

## FLAG PROTOCOL

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	A. General
<b>Parent Policy:</b>	A34
<b>Approval Date:</b>	February 9, 2024
<b>Effective Date:</b>	February 9, 2024
<b>Procedure Owner:</b>	Director, Campus Development & Facilities Director, Marketing & Communications

<b>Overview:</b>	<p>This procedure is intended to regulate the display of flags on the campuses of Olds College of Agriculture &amp; Technology (the “College”) in order to ensure their raising, lowering and half-masting is carried out in a consistent and respectful manner.</p> <p>It outlines the flags permitted to be flown on the campuses and defines the authority and the procedures to be followed concerning the flying of flags on College property.</p>
<b>Procedures:</b>	<p><b>Governing Principles</b> The Office of the Vice President, Development is responsible for overall coordination as to when flags on the Olds College campus should be flown at half-mast, and for coordinating all flag ceremonies and related duties at special events.</p> <p><b>Annual Half-Mast Flag Displays</b> All flags (National, Provincial, College) on the Olds College Campus shall be flown at half-mast on all of the following dates:</p> <ol style="list-style-type: none"> <li>1. April 28th - National Day of Mourning for Those Who Have Suffered and Died in the Workplace: The flags at all Olds College campus locations are lowered to half-mast from sunrise to sunset.</li> <li>2. September 30th - National Day of Truth and Reconciliation: The flags at all Olds College campus locations are lowered to half-mast from sunrise to sunset.</li> <li>3. November 11th - Remembrance Day: The flags at all Olds College campus locations are lowered to half-mast from 11 am to sunset.</li> <li>4. December 6th - National Day of Remembrance and Action on Violence Against Women: The flags at all Olds College campus locations are lowered to half-mast from sunrise to sunset.</li> </ol>

### **In Memoriam Half-Mast Flag Displays**

The Olds College College banner will be lowered to half-mast position as a sign of mourning at the death of the following:

1. A current student;
2. A current faculty or staff member;
3. A current serving member of the Board of Governors; and
4. An honorary degree recipient.

All flags (National, Provincial and College) shall be flown at half-mast at all Olds College campus locations from the notice of death to sunset on the day of the funeral on the death of:

1. The Sovereign;
2. Immediate members of the Royal Family;
3. Current and former Governors General;
4. Current and former Prime Ministers;
5. Current and former Lieutenant Governors of Alberta; and
6. Current and former Premiers of Alberta.

Flags flown at half-mast for deceased individuals will be flown from the time of notification of death up to sunset of the day of the funeral or memorial service of the person(s) being honoured.

### **Display Protocol**

Display of the Canada flag shall follow the federal government's guidelines and rules for its display, and in particular:

1. All flags are to be flown on separate poles and at the same height.
2. All flags in a group are to be the same size.
3. The Canada Flag takes precedence over all other flags.
4. When the Canada Flag is one of two flags displayed, it shall be on the left (to the observer facing the display.)
5. When the Canada Flag is one of three flags displayed, it shall be in the centre with the second ranking flag (e.g. Province of Alberta Flag) to its left, and the third ranking flag to its right.

The Vice President, Development or designate will advise and consult with the principal of École Olds High School as partners on the Olds College campus, through the Director, Community Learning Campus.

The Director, Campus Development & Facilities will be contacted to initiate the flags being lowered/raised by facilities personnel at both campus locations for consistency.

### **Outside Flags**

Olds College will display the following flags at the Olds campus:

1. Canada, Alberta and Olds College flags to be located at the west entrance to Duncan Marshall Place (Administration) building. These flags will be flown in the following order from east to west:

Pole 1 Alberta (east pole)

Pole 2 Canada

Pole 3 Olds College (or approved designate)

2. Canada, Alberta and Community Learning Campus flag to be located on the west side of the Ralph Klein Centre. These flags will be flown in the following order from south to north:

Pole 1 Alberta

Pole 2 Canada

Pole 3 Community Learning Campus (or approved designate)

### **Flag Ceremonies and Special Flags**

An organization may apply in writing, two weeks in advance of the requested date, to the Vice President, Development, or designate, for authorization to fly a special flag from the Pole 3 at Duncan Marshall Place.

(NOTE: applications/requests to fly a special flag from Pole 3 at the Ralph Klein Centre are to be put forward in writing, two weeks in advance of the requested date, to the Director, Community Learning Campus or designate).

If this request(s) is approved, Campus Development & Facilities will:

1. Determine the appropriate pole to be used, which will typically be Pole 3.
2. Contact the requesting organization to confirm the flag delivery deadline.
3. Contact the requesting organization to confirm the ceremony's time, location and date, and to confirm other support required.
4. Ensure that the appropriate flag is delivered at the approved location for the ceremony.
5. Ensure that the appropriate flag is flying at the approved time for the ceremony.
6. Ensure that the flag is returned to the requesting organization.

### **Flag Maintenance and Replacement**

On a yearly basis (diarized on June 1st), or when a flag becomes worn or noticeably faded or otherwise unfit to be flown, it will be disposed of in a respectful manner and immediately replaced.

Campus Development & Facilities is responsible for acquiring, maintaining, disposing of and immediately replacing, as necessary (at minimum on a yearly basis), outside flags at the Olds College campus including required flags at Duncan Marshall Place and Ralph Klein Centre.

### **Inside Flags**

Campus Development & Facilities is responsible for the placement and flying of all inside flags. Caretaking is also responsible for maintaining, disposing of and immediately replacing permanent inside flags.

The Director, Campus Development & Facilities is responsible for acquiring inside flags representing visitors of an official delegation to Olds College and other flags as may be required for special events.

All requests relating to the use of inside flags for Olds College events shall be directed to the Vice President, Development or designate.

Olds College will fly only flags of nations recognized by the Government of Canada on a recognized national day or on the visit of an official delegation to Olds College.

<b>Definitions:</b>
<b>Related Information:</b>
<b>Review Period:</b>
<b>Revision History:</b>

<p><b>Public Notification of Half-mast Flag Displays</b></p> <p>The Olds College website will maintain an 'In Memoriam and Flag Protocol' link on the College's homepage that provides an overview of College policy/procedure for half-mast flags and also provides brief detail for each incidence where the College is flying its flags at half-mast, including the start and end date of when the flags will be lowered and raised.</p>
<p><a href="#">Flag etiquette   Alberta.ca</a>  <a href="#">National Flag of Canada   Canada.ca</a></p>
<p>3 years</p>
<p>New: January 2015          Revised: March 2016          Revised: January 2022          Revised: February 2024</p>