


Procedure Name:	DISPLAY OF FLAGS	
Approved By:	Board of Governors	
Approval Date:	April 14, 2023	
Next Scheduled Renewal Date:	March 2028	
Procedure Holder:	VP, Corporate Services	
Operational Lead:	Director, Facility and Ancillary Services	
Procedure Number:	ADM-013P	

## DISPLAY OF FLAGS PROCEDURE

### 1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) displays flags with dignity, respect, and generally established etiquette. Flags will be flown at half-mast in commemoration of federally and provincially designated days and as a sign of mourning.

### 2.00 DEFINITIONS

- 2.1 **Half-masting:** Flags are flown at the half-mast position as a sign of respect and mourning for an individual of precedence<sup>1</sup> or on special days that are federally and/or provincially designated to be commemorated.

### 3.00 RESPONSIBILITIES

- 3.1 The Facilities Director is responsible for compliance with these procedures.
- 3.2 The Facilities Director and Facilities staff are responsible for monitoring the condition of, requesting the replacement of, and disposing of flags.

### 4.00 PROCEDURES

- 4.1 Flags will be flown at half-mast to commemorate the following special days:
- a) September 30 – National Day of Truth and Reconciliation
  - b) November 8 – Indigenous Veterans Day
  - c) November 11 – Remembrance Day
  - d) December 6 – National Day of Remembrance and Action on Violence Against Women
- 4.2 Exterior flags shall be lowered to half-mast on the death of:
- a) 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)
  - b) the Governor-General or a former Governor-General
  - c) the Prime Minister of Canada or a former Prime Minister

<sup>1</sup> From: British Columbia Half-Masting Policy, Amendment 1.8, March 30, 2021

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- d) the Lieutenant-Governor of BC or a former Lieutenant-Governor
- e) the Premier of BC or a former Premier
- f) the Member of the Federal or Provincial Electoral Riding
- g) the death of a present employee of CMTN
- h) the death of a student registered in a full-time program at CMTN
- i) the death of a prominent community member or advocate for the region.

4.3 In addition to the foregoing, the President may order the lowering of flags to half-mast on the death of any person held in special regard in the CMTN and higher education community or in acknowledgment of other somber events.

4.4 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 centre 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.

4.5 For the purpose of half-masting, death shall be taken to include the day of death and the half-masting may continue for further days, at the President's discretion.

4.6 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 unless other arrangements can be made in a timely manner.

### 5.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

5.1 [British Columbia Half-Masting Policy](#)

5.2 [Rules for flying the National Flag of Canada](#)

### 6.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Apr 14, 2023	L. Wayne, President & CEO	Board of Governors