

FLAG ETIQUETTE PROCEDURE			
Effective Date	November 10, 2025	Procedure Type	Administrative
Responsibility	Facilities – Maintenance and Operations	Related Policies	Government Flag Protocols
Approver	Executive Council	Review Schedule	Three Years

## 1. Purpose

- 1.1. Northwestern Polytechnic (“NWP” or the “Institution”) is to fly all flags on owned premises according to federal, provincial, and municipal protocols. NWP may fly its flags on campus at half-mast to commemorate a solemn occasion in keeping with generally accepted flag protocols.
- 1.2. The Canadian flag is the symbol of the nation’s unity and represents all citizens of Canada without distinction of race, language, belief, or opinion. Flags are symbols that identify people belonging to a group. The flags of Canada, Alberta, municipalities, and the Institution, are symbols of honour and pride. They should be treated with respect.

## 2. Scope

- 2.1. This procedure applies to all NWP premises or at any NWP sponsored event off premises.
- 2.2. The following is a list of flags displayed outside at NWP’s two campuses:
  - 2.2.1. Flag of Canada
  - 2.2.2. Flag of Alberta
  - 2.2.3. Flag of the local municipality
  - 2.2.4. Flag of Northwestern Polytechnic

## 3. Definitions

- 3.1. “Premises” means Institution campus, grounds, and buildings that are owned, leased, or operated by the Institution.
- 3.2. “Current Student” means a student who is attending NWP within the current academic year (July through June).

## 4. The Procedure

- 4.1. The decision to fly campus flags at half-mast will be made by NWP’s President and CEO.
- 4.2. Recognizing that there will be an element of subjective judgement involved, every effort will be made to ensure that the Institution’s exercise of this practice is consistent and appropriate. Communications to the public or internal groups within the Institution about decisions to fly campus flags at half-mast will follow all Institution processes and use appropriate communication channels and tools.

- 4.3. Display of the Flag of Canada shall follow the federal government's guidelines and rules for its display. Display of the Flag of Alberta shall follow the provincial government's guidelines and rules for its display. Display of the flag of a municipality shall follow the municipal government's guidelines and rules for its display.
  - 4.3.1. Flags shall be flown at half-mast on dates outlined by the federal, provincial, and municipal governments including from sunrise to sunset on:
    - 4.3.1.1. April 28<sup>th</sup>, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day).
    - 4.3.1.2. September 30<sup>th</sup>, National Day for Truth and Reconciliation.
    - 4.3.1.3. November 11<sup>th</sup>, Remembrance Day.
    - 4.3.1.4. December 6<sup>th</sup>, National Day of Remembrance and Action on Violence Against Women.
  - 4.3.2. On November 8<sup>th</sup> the NWP flag will be lowered to half-mast from sunrise to sunset for National Indigenous Veterans Day. If NWP is updated that the local municipality, province, and/or federal government will be half-masting their flags on this date then NWP will do the same.
- 4.4. Facilities – Maintenance and Operations is responsible for the placement and flying of all flags on NWP owned premises. Facilities – Maintenance and Operations is responsible for acquiring, maintaining, disposing of, and immediately replacing permanent flags. When a flag becomes worn, noticeably faded or otherwise unfit to be flown, it will be disposed of in a respectful manner and immediately replaced.
  - 4.4.1. Facilities – Maintenance and Operations may assign the action of raising/lowering flags to the Institution's contracted security provider.
- 4.5. NWP reserves the right to decide whether or not to fly a flag representing any nation, culture, or group when there has been a request to do so.
- 4.6. A person may apply in writing, two weeks in advance of the requested date to Facilities – Maintenance and Operations either through email or work request for authorization to fly a flag or special emblem from a flagpole on NWP owned premises. The request will be sent to Executive for review and approval. If this request is approved, Communications and Marketing will be notified, and Facilities – Maintenance and Operations will:
  - 4.6.1. Contact the requestor to confirm flag or special emblem delivery timeline
  - 4.6.2. Ensure that the approved flag or special emblem is flying at the approved time. To support this, NWP may take down flags displayed as outlined in 2.2 to fly a flag or special emblem as long as government flag protocols are followed
  - 4.6.3. Ensure that the flag or special emblem is returned to the requestor, and reset flag displayed as outlined in 2.2
  - 4.6.4. The Métis Flag has been pre-approved to be flown for up to a week around Louis Riel Day (November 16)

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- 4.7. NWP may fly the Institution's flag at half-mast to reflect government protocols and in addition, commemorate a solemn occasion which may include the death of a:
  - 4.7.1. Current student
  - 4.7.2. Current employee
  - 4.7.3. Current member of the Board of Governors
  - 4.7.4. May be initiated solely at the discretion of the President and CEO
- 4.8. Flags flown at half-mast for deceased individuals will be flown from the time of notification of death up to sunset of the day of the funeral or memorial service of the person(s) being honoured. If notified after the funeral or memorial service date, flags will not be lowered.