

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>OP.410</b>	Vice-President, University Relations		
Policy Name			
<b>Flag Display</b>			
Approved by	Replaces	Category	Next Review
<b>SLC</b>	<b>E.410</b>		<b>May 2028</b>
Date Issued	Date Reviewed	Related Policies	
February 2005	May 2023		

## 1 PURPOSE

- 1.1 To make sure that flags on Capilano University (the “University”) campuses are flown to conform to the rules of procedure as stated in the Official Handbook, *The National Flag of Canada*, or as found on the Canadian Heritage website, [Flag Etiquette in Canada](#).

## 2 SCOPE

- 2.1 This policy applies to all flags on University campuses.

## 3 POLICY STATEMENT

- 3.1 The University will fly the Canadian flag at its North Vancouver campus from the flagstaff outside the Library building in the Library Square as well as at the entrance to the ká lax-ay campus in Sechelt.
- 3.2 Flags representing individuals, groups, organizations, or special events on- or off-campus will not be flown from the flagpoles on any of the University’s campuses.
- 3.3 The flag will be flown at half-mast on these occasions:
- a) On the death of the Sovereign or member of the Royal Family related in the first degree to the Sovereign, or the Governor-General.
  - b) On the death of the Lieutenant-Governor, the Provincial Premier, or other person similarly honoured by the Province of British Columbia.
  - c) On the death of a member of the House of Commons or a member of the Provincial Legislature representing a riding within the regions served by Capilano University.
  - d) On any other similar occasion declared as a period of national mourning by the Federal or Provincial government.

- e) On the day of the funeral of any current University employee or registered student. At any other such times as directed by the University President.

3.4 The flag will also be flown at half-mast on these special days:

- a) April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- b) June 23, National Day of Remembrance for Victims of Terrorism;
- c) Second Sunday in September, Firefighters' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed;
- d) Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed;
- e) November 8, Indigenous Veterans Day;
- f) November 11, Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed; and
- g) December 6, National Day of Remembrance and Action on Violence Against Women.

6.1 The Director, Communications is responsible for advising and communicating on occasions for the half-masting of the Canadian flag in accordance with this policy.

6.2 The Associate Vice-President, Facilities Services and Campus Planning is responsible for maintenance of the flagpoles and flags. All flags flown by the University shall be in good condition. Flags showing signs of wear or discoloration shall be replaced immediately.

6.3 The Director, Safety and Emergency Services is responsible for ensuring that flags are flown at the North Vancouver main campus in accordance with this policy.

6.4 At the the ká lax-ay campus, the Regional Director, Sunshine Coast or their designate will arrange for the flag to be raised and lowered as requested by the Director, Communications and in accordance with this policy.

6.5 All other requests in regard to flags being flown should be directed to the Director, Communications for recommendations to the Office of the President who will have decision-making authority. In such cases, the Director, Communications will relay the decision and arrange for the flag to be raised and lower the flag as needed.

6.6 When the flag is lowered, communications will notify students and employees of the lowering and reason for lowering.

#### **4. DESIGNATED OFFICER**

The Vice President, University Relations is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and

operationalization of any associated procedures is the responsibility of the Director, Communications.

## **5 RELATED GUIDELINES**

Government of Canada National Flag of Canada etiquette and Half-masting rules:

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>