

Procedures for Flag Policy

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

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)