

Section:	Administration (AD)
Subject:	Organization of the Institution
Legislation:	<i>Holidays Act</i> , R.S.C. 1985, c.H-5.
Effective:	April 27, 2010
Revision:	January 14, 2014; September 1, 2016 (reformatted); June 19, 2019

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is to fly all flags on campus according to Government of Canada protocol. SAIT's president and CEO has full discretionary powers on lowering the flag in keeping with generally-accepted flag protocol.

## **PROCEDURE**

### **DEFINITIONS**

<b>Current student</b>	A student who is attending SAIT within the current academic year.
<b>Flag</b>	An official flag of a nation, province, territory and municipality or recognized entity (for example, Lieutenant Governor's flag).
<b>SAIT campus</b>	SAIT's main campus and all satellite campuses.
<b>Special flag</b>	Any other flag that not falling within the definition of a flag.

### **GOVERNING PRINCIPLES**

1. The director responsible for governmental affairs or designate, under the direction of the CFO and vice president, corporate services, administers this policy and procedure.

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2. Display of the Canada flag shall follow the federal and provincial legislation and protocols for its display, and, in particular:
  - a) When the Canada flag is one of two flags displayed, it shall be on the left (to the observer facing the display).
  - b) When the Canada flag is one of three flags displayed, it shall be in the centre, with the second-ranking flag to its left, and the third-ranking flag to its right (to the observer facing the display).
  - c) When the Canada flag is one of four or more flags displayed, it shall be at the far left of the line (to the observer facing the display). An additional Canada flag may also be flown at the far right end of the line.

## PROCEDURE

### A. Outside Flags

1. SAIT will display the following flags:
  - a) Main Campus
    - i) Canada and Alberta flags, to be located on the towers of Heritage Hall.
    - ii) Canada, Alberta, SAIT, and flags of nations, provinces and supporters, to be located on the west side of Heritage Hall. These flags will be flown in the following order from south to north:

Pole 1 Canada  
Pole 2 Alberta  
Pole 3 SAIT Trojans (comes down when another special flag is flown)  
Pole 4 SAIT  
Pole 5 Alberta  
Pole 6 Canada

Note that in some very limited situations, the Canada flag on Pole 1 may be replaced by the Governor General's flag. Consult the director responsible for governmental affairs or designate for further information.

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- b) Satellite campuses:
  - i) Mayland Heights - Canada flag
  - ii) Art Smith Aero Centre - Canada, Alberta and SAIT flags
- 2. SAIT will fly only flags of nations recognized by the Government of Canada on a recognized national day or on the visit of an official delegation to SAIT. SAIT reserves the right to decide whether or not to fly the flag of a recognized nation during times of political unrest or conflict within that nation.
- 3. SAIT will fly corporate flags on the day of ceremonial functions at the request of the director responsible for governmental affairs or designate, as discussed in Section D of this procedure.
- 4. The Facilities Management department is responsible for acquiring, maintaining, replacing and disposing of permanent outside flags on the SAIT campus. Building operators for satellite campuses will contact Facilities Management for their flag acquisition, maintenance, replacement and disposal needs.
- 5. The Safety and Community Services department is responsible for the daily placement and flying of all outside flags at SAIT's main campus, in compliance with this procedure and in consultation with the director responsible for governmental affairs or designate.
- 6. Building operators for satellite campuses are responsible for the daily placement and flying of all outside flags at those satellite campuses, in compliance with this procedure and in consultation with the director responsible for governmental affairs, or designate.
- 7. All flags that are not illuminated will be raised at sunrise and lowered at sunset.
- 8. All flags should be of the approximate same size and flown from separate poles at the same height.

## **B. Inside Flags**

- 1. Main Campus
  - a) Facilities Management is responsible for acquiring, maintaining, replacing and disposing of inside flags on the SAIT campus (with the exception of flags

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displayed at the International Centre, as per paragraph B.1.c) of this procedure). This includes the flags within the Executive Offices, the SMED boardroom (AA317) and the sitting area outside of the SMED boardroom. Building operators for satellite campuses will contact Facilities Management for their flag acquisition, maintenance, replacement and disposal needs.

