

Bylaw Information	
Bylaw No:	AD-FA-3.14
Approved by:	College Board
Approval Date:	February 22, 2013
Amendment Date:	
Bylaw Holder:	College Board
Procedural Authority:	President
Date of Last Review:	February 22, 2013

DISPLAY OF FLAGS

Purpose / Rationale

College of New Caledonia displays flags with dignity, respect and generally established etiquette. These procedures apply to all campuses of the College of New Caledonia where the National, Provincial or College of New Caledonia flags are displayed. The Director of Facilities and the Regional Principals are responsible for compliance with these procedures.

Procedures

National, Provincial and College of New Caledonia Flags

- The National, Provincial and College of New Caledonia flags shall be displayed on exterior flagpoles at College of New Caledonia 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.

Half-masting of Exterior Flags

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

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;

Exterior College of New Caledonia Flag shall be lowered to half-mast at specific campuses on the death of:

- a present employee of the College of New Caledonia;
- a student at the College of New Caledonia.

The President may order the lowering of the College flag to half-mast, in addition to the foregoing and; on the death of any person held in special regard by the College and Community.

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.

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.

On occasions requiring that one Federal flag be half-masted, all Provincial/College flags flown together should also be half-masted. Flags will only be half-masted on the flagpoles fitted with halyards and pulleys.

There are special circumstances when flags are flown at half-mast as outlined in the Federal and Provincial Flag protocol that do not apply for the College of New Caledonia.

Responsibility

1. All other requests in regard to flags being flown should be directed to the Director Communication Services, for consultation and final direction to the Director, Facilities Services.
2. The Director, Facilities Services is responsible to ensure that flags are flown in accordance with this policy.

Links to Other Related Policies, Documents and Websites

[Canadian Heritage – Rules for Flying the Flag](#)

[Rules for Half-masting the National Flag of Canada](#)