FLAG POLICY

Category: Leave this blank; a category will be assigned
Approval: The University Secretary, on the advice of the Policy Advisory Subcommittee, will identify the appropriate approval body(ies), e.g. Board of Trustees, Senate, VPOC, other
Responsibility: Office of the Principal (Executive Assistant to the Principal)
Date: 
  Date initially approved:
  Date of last revision:

Purpose/Reason for Policy:

The purpose of the Queen’s flag policy is to ensure that all flags flown at Queen’s are flown in an appropriate and consistent manner. The policy and its attached procedures provide clarity on the routine flying of official flags on campus, and the processing of requests to raise a flag that is not an official flag. Direction is also given on the lowering of flags to half-mast to mark a death (either of a member of the Queen’s community, a prominent Kingstonian, or a public official as defined by the Rules for half-masting the National Flag of Canada), or to mark a commemorative date.

Procedure documents supporting this policy are:

1. Procedure for the raising of flags
2. Procedure for the lowering of flags to half-mast
3. Procedure for the erection of additional flagpoles
4. Procedure for the creation of new flags

Official flags flown on approved Queen’s flagpoles:

1. National Flag of Canada
2. Provincial Flag of Ontario
3. Queen’s Ceremonial Flag (Square flag with the University’s coat of arms)
4. Queen’s Tricolour Flag (Flag representing the 3 colours of the University, with the logo of a crown at the top left corner)
6. Smith School of Business Flag (Flag with the logo of the Smith School of Business)
**Scope of this Policy:**

The policy shall apply to all Queen’s University buildings that have an approved flagpole, as listed below:

1. Donald Gordon Centre – 3 x flagpoles atop the entrance veranda routinely flying the Canadian Flag, the Ontario Flag, and the Queen’s Tricolour Flag.
2. Goodes Hall - Smith School of Business Flag.
3. Grant Hall – Queen’s Ceremonial Flag.
4. John Deutsch University Centre (sometimes referred to as central campus flagpole) – Queen’s Tricolour Flag.
5. Ontario Hall – The Provincial Flag of Ontario, or when protocol dictates the standard of the Lieutenant Governor of Ontario.
6. Richardson Stadium – 3 x flagpoles flying the Canadian Flag, the Queen’s Tricolour Flag and the 3 Vanier Cup Championship flags on game days. (These flags are managed by Athletics and Recreation)
7. Summerhill – Queen’s Tricolour Flag (This flag is managed by the Office of Advancement).
8. Theological Hall – National Flag of Canada.
9. Mitchell Hall -

Flags will not be raised for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction;
- Events or organizations with no direct relationship to Queen’s University; or
- Campaigns intended for profit making purposes.

Other requests, including those that may be contentious or ambiguous, will be decided at the discretion of the Principal.

**Lowering of flags to half-mast:**

Flags lowered to half-mast in the event of a Queen’s (or applicable Kingstonian) death shall be lowered before 8:00 a.m. on the day of the funeral, or celebration of life where applicable. Where neither a funeral nor celebration of life is to be held, an appropriate date will be identified by the Office of the Principal, taking into account any particular sensitivities with regards to the family of the deceased. Flags are to be returned to full mast at sunset, unless other arrangements have been made at the discretion of the Office of the Principal and in co-ordination with Physical Plant Services.

FIXIT.
Mandatory flag-lowering of the National Flag of Canada shall be carried out, in accordance with the relevant guideline for the individual death, or particular commemoration, as per the Canadian Government Rules for half-masting.

**Policy Statement:**

Queen’s University will fly both the Canadian National Flag, the Provincial Flag of Ontario, and the Queen’s Tricolour Flag on its premises on a permanent basis. Other official flags may also be flown on campus and may be raised daily on approved flagpoles, or intermittently to mark special events and commemorations. Requests to fly flags that are not official flags will be considered on a case-by-case basis as per procedure. Queen’s will lower flags to half-mast when appropriate as per procedure.

**Responsibilities:**

The Office of the Principal shall receive requests, either to raise a flag that is not an official Queen’s flag, or to lower flags to half-mast, via the Executive Assistant (EA) to the Principal who will notify Physical Plant Services (PPS). When the policy and procedures have been followed, or under extenuating circumstances, have been approved by the Principal, the EA to the Principal will guide PPS as to the duration that a flag should be flown, or lowered to half-mast. Where there is a recommendation by the EA to deny a request, the Principal will have the final say.

