months and years to honour.

##### *Exceptions*

It is appropriate to identify days of significance to Algonquin College and its students, and therefore exceptions are made as deemed appropriate by the President.

In recognition of the unceded territory on which the College resides to honour the Algonquin history, the College will fly the flags of the Algonquins of Pikwàkanagàn First Nation and the Kitigan Zibi Anishinabeg First Nation on National Aboriginal Day.

#### **PROCEDURE**

	<u>Action</u>		<u>Responsibility</u>
<b>1.0</b>	<b>Half-staffing</b>		
<b>1.1</b>	<b>Concerning half-staffing as set out under section 3.1</b>		
	As set out in SA04: Response to the Death of a Student, the Office of the Director, Student Support Services, directs Physical Resources to lower to half-staff flags on all campuses for a period of two (2) days.  Physical Resources lowers the flags to half-staff and ensures they are raised to full staff at the end of the designated period.		Office of the Director, Student Support Services  Physical Resources (Physical Resources additionally contacts the appropriate staff at all regional campuses)
<b>1.2</b>	<b>Concerning half-staffing as set out under section 3.2</b>		

	<p>As set out in HR19 Response to the Death of an Employee, directs Physical Resources to lower to half-staff flags on all campuses for a maximum of four days in the case of the death of an employee from the date of official notification.</p> <p>Physical Resources lowers the flags to half-staff and ensures they are raised to full staff at the end of the designated period.</p>	<p>Human Resources Department</p> <p>Physical Resources (Physical Resources additionally contacts the appropriate staff at all regional campuses)</p>
<b>1.3</b>	<b>Concerning half-staffing as set out under section 3.3</b>	
	<p>The President's Office or designate will send a notice to Physical Resources at all campuses that flags should be lowered from the time of notification for the period specified in the policy.</p> <p>Physical Resources lowers the flags to half-staff and ensure they are raised to full staff at the end of the designated period.</p>	<p>President's Office or designate</p> <p>Physical Resources (Physical Resources additionally contacts the appropriate staff at all regional campuses)</p>
<b>1.4</b>	<b>Concerning half-staffing as set out under section 3.4</b>	
	<p>The Office of the Director, President's Office and Communications and Marketing will send a notice to Physical Resources at all campuses that flags should be lowered from the time of notification for the period specified in the policy.</p> <p>Physical Resources lowers the flags to half-staff and ensure they are raised to full staff at the end of the designated period.</p>	<p>Office of the Director, President's Office and Communications and Marketing</p> <p>Physical Resources (Physical Resources additionally contacts the appropriate staff at all regional campuses)</p>
<b>1.5</b>	<b>Concerning half-staffing as set out under section 3.5</b>	
	<p>Physical Resources maintains a list of the special days of mourning set out in section 3.5 and ensures flags on all campuses are lowered to half-staff for the duration of the days there set out.</p>	<p>Physical Resources (Physical Resources additionally contacts the appropriate staff at all regional campuses)</p>
<b>1.6</b>	<b>Concerning half-staffing as set out under section 3.6</b>	
	<p>The Office of the Director, President's Office and Communications and Marketing monitors the Government of Canada Half-Masting Notices and directs Physical Resources to lower the flags to half-staff when a notice to lower flags across the country under Section 16 as described in Section 1.3.6 of this policy is posted.</p>	<p>Office of the Director, President's Office and Communications and Marketing</p>

	Physical Resources ensures flags on all campuses are lowered to half-staff for the period of directed in Section 16.	Physical Resources (Physical Resources additionally contacts the appropriate staff at all regional campuses)
<b>1.7</b>	<b>Concerning half-staffing as set out under section 3.7</b>	
	<p>The Office of the President, or a designate, informs Physical Resources that flags on all or some College campuses as determined by the President are to be lowered to half-staff and the duration the flags should remain at half-staff.</p> <p>Physical Resources lowers the flags to half-staff as directed and ensures they are raised to full staff at the end of the designated period.</p>	<p>Office of the President or designate</p> <p>Physical Resources (Physical Resources additionally contacts the appropriate staff at all regional campuses)</p>
<b>2.0</b>	<b>Notice of Half-staffing</b>	
<b>2.1</b>	<b>Concerning notification of all half-staffings</b>	
	<p>The responsible department or office informs the Internal Communications Officer of the death and half-staffing.</p> <p>On receipt of half-staffing information or on a special day of mourning as set out in section 3.5, the Internal Communications Officer prepares a notice for the College community informing the College community of the half-staffing and explaining the reason for it.</p>	<p>Human Resources Department</p> <p>Office of the Director, Student Support Services</p> <p>President's Office</p> <p>Office of the Director, Communications, External Relations and Marketing</p>

### SUPPORTING DOCUMENTATION

None

### RELATED POLICIES

SA04 Response to the Death of a Student

HR19 Response to the Death of an Employee

### RELATED MATERIAL

None