

AD22**Government and Other Flags Flown on Campus**

Classification:	Administration
Responsible Authority:	Director, President's Office and Communications
Executive Sponsor:	President
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-masting 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 all College properties.

DEFINITIONS

Word/Term	Definition
College Community	The College Community refers to learners, employees, contractors, volunteers, visitors, partners, vendors, and service providers at the College.
Flag	A piece of cloth or similar material, typically rectangular, affixed by one edge to a pole or rope and used as the symbol or emblem of a country, province, city, township, organization or institution or as a decoration during public festivities.
Half-mast	When the centre of a flag is exactly half-way down the mast. The position of a flag when flying at half-mast will depend on its size, the length of the mast and its location. When hoisted to, or lowered from half-mast position, a flag should be first raised to the masthead.
Mast	The main part of a flagpole, also referred to as the staff or flagstaff. A flag is connected to and flown from a flagpole using rope, toggles and a pulley.
Royal Family	The British Royal family comprises the monarch of the United Kingdom, including the king, queen, and all the members of their family.

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. Coat of Arms [flag](#)
4. Municipal flag
5. Anishinabe Algonquin Nation flag at the Ottawa Campus and Perth Campus
6. Pikwakanagan Nation flag at the Pembroke Campus

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 ([click here to view the rules for flying the National Flag of Canada](#)). 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 mast as the Canadian flag.

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

The National Flag will always be flown on its own flagpole, with the sleeve nearest to the pole. The canton should be placed in the position nearest the top of the flagpole or mast. It is improper to fly the National Flag with another flag, of any type, on the same flagpole.

Flags are replaced at the first sign of damage.

3. Half-masting

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

2. On the death of any current member of the College staff, flags shall be lowered in accordance with the applicable policy.
3. Flags shall be lowered to half-mast 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.
4. Flags shall also be lowered to half-mast to mark the following deaths, in accordance with the timings set out in the Canadian Government Rules for half-masting 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 Lieutenant Governor of Ontario;
 - Current Premier of Ontario;
 - Current MPs, MPPs or mayors of a community served by Algonquin College, on the campus located in the community served.
5. Flags shall be lowered on the following days determined to be special days of mourning by the Government of Canada:
 - National Day of Mourning for Occupational Health and Safety (April 28);
 - National Day of Remembrance for Victims of Terrorism (June 23);
 - National Peacekeeper's Day (August 09);
 - Firefighters' National Memorial Day (Second Sunday in September);
 - Police and Peace Officers' National Memorial Day (last Sunday in September);
 - National Day for Truth and Reconciliation (September 30);
 - Indigenous Veterans Day (November 08);
 - Remembrance Day (November 11);
 - National Day of Remembrance and Action on Violence Against Women (December 06).
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. [Click here to view the Government of Canada's Half Masting Notices.](#)
7. Flags will be lowered to half-mast in exceptional circumstances as deemed appropriate by the President.
8. If the flags are half-masted, they must nonetheless be flown at full-mast on Victoria Day and Canada Day, according to rule established by the federal government under the Holidays Act, unless the flag is at half-mast for the death of a British monarch, the Canadian prime minister, or the Governor General.
9. When half-masting information is received or on special days of mourning, the Communications Office will notify the College community via myAC and Good Morning Algonquin with an explanation for the half-masting.
10. If the requirement for half-masting of flags occurs on a weekend or statutory holiday, the flags at College campuses will be lowered as soon as personnel are

available to do so.

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. Example: Pride Flag is flown on campus on Stonewall Day (June 28) and Campus Pride Week.

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 Indigenous People's Day.

In recognition of the National Day for Truth and Reconciliation, the Survivor's flag will replace the First Nations Flag and all flags will be lowered to half mast.

PROCEDURE

	Action	Responsibility
1.	Half-masting	
1.1	Concerning half-masting as set out under section 3.1	
	As set out in policy SA04: Response to the Death of a Student, the Office of the Director, Student Support Services, directs Facilities Management to lower the flags to half-mast on all campuses for a period of two (2) days.	Office of the Director, Student Support Services
	Lower the flags to half-mast and ensures they are raised to full-mast at the end of the designated period. Facilities Management contacts the appropriate staff at all regional campuses to request the same.	Facilities Management
1.2	Concerning half-masting as set out under section 3.2	
	As set out in policy HR19: Response to the Death of an Employee, Human Resources directs Facilities Management to lower the flags to half-mast on all campuses for a maximum of four days in the case of the death of an employee from the date of official notification.	Human Resources Department
	Lower the flags to half-mast and ensures they are raised to full-mast at the end of the designated period. Facilities Management contacts the appropriate staff at all regional campuses to request the same.	Facilities Management
1.3	Concerning half-masting as set out under section 3.3	

	<p>Request Facilities Management to lowered flags to half-mast from the time of notification for the period specified in the policy.</p> <p>Lowens the flags to half-mast and ensures they are raised to full-mast at the end of the designated period. Facilities Management contacts the appropriate staff at all regional campuses to request the same.</p>	<p>President's Office or designate</p> <p>Facilities Management</p>
1.4	Concerning half-masting as set out under section 3.4	
	<p>Request Facilities Management to lower flags to half-mast from the time of notification for the period specified in the policy.</p> <p>Lower the flags to half-mast and ensure they are raised to full mast at the end of the designated period. Facilities Management contacts the appropriate staff at all regional campuses to request the same.</p>	<p>President's Office or designate</p> <p>Facilities Management</p>
1.5	Concerning half-masting as set out under section 3.5	
	<p>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-mast for the duration of the period specified in the policy. Facilities Management contacts the appropriate staff at all regional campuses to request the same.</p>	<p>Facilities Management</p>
1.6	Concerning half-masting as set out under section 3.6	
	<p>Monitor the Government of Canada Half-Masting Notices and direct Facilities Management to lower the flags to half-mast 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>Ensure flags on all campuses are lowered to half-mast for the period of directed in Section 16. Facilities Management contacts the appropriate staff at all regional campuses to request the same.</p>	<p>President's Office or designate</p> <p>Facilities Management</p>
1.7	Concerning half-masting as set out under section 3.7	
	<p>Inform Facilities Management that flags on all or some College campuses, as determined by the President, are to be lowered to half-mast and the duration the flags should remain at half-mast.</p> <p>Lower the flags to half-mast as directed and ensure they are raised to full-mast at the end of the designated period. Facilities Management contacts the appropriate staff at all regional campuses to request the same.</p>	<p>President's Office or designate</p> <p>Facilities Management</p>
2.	Notice of Half-masting	
2.1	Concerning notification of all half-mastings	
	<p>In the event of a student or employee death, the responsible department will inform the Communications Office of the death and contact Facilities Management to request half-masting.</p>	<p>Human Resources Department / Director, Student Support Services</p>

	When half-masting information is received or on special days of mourning per section 3.5, the Communications Office will notify the College community and provide an explanation for the half-masting.	President's Office / Communications
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RELATED POLICIES

HR19 Response to the Death of an Employee or Immediate Family Member

SA04 Response to the Death of a Student

RELATED MATERIALS

[National Flag of Canada Etiquette](#)

[Province of Ontario Flag Protocol](#)

[City of Ottawa Flag Protocol Procedures](#)