Physical Plant Services (PPS) will be responsible for replacing flags over which they have jurisdiction, when it has been deemed necessary by either PPS or the Executive Assistant to the Principal.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Executive Assistant to the Principal</th>
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<td>Date for Next Review</td>
<td>N/A</td>
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</table>
| Related Policies, Procedures and Guidelines | Procedure for raising of flags  
Procedure for lowering of flags to half-mast  
Procedure for the erection of additional flagpoles |
| Policies Superseded by This Policy | N/A |
# Procedure for the raising of flags

**Contact Officer**  
*Office of the Principal (Executive Assistant to the Principal)*

<table>
<thead>
<tr>
<th>Purpose</th>
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<tbody>
<tr>
<td>This procedure establishes which flags are to be flown on official Queen’s flagpoles and under which circumstances. It also offers guidance on handling requests to raise flags other than those deemed official by the University.</td>
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| Procedure | Official Flags:  
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<tr>
<td>The following flags are official flags recognized by Queen’s and shall be flown as and when detailed:</td>
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1. National Flag of Canada  
2. Provincial Flag of Ontario  
3. Queen’s Ceremonial Flag  
4. Queen’s Tricolour Flag  
5. Smith School of Business Flag (managed by Smith School of Business)  

| 1. National Flag of Canada | to be flown from Theological Hall daily and particularly on the following occasions:  
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<tr>
<td>• Convocations</td>
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<td>• Board of Trustees Meeting</td>
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<td>• University Council Meeting</td>
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<td>• University Day</td>
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<td>• Installation of Chancellor or Principal</td>
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<tr>
<td>• Alumni weekend (Homecoming)</td>
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<tr>
<td>• When directed by Principal or delegate</td>
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| 2. Ontario Flag | to be flown from Ontario Hall daily and particularly on the following occasions:  
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<tbody>
<tr>
<td>• Convocations</td>
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<tr>
<td>• University Day (October 16)</td>
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<tr>
<td>• Alumni weekend (Homecoming)</td>
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<tr>
<td>• Visits by Ministers of Ontario</td>
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During a visit from the Lieutenant Governor of Ontario (LG), the standard of the Lieutenant Governor should be flown (the Office of the LG will provide the standard on a temporary basis).

3. **Queen’s Ceremonial Flag** – to be flown from Grant Hall for the day on the following occasions:

- Convocations
- Board of Trustees Meeting
- University Council Meeting
- University Day (October 16)
- Installation of Chancellor or Principal
- Alumni weekend (Homecoming)
- When directed by Principal or delegate
- During a visit from the Governor General (GG), the standard of the Governor General should be flown (the Office of the GG will provide the standard on a temporary basis)

*(Sometimes referred to as the Chancellor’s Flag, the Chancellor will normally be on campus for the aforementioned occasions; however, the Ceremonial Flag is not specifically tied to the presence of the Chancellor on campus, but rather to the ceremonial events that the role attends).*

**Half-mast**

See accompanying procedure for the lowering of flags to half-mast, for detail on which of the above flags are to be lowered to half-mast, in the event of particular deaths or on certain commemorative dates.

**Unofficial flags:**

Requests to raise flags that are not on the list of officially approved flags should be submitted to the Office of the Principal via the Executive Assistant to the Principal.

Unofficial flags, if approved, will be raised on the flagpole by the John Deutsch University Centre for one day only, to be fair and consistent with all constituencies. In the event that a requested date clashes with an official university event or flag-lowering to half-mast, then the official flag will take precedence and those making the request will be asked to choose another date if appropriate.
Flags will not be raised for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction;
- Events or organizations with no direct relationship to Queen’s University; or
- Campaigns intended for profit-making purposes.

Other requests, including those that may be contentious or ambiguous, will be decided at the discretion of the Principal.

<table>
<thead>
<tr>
<th>EA to the Principal</th>
<th>Step 1: Ensure PPS Staff are aware of flags that are to be routinely flown on Queen’s campus, and notify them when official but non-routine flags, or unofficial flags are to be flown.</th>
</tr>
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<tbody>
<tr>
<td>Principal</td>
<td>Step 2: If necessary, the Principal shall make a final judgment on unofficial flag requests.</td>
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## Procedure for the lowering of flags to half-mast

**Contact Officer**  
*Office of the Principal (Executive Assistant to the Principal)*

<table>
<thead>
<tr>
<th>Purpose</th>
<th>This procedure clarifies when relevant flags on campus are to be lowered to half-mast and the duration and date of half-masting when applicable.</th>
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</thead>
</table>
| Procedure | Flags lowered to half-mast in the event of a Queen’s (or applicable Kingstonian) death shall be lowered before 8:00 a.m. on the day of the funeral, or celebration of life where applicable. Where neither a funeral or celebration of life are to be held, an appropriate date will be identified by the Office of the Principal, taking into account any particular sensitivities with regards to the family of the deceased. Flags are to be returned to full-mast at sunset, unless other arrangements have been made at the discretion of the Office of the Principal and in co-ordination with Physical Plant Services FIXIT.  
Mandatory flag-lowering of the National Flag of Canada shall be carried out as per the timelines directed in guideline for the individual death, or particular commemoration, as per the Canadian Government rules for half-masting.  
**National Flag of Canada**  
1. Half-masting of the Canadian Flag (above Theological Hall) is mandatory in the event of the following deaths, as guided by the Government of Canada rules:  
   - The Sovereign, the Governor General, or the Prime Minister;  
   - Sovereign’s spouse, the Heir to the Throne or the Heir of the Heir to the Throne;  
   - Former Governor General;  
   - Former Prime Minister;  
   - Lieutenant Governor of Ontario.  
2) Half-masting shall occur on the following dates, as identified by the Government of Canada: |
- April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- June 23, National Day of Remembrance for Victims of Terrorism;
- Second Sunday in September, Firefighters’ National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- November 11, Remembrance Day;
- December 6, National Day of Remembrance and Action on Violence Against Women.

