



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.
- c) The flag representing the Syilx Okanagan Nation (Kelowna, Penticton and Vernon); the flag representing the Secwepemc nation in Salmon Arm.
- d) The flag representing the Penticton Indian Band (Penticton only).
- e) The Okanagan College flag.

- 3.4 Flags flown together should be approximately the same size and shall be flown from separate poles at the same height.
- a) Flags that become worn, noticeably faded or otherwise unfit for service will be replaced and the old flag disposed of according to national and provincial flag protocols.
- 3.5 When the Canadian flag is lowered all other flags on campus will be lowered out of respect.
- 3.6 Only the Indigenous Nation(s) and/or Okanagan College flags will be lowered to pay respect to an individual associated with the College or region.

Procedure for Half-Masting

- 3.7 Requests for flags to be lowered to half-mast will be received and implemented by the Director, Campus Planning and Facilities Management (CPFM). The Director CPFM will notify College Relations and the Campus Administrative Managers when flags are lowered.
- 3.8 Requests to lower flags will be submitted by:
- a) The BC government's Office of Protocol;
- b) The Dean of Students in the event of the death of a student and in compliance with the Student Death Response Protocol.
- c) The Assistant Vice President, People Services in the event of the death of an employee and in compliance with the Procedures for Employee Death Response.
- d) The Office of the President in the event of the death of leader in a local Indigenous community, or a member of the Board of Governors, or in the event of any special request based on individual circumstances.
- e) Duration of Half-Masting
- i) Flags will be lowered for the period stipulated by the BC government's Office of Protocol;
- or
- ii) Flags lowered to half-mast due to a death, shall be lowered before 8:00 a.m. on the day of the funeral, celebration of life or ceremony where applicable. Where no event is to be held, an appropriate date to lower the flags will be identified in consultation with the family of the deceased. Flags are to be returned to full mast the following day unless other arrangements have been made.
- or
- iii) In the event of multiple deaths of students and/or employees, the flags will be lowered one day for each death and again on the day of each funeral.
- and
- iv) Exceptions may be made by the President based on individual circumstances.

Communications

- 3.9 College Relations will be responsible for posting details regarding display of flags on the College website, including the reason for lowering flags and the name and affiliation to the college of an individual being honoured.

Requests to Display Flags

- 3.10 Individuals, groups, organizations or special events coordinators may request to have a representative flag[s] displayed on one or all of the campuses.
- 3.11 Requests must be submitted using the *Flag Display Request Form* form a minimum of 10 business days in advance of the date on which the flag would be displayed.

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)