



ADXX **Flag Policy**

Classification:	Administration
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice-President, Finance and Administration
Approval Authority:	President
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PURPOSE

This policy establishes standards to be followed for the display of flags in public areas on the University Campus and at ceremonial events. It outlines which flags are permitted to fly on campus, and the authority and procedures to be followed concerning flying of flags in public areas on campus. It also establishes the standard for raising, lowering, half-masting and disposal of flags to ensure each is carried out in a consistent and respectful manner.

SCOPE

This policy applies to all public displays of flags on University property and at ceremonial events held on the university campus.

DEFINITIONS

Word/Term	Definition
	There are no definitions for this policy

POLICY

1. GENERAL

The following flags may normally fly on the University campus:

- a) Canadian Flag
- b) Nova Scotia Provincial Flag
- c) Mi'kmaq Flag
- d) StFX University Flag

Flags of other nations and provinces may be displayed during ceremonial events or public locations on campus as determined by the President or designate.

Symbolic or event-specific flags may be displayed on a temporary basis with the approval of the President or designate.

2. PERMANENT FLAGS DISPLAYED ON CAMPUS

Four flags will be permanently displayed at the Alumni Ceremonial Flag Plaza: the Canadian flag, the Nova Scotia provincial flag, the Mi'kmaq flag and the StFX University Flag. The flags will be displayed in the following order, from left to right, as seen by a spectator standing in front of the Flag Plaza: the StFX flag, the Nova Scotia flag, the Canadian flag, the Mi'kmaq flag and a second StFX flag. The second university flag may be removed periodically to display symbolic or event-specific flags as determined by the President or designate.

Four flags will be displayed at the entrance to the President's Office, Morrison Hall: the Mi'kmaq flag, the Canadian flag, the Nova Scotia flag and the StFX flag, from left to right as seen by a spectator standing in front of the flags.

At all other public locations on campus, the following rules shall apply based on the number of flags displayed:

- a. Four Flags – normally will be the Canadian, Nova Scotian, Mi'kmaq and university flags, flown left to right. The university flag may be temporarily substituted with a symbolic or special event flag as approved by the President's Office.
- b. Three Flags – Canadian flag in the central position, remaining flags (as approved by President or designate) on either side.
- c. Two Flags – Canadian flag on the left.

3. FLAGS FOR CONVOCATION

On the stage during Convocation, StFX displays four flags: the Canadian, provincial, Mi'kmaq, and university flags, flown in order left to right, as seen by a spectator standing in front of the flags.

4. RULES FOR FLYING FLAGS

The University follows the rules established by the federal government..

5. OCCASIONS WHEN THE FLAGS WILL BE FLOWN AT HALF-STAFF

- 5.1 Canadian, Nova Scotia and University Flags when:
- as indicated by the Federal Government of Canada, flags on federal government buildings, airports, military bases and other establishments are flown at half-staff;
 - directed by the Department of Canadian Heritage (<http://www.pch.gc.ca/pgm/ceem-cced/etiqt/index-eng.cfm>);
 - as indicated by the Province of Nova Scotia, on the death of the Lieutenant Governor, the Premier or another person similarly honoured by the province.
- 5.2 Nova Scotia and University Flags when:
- as indicated by the Town or County of Antigonish, on the death of the Mayor/Warden, a Councillor or another person similarly honoured.
- 5.3 Mi'kmaq Flag when:
- as indicated by the local Mi'kmaq communities on the death of a sitting Chief, a member of the Grand Council or a high profile Elder or another person similarly honoured.
- 5.4 University Flag upon the death of:
- Registered students
 - Current faculty and staff
 - Current members of the Board of Governors
 - Current and former Presidents, Chancellors and Board Chairs
 - Former members of faculty and staff if memorial service held on campus
 - Honorary Degree recipients
 - Other individuals as determined by the President or designate.

PROCEDURE

1. FLAG PROCEDURES

- 1.1. Flags flown together should be approximately the same size and flown from separate staffs of the same height.
- 1.2. When three flags are flown together, the senior flag should occupy the central position with the next ranking flag to the left and the third ranking flag to the right as seen by a spectator in the front of the flags.
- Example:
- | | | |
|-------------|----------|------------|
| Nova Scotia | Canadian | University |
| (left) | (centre) | (right) |
- 1.3. For other flag protocols, refer to the Canadian Heritage Flag Etiquette in Canada website (<http://www.pch.gc.ca/pgm/ceem-cced/etiqt/index-eng.cfm>).
- 1.4. When more than one flag is flown and it is not possible to hoist or lower them at the same time, the senior flag should be hoisted first and lowered first.
- 1.5. When the flag is raised to the half-staff position or lowered from it, it is first raised to full staff then lowered.
- 1.6. When flags become faded or worn, they should be disposed of in a dignified way by private burning or burial. This should be done quietly without ceremony. It is not considered an act of disrespect to burn or bury an unserviceable flag.

2. PROCEDURES FOR FLYING FLAGS AT HALF-STAFF

- 2.1 Half-staffing of flags will take place at the designated central ceremonial flag location only.
- 2.2 Any student, faculty or staff member of the University aware of the death of an individual deserving of recognition by the University should contact the President's Office and/or the Communications Office.
- 2.3 The Communications Office will notify the Safety & Security Division, Human Resources, Registrar and/or Alumni Office, as applicable, of the name of the individual along with the appropriate details. If the individual is a currently registered student, the Registrar's Office will engage their procedure for notifying the appropriate academic and administrative departments. The Communications Office will also notify the University community through a website posting. The Safety & Security Division will arrange to have the flag or flags lowered to half-staff.
- 2.4 Flags will be flown at half-staff for the same duration as indicated by the Federal Government of Canada, Provincial Government of Nova Scotia, local Mi'kmaq Communities or the Town/County of Antigonish. For those indicated in 5.5.4, the University flag will be lowered on the day of the memorial service. If the service takes place on a weekend, the flag will be lowered to half-staff late Friday afternoon and raised Monday morning.

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

None

RELATED MATERIALS

Government of Canada Canadian Heritage Ceremonial and Canadian Symbols
(<http://www.pch.gc.ca/pgm/ceem-cced/etiqt/index-eng.cfm>).