



## FLAG POLICY

Policy Area:	Administrative		
Policy Number:	FLGPL_2312N_AD/VPC		
Policy Sponsor:	CFO & Vice President Corporate Services		
Policy Contact:	CFO & Vice President Corporate Services		
Stakeholders:	Office of the President, Campus Planning and Facilities		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Executive Team		
Approval Date:	December 6, 2023		
Effective Date:	February 3, 2024		
Replaces or New:	New		
Last reviewed:	August 2023	Scheduled review date:	August 2028

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Link to Procedures: [\*Procedures for Flag Policy\*](#)

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### 1. Policy Statement

The Flag Policy provides guidance on the display of flags that are flown at all Okanagan College campuses.

### 2. Purpose

The purpose of the Flag Policy is to designate which flags will be displayed at each campus, the locations for display and when flags will be flown at half-mast.

### 3. Scope and Application

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

### 4. Definitions

**Half-Mast** Means demonstrating respect and mourning for an individual or to mark a significant event or date. Half-mast generally means the flags are moved to a position exactly half-way down the flagpole.

## 5. Policy Principles

- 5.1 The national, provincial and college flags will be displayed at each campus. In addition, flags representing the First Nation on whose lands a specific campus is located will be flown where agreed to by the individual nation[s]:
- a) A flag representing the Syilx Okanagan Nation will be flown at the Kelowna campus;
  - b) A flag representing the Secwepemc nation will be flown at the Salmon Arm campus;
  - c) Flags representing the Okanagan Indian Band and Syilx Okanagan Nation will be flown at the Vernon campus;
  - d) Flags representing the Penticton Indian Band and the Syilx Okanagan Nation will be flown at the Penticton campus.
- 5.2 Flags will be displayed daily on exterior flag poles at the entrance to each campus.
- 5.3 Okanagan College follows federal and provincial protocols with respect to flying flags.
- 5.4 No other flags will be flown on campus flag poles. Flags representing individuals, groups, organizations or special events may be displayed at other internal or external campus locations with the approval of the CFO & Vice President, Corporate Services.

## 6. Flags Flown at Half-Mast

- 6.1 Flags will be flown at half-mast from sunrise to sunset when:
- a) A period of national mourning is declared by the Federal Government;  
or
  - b) A period of mourning is declared by the Provincial Government;  
or
  - c) There has been a death of a current employee, current student, or current Board of Governors member and in accordance with family wishes.  
or
  - d) There has been a death of a leader within a local Indigenous community and in accordance with community wishes.  
or
  - e) It has been directed by the President's Office.

## 7. Related Acts and Regulations

*None.*

## 8. 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	Approval by Executive Team: <i>Flag Policy</i>