

## Procedures for Flag Policy

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Link to Parent Policy:	<i>Flag Policy</i>		
Procedure Reference	FLGPR_2312N_AD/VPC		
Procedure Sponsor:	CFO & Vice President Corporate Services		
Procedure Contact:	CFO & Vice President Corporate Services		
Stakeholders:	Office of the President, Campus Planning and Facilities		
Approved by:	Executive Team (future approvals by Policy Sponsor)		
Effective Date:	February 5, 2024		
Last reviewed:	August 2023	Scheduled review date:	August 2028

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### 1. Purpose

The purpose of the Flag Procedure is to provide guidance on the display and half-masting of flags at each campus.

### 2. Scope and Application

This Procedure applies to the use of flag poles and the display of flags at the Salmon Arm, Vernon, Kelowna and Penticton campuses.

### 3. Procedures

3.1 The Director, Campus Planning and Facilities Management is responsible for the maintenance of flag poles and of the flags displayed on the flag poles.

#### *Display of Flags*

3.2 Only one flag will be flown on a flagpole at one time.

3.3 Flags will fly in the following order from left to right when being faced from the entrance:

- a) The National Flag of Canada.
- b) The Provincial Flag of British Columbia.



4. Related Acts and Regulations

*None.*

5. Supporting References, Policies, Procedures and Forms

*About National Flag etiquette - Canada.ca*

*National Flag of Canada etiquette*

*Flag Protocol - Province of British Columbia*

*Student Death Response Policy and Procedure*

*Procedures for Employee Death Response*

*Flag Display Request Form*

History / Revisions

Date	Action
2023-12-06	Approved by OC Executive Team: <i>Procedures for Flag Policy</i> (future approvals by Policy Sponsor)