3. Additionally half-masting will occur if initiated by the Government of either Canada or the Province of Ontario.

**Provincial Flag of Ontario:**

In the event of the death of the Premier of Ontario, other Provincial Government Ministers, or the Lieutenant Governor of Ontario, the Provincial flag of Ontario is to be flown at half-mast from Ontario Hall.

**Queen’s Tricolour Flag**

The Queen’s Tricolour Flag (outside the John Deutsch University Centre) shall be lowered to half-mast upon the death of one of the following:

- Principal or former Principal;
- Members and former members of the Board of Trustees;
- Members and former members of the University Council;
- Recipients of Queen’s Honorary Degrees;
- Any current student of Queen’s University during term time. (Current student deaths occurring outside term time will be decided on a case-by-case basis);
- All active members of the academic and support staff;
- Retired academic and support staff (at the discretion of the Principal), when a direct request is made, or when the death comes to the attention of the Office of the Principal*.

*It should be noted that the University is not always notified of the death of retirees.
The Queen’s Tricolour Flag may be lowered to half-mast upon the notification of the death of the following:
- Presidents of Ontario universities
- The Mayor or Councillors of the City of Kingston
- Kingstonians who have made an extraordinary contribution to Queen’s
- Distinguished citizens of Kingston (the University would liaise with the City Hall for guidance in such cases).

**EA to the Principal**
Step 1: Notify PPS staff that a flag is to be lowered to half-mast and confirm which one (normally Queen’s Tricolour or Canadian). Confirm date on which flag is to be lowered.

**Principal**
Step 2 (if necessary): The Principal may authorize the lowering of the Queen’s Tricolour Flag for any cause or person not covered above, if in their opinion it is warranted.

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**Purpose**

This procedure clarifies the procedure to be followed in order for additional flagpoles to be erected on campus.

**Procedure**

Approval must first be sought from the Vice-Principal’s Operations Committee (VPOC) with a detailed rationale for the erection of a new flagpole site, including identification of which flag is to be flown from the flagpole in question.

The following criteria must be met in order for a request to be considered:

- a) Flagpoles must not exceed a height of 8 metres above natural ground level.
- b) Distance between flagpoles placed close to each other should be a minimum of 1.8 metres.
- c) The location of flagpoles shall be appropriate within the context of the surrounding area and shall not interfere with trees, vegetation, overhead lines or cables, manoeuvring of vehicles, pedestrian access areas, easements or public thoroughfares.
- d) Ropes, pulleys and stays must be secured so as not to cause noise nuisance.

**Office of the Vice-Principal (Finance and Administration)**

Step 1: Office of the Vice-Principal (Finance and Administration) will vet the request through the Vice-Principals’ Operations Committee (VPOC) and inform the Office of the Principal of the request, including proposed location and type of flag to be flown. Normally, the only permanent installation of a flag shall be the National Flag of Canada or the Queen’s Tricolour Flag. Exceptions must be approved by VPOC.

Step 2: The Office of the Vice-Principal (Finance and Administration) will request that PPS provide a quotation and the parameters of the construction. If approved, the quotation and approval will be sent to the applicant and, should sufficient funding be available, the flagpole will be approved.
Step 3: After the flagpole has been approved, the Office of the Principal will be informed (via the Executive Assistant to the Principal) of the confirmed location of the flagpole and the type of flag to be flown, so that it can be added to the list of official Queen’s flagpoles maintained by the Office of the Principal, which further informs which flags are to be lowered at half-mast and when.

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# Procedure for the creation of new flags

**Contact Officer**

*Office of the Vice-Principal (Finance and Administration)*

## PROCEDURE

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<tr>
<th>Purpose</th>
<th>This procedure clarifies the steps to be followed for new flags to be created that represent a unit of the University and are to be flown on Queen's University campus.</th>
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</table>
| Procedure | Approval must first be sought from the Vice-Principals’ Operations Committee (VPOC) with a detailed rationale for the new flag, including identification of where the flag is to be flown.  

The following criteria must be met in order for a request to be considered:

a) The flag should be representative and have a direct link to Queen’s University;

b) The design should be compliant with the [Visual Identity Guide](#);

c) Prior agreement is reached on the source of amount of operating funds needed on an annual basis to keep the flag in good order; and

d) The flag should not be political in nature, ideological or religious. |
| Office of the Vice-Principal (Finance and Administration) | Step 1: Office of the Vice-Principal (Finance and Administration) will vet the request through the Vice-Principals’ Operations Committee (VPOC) and inform the Office of the Principal of the request, including proposed location and type of flag to be flown. Normally, the only permanent installation of a flag shall be the National Flag of Canada or the Queen’s Tricolour Flag. Exceptions must be approved by VPOC. |
| Office of the Vice-Principal (Finance and Administration) | Step 2: The Office of the Vice-Principal (Finance and Administration) will request that PPS provide a quotation for the creation of the new flag. If approved, the quotation and approval will be sent to the applicant and, should sufficient |
funding be available from the applicant, the flag will be approved.

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