- b) Facilities Management is responsible for the daily placement and flying of all inside flags at SAIT's main campus, in compliance with this procedure and in consultation with the director responsible for governmental affairs or designate, and subject to paragraph B.1.c) of this procedure.
- c) Building operators for the satellite campuses are responsible for the daily placement and flying of all inside flags at those satellite campuses.
- d) The International Centre is responsible for acquiring, maintaining, replacing, disposing, placing and flying its flags, in compliance with this procedure and in consultation with the director responsible for governmental affairs or designate.
- e) All requests relating to the use of inside flags for SAIT events shall be directed to the director responsible for governmental affairs or designate.

### **C. Half Masting of Outside Flags**

1. SAIT will half-mast all outside flags in the case of death of:
  - a) The sovereign or member of the immediate Royal Family.
  - b) The governor-general of Canada or a former governor-general of Canada.
  - c) The prime minister of Canada or a federal cabinet minister from Alberta.
  - d) The premier or a cabinet minister of Alberta.
  - e) A Calgary MP or MLA.
  - f) A senator who resides in Calgary.
  - g) The Calgary mayor.
  - h) A Calgary councilor.

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Flags shall be flown at half-mast from the time of notification of death up to and including the day of the funeral or memorial service, subject to the exception in paragraph C.5 of this procedure.

2. In the case of death of a current SAIT employee, student, volunteer or member of the Board of Governors, all flags will be lowered to half-mast on the day of the funeral or memorial service, subject to the exception in paragraph C.5 of this procedure.
3. SAIT may, at the discretion of the director responsible for governmental affairs or designate, and under the direction of the CFO and vice president, corporate services, half-mast all outside flags on the day of the funeral or memorial service, subject to the exception in paragraph C.5 of this procedure, in the case of death of:
  - a) A former SAIT employee, student, volunteer or member of the Board of Governors, who had, in the judgment of the director responsible for governmental affairs or designate, and under the direction of the CFO and vice president, corporate services, made a significant contribution to SAIT's development and well-being; or
  - b) Other individuals, following provincial or federal guidelines and/or requests.
4. If information is received after the funeral or memorial service date, the flags will not be lowered.
5. As per the federal government's *Holidays Act*, flags can only be half-masted on Victoria Day or Canada Day in the case of death of the sovereign or the prime minister of Canada, and cannot be half-masted for any other reason.

#### **D. Flag Ceremonies and Special Flags**

1. An organization may apply in writing, two weeks in advance of the requested date, to the director responsible for governmental affairs or designate for authorization to fly a special flag from the poles on the west side of Heritage Hall.
2. If this request is approved:
  - a) Facilities Management will:
    - i) Determine the appropriate flagpole to be used, which will generally be Pole 3, as per paragraph A.1. a) ii) of this procedure; and

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- ii) Contact the requesting organization to confirm flag delivery deadline.
- b) Safety and Community Services will:
  - i) Contact the requesting organization to confirm the ceremony's time, location and date, and to confirm other support required.
  - ii) Ensure that the appropriate flag is delivered at the approved location for the ceremony.
  - iii) Ensure that the appropriate flag is flying at the approved time for the ceremony.
  - iv) Ensure that the flag is returned to the requesting organization.

**E. Off-Campus Use of SAIT's Flags**

1. The SAIT flag and the Trojans flag may be used for off-campus events and activities both domestically and internationally, by SAIT's representatives.
2. When using the SAIT flag or Trojans flag, SAIT's representatives will:
  - a) Ensure that the activity is appropriate and aligns with SAIT's Code of Ethics.
  - b) Use the most recent and up-to-date SAIT logo.
  - c) Ensure that the flag is in good condition and is treated with respect.
  - d) Ensure the flag is return to its place at SAIT.
3. Consult the director responsible for governmental affairs or designate for further information.

**POLICY/PROCEDURE REFERENCE**

AD.1.6          Flag Protocol policy

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**PROCEEDURE**