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**Flag Usage Policy**

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| Policy Number:      | A-1.07           |
| Category:           | Administration   |
| Effective Date:     | June 9, 2023     |
| Approval Process:   | Policy Committee |
| Approval Date:      | June 9, 2023     |
| Date Last Reviewed: | NEW POLICY       |

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**POLICY**

The Flag Usage Policy ensures that flags flown at all Northern Lights College (NLC) properties are displayed in a consistent and respectful manner as required by the provincial and federal governments. Flags permanently flown on NLC properties include the Flag of Canada, the Flag of British Columbia and the NLC Flag. The Vice President, Finance and Corporate Services is responsible for compliance with these procedures.

**PURPOSE**

The purpose of this policy is to provide guidelines for the flying of flags at NLC properties. This policy designates the authority over the way flags are displayed in Canada and is governed by established practice from the provincial and federal governments. This policy applies to all flags raised and lowered on NLC properties. This policy and the related procedures are in accordance with the Rules for Flying the National Flag of Canada as outlined by the Government of Canada and the Province of BC's website on Flag Protocol.

**SCOPE**

This policy will apply to all properties of NLC where National, Provincial or College of NLC flags are displayed.

**PROCEDURE**

1. NLC follows national and provincial protocols with respect to flying flags. NLC recognizes the flying of flags as an important way to communicate with internal and external audiences. Communications will be developed and released when a commemorative flag is going to be flown or when flags will be flown at half-mast.
2. Flying flags at the half-mast position is a sign of respect and mourning for an individual or group or to mark a special day.
3. NLC will follow both provincial and national standards on flag usage.
4. Flags will not be raised for matters of political controversy, ideological or religious beliefs, or individual conviction.

## DEFINITIONS

**National Flag:** The National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

**Provincial Flag:** Adopted in 1960, the provincial flag duplicates the design of B.C.'s Shield of Arms, which is a component of B.C.'s Coat of Arms.

**Half-mast:** Flying flags at the half-mast position is a sign of respect and mourning for an individual or to mark a special day. The position of the flag when flying at half-mast depends on its size, the length of the flagstaff and its location. Half-mast generally means the position of the flag is exactly half-way down the flagpole.

**Special, Commemorative or Awareness Flags:** The President of Northern Lights College, at their discretion may deem it appropriate to honour days of particular significance to the College and its students by displaying a special, commemorative or awareness flag. Requests to fly special, commemorative or awareness flags will be made to the VP Finance and Corporate Services.

**Result of a Death:** flags may be flown at half-mast after the passing of a member of the NLC Community as a gesture of respect and mourning for a period of time determined by the President. In general, flags shall be lowered to half-mast as soon as possible after receiving permission from the Next of Kin until the evening the following day.

Flags may be flown at half-mast to mark the death of the following members of the college community:

1. Current NLC students
2. Current NLC employees
3. Current serving members of the NLC Board of Governors or the NLC Foundation Board
4. Past presidents
5. Retired college employees when a memorial service is held on campus

## STAKEHOLDERS

NLC Staff

## RELATED POLICIES AND REFERENCES

BC Freedom of Information and Protection of Privacy Act (FOIPPA)

BC Half-Masting Policy

BC Government Flag Protocol

Government of Canada – The History of the National Flag of Canada

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-history.html>

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/office-of-the-premier/intergovernmental-relations-secretariat/protocol/flags>

**History**

| <b>Created/Revised/Reviewed</b> | <b>Date</b>  | <b>Author</b>                     | <b>Approved By</b> |
|---------------------------------|--------------|-----------------------------------|--------------------|
| Created                         | June 9, 2023 | VP Finance and Corporate Services | Policy Committee   |
|                                 |              |                                   |                    |
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**Next Scheduled Review Date**

June 2028