

### 5.2.7 Display of Flags

#### Policy:

- A.1 College of the Rockies displays flags with dignity, respect and generally established etiquette. These procedures apply to all campuses of College of the Rockies where the National, Provincial or College of the Rockies flags are displayed. The Director of Facilities is responsible for compliance with these procedures.

#### Procedures:

##### B.1 **National, Provincial and College of the Rockies Flags**

The National, Provincial and College of the Rockies flags shall be displayed on exterior flagpoles at College of the Rockies campuses.

The National Flag must receive prominence at all times when displayed with other flags.

The Facilities Manager and facilities staff are responsible for monitoring the condition of, requesting the replacement of, and disposing of flags.

##### B.2 **Half-masting of Exterior Flags**

B.2.1 Flags are flown at the half-mast position as a sign of mourning.

B.2,2 Exterior flags shall be lowered to half-mast on the death of:

- The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister)
- The Governor-General or a former Governor-General
- The Prime Minister of Canada or a former Prime Minister
- The Lieutenant-Governor of BC or a former Lieutenant-Governor
- The Premier of BC or a former Premier
- The Member of the Federal or Provincial Electoral Riding
- The death of a present employee of College of the Rockies
- The death of a student registered in a full time program at College of the Rockies

- B.2.3 The President may order the lowering of flags to half-mast, in addition to the foregoing, on the death of any person held in special regard in the system.
- B.2.4 The position of the flag when flying at half-mast will depend on its size, the length of the flagstaff, and its location; but as a general rule, the center of the flag should be exactly halfway down the staff. When hoisted to or lowered from half-mast position, a flag should first be raised to the masthead.
- B.2.5 For the purpose of half-masting, death shall be taken to include the day of death, and up to and including the day of the funeral.
- B.2.6 On occasions requiring that one flag be half-masted, all flags flown together should also be half-masted. Flags will only be half-masted on the flagpoles fitted with halyards and pulleys.

Issue Date:	January 2010	Concerning:	Faculty, Staff, Administration	
Amendment:	Original	Reference:		
Manager Approval:	<i>Original signed by Serge Lacroix</i>	Title:	Director of Facilities	Date: <i>January 2010</i>
College Approval:	<i>Original signed by Nick Rubidge</i>	Title:	President/CEO	Date: <i>January 2010</i>