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Administrator Responsible	Vice President, Finance & College Services

Flag Usage Policy

Policy Under Development 2025

POLICY

The Flag Usage Policy ensures that flags flown at all North Island College (NIC) properties are displayed in a consistent and respectful manner as required by the provincial and federal governments.

PURPOSE

This policy designates the authority over flags and the manner in which they will be displayed at NIC properties.

SCOPE AND APPLICATION

The manner in which flags are displayed in Canada is governed by established practice from the provincial and federal governments. This policy applies to all flags raised and lowered on NIC 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.

PRINCIPLES

1. NIC follows national and provincial protocols with respect to flying flags. NIC recognizes the flying of flags as an important way to communicate with internal and external audiences.
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. The (BC government's) Office of Protocol administers the policy for flying flags at half-mast. All government buildings in B.C., including the Legislative building and all other public sector buildings, must follow the half-masting rules. These rules serve as a guideline for any other building or residence in the province that flies a provincial flag.
4. NIC will follow both provincial and national standards on flag usage with the understanding that the standards may incorporate the use of newly created commemorative flags.
5. NIC will follow the Flag Usage Procedures for all flag usage that is discretionary and in addition to provincial and federal requirements.

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 North Island College may deem it appropriate to honour days of particular significance to the College and its students by displaying a special, commemorative or awareness flag. Below are examples of special flags that may be flown at NIC. This is not an exhaustive list, and other flags may be added at the discretion of the President:

1. **The rainbow flag**, commonly known as the gay pride flag or LGBTQ2S+ pride flag, will be flown at NIC campuses on Gay Pride Days and/or in alignment with other local community events.
2. **Gelgapotla** – “Standing together in support of each other”, also known as the Canadian Native Flag – was designed by Kwakwaka'wakw artist Curtis Wilson. It will be flown during National Indigenous History Month in June. Flag raising ceremonies may be held during National Indigenous Peoples Day (June 21) at NIC campuses or in alignment with other community events.
3. **The Sovereign's personal Canadian flag** or standards (a type of flag used for personal identification) of the Royal Family shall fly day and night during a visit to NIC campuses by Royalty.
4. The flag of a major, externally sponsored event taking place on the campus, and in which the College is a partner.

GUIDELINES

Result of a Death

Flags may be flown at half-mast after the passing of a member of the NIC 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 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 NIC students
2. Current NIC employees
3. Current serving members of the NIC Board of Governors or the NIC Foundation Board
4. Past presidents
5. Retired college employees, when a memorial service is held on campus

LEGISLATIVE 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

LINKS AND RELATED POLICIES, DOCUMENTS AND WEBSITES:

Field School Faculty Lead Handbook (International Education)
NIC Adventure Guiding Program: Emergency Procedures for Field Activities (off-campus)
Risk Assessment and Prevention Team – RAPT Terms of Reference
Student Case Management Team – SCMT Terms of Reference
Response to the Death of a Student Protocol

CROSS REFERENCE:

NIC Policy #1-01 Freedom of Information and Protection of Privacy
NIC Policy #1-20 Code of Ethical Conduct
NIC Policy #2-08 Human Rights – Discrimination and Harassment
NIC Policy #2-10 Protection of Employees from Violence in the Workplace
NIC Policy #2-11 Emergency Response to Inappropriate, Disruptive, or Threatening Behaviour
NIC Policy #2-15 Occupational Health & Safety
NIC Policy #3-34 Sexual Violence and Misconduct
North Island College Emergency Operations Policy (in development)