

FLAG ETIQUETTE POLICY			
<b>Effective Date</b>	January 29, 2019	<b>Policy Type</b>	Administrative
<b>Responsibility</b>	President and CEO	<b>Cross- Reference</b>	1. Death of a College Staff Member Procedure 2. Response to the Death of a Student Policy 3. Government Flag Protocols 4. Communication Policy
<b>Approver</b>	Executive Council		
<b>Review Schedule</b>	Every 5 years		
		<b>Appendices</b>	

## 1. Policy Statement

- 1.1. The policy of Grande Prairie Regional College (“GPRC” or the “College”) is to fly all flags on owned premises according to federal, provincial, and municipal protocols. GPRC may fly its flags on campus at half-mast to commemorate a solemn occasion in keeping with generally accepted flag protocols.

## 2. Background

- 2.1. The Canadian flag is the symbol of the nation’s unity and represents all citizens of Canada without distinction of race, language, belief, or opinion. Flags are symbols that identify people belonging to a group. The flags of Canada, Alberta, municipalities, and the College, are symbols of honour and pride for all Canadians. They should be treated with respect.

- 2.2. The following is a list of flags displayed outside at GPRC’s two campuses:

### 2.2.1. Grande Prairie Campus

- 2.2.1.1. Flag of Canada
- 2.2.1.2. Flag of Alberta
- 2.2.1.3. Flag of the City of Grande Prairie
- 2.2.1.4. Flag of Grande Prairie Regional College

### 2.2.2. Fairview Campus

- 2.2.2.1. Flag of Canada
- 2.2.2.2. Flag of Alberta

## 3. Policy Objective

- 3.1. To ensure a process is in place for outside flagpole etiquette.

## 4. Scope

- 4.1. This policy applies to all GPRC premises or at any GPRC sponsored event off premises.

## 5. Definitions

- 5.1. “Premises” means College campus, grounds, and buildings that are owned, leased, or operated by the College.
- 5.2. “Current Student” means a student who is attending GPRC within the current academic year (July through June)

## 6. Guiding Principles

- 6.1. The decision to fly campus flags at half-mast will be made by GPRC’s President and CEO.
- 6.2. Recognizing that there will be an element of subjective judgement involved, every effort will be made to ensure that the College’s exercise of this practice is consistent and appropriate. Communications to the public or internal groups within the college about decisions to fly campus flags at half-mast will follow all College policy and use appropriate communication channels and tools.
- 6.3. Display of the Flag of Canada shall follow the federal government’s guidelines and rules for its display. Display of the Flag of Alberta shall follow the provincial government’s guidelines and rules for its display. Display of the flag of a municipality shall follow the municipal government’s guidelines and rules for its display.
  - 6.3.1. Flags shall be flown at half-mast on all dates outlined by the federal, provincial, and municipal governments.
- 6.4. Facilities – Maintenance and Operations is responsible for the placement and flying of all flags on GPRC owned premises. Facilities – Maintenance and Operations is responsible for acquiring, maintaining, disposing of, and immediately replacing permanent flags. When a flag becomes worn, noticeably faded or otherwise unfit to be flown, it will be disposed of in a respectful manner and immediately replaced.
  - 6.4.1. Facilities – Maintenance and Operations may assign the action of raising/lowering flags to the College’s contracted security provider.
- 6.5. GPRC reserves the right to decide whether or not to fly a flag representing any nation, culture, or group when there has been a request to do so.
- 6.6. A person may apply in writing, two weeks in advance of the requested date, to the President and CEO for authorization to fly a flag or special emblem from a flagpole on GPRC owned premises. If this request is approved, Communications and Marketing will be notified, and Facilities – Maintenance and Operations will:
  - 6.6.1. Contact the requestor to confirm flag delivery timeline
  - 6.6.2. Ensure that the appropriate flag is flying at the approved time
  - 6.6.3. Ensure that the flag is returned to the requestor
- 6.7. GPRC may fly the College’s flag at half-mast to reflect government protocols and in addition, commemorate a solemn occasion which may include the death of a:
  - 6.7.1. Current student
  - 6.7.2. Current employee

6.7.3. Current member of the Board of Governors

6.7.4. The same commemoration may be initiated solely at the discretion of the President and CEO

6.8. 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. If notification is received after the funeral or memorial service date, flags will not be lowered.

## 7. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	<ul style="list-style-type: none"><li>• Approve and formally support this policy</li></ul>
President and CEO	<ul style="list-style-type: none"><li>• Review and formally support this policy.</li></ul>
Members of the College Community	<ul style="list-style-type: none"><li>• Advise the President and CEO on when flags should be lowered as per government flag protocols, and on occasions mentioned in this policy</li></ul>

## 8. Exceptions to the Policy

8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the President and CEO.

8.1.1. Policy exceptions must describe:

8.1.1.1. The nature of the exception

8.1.1.2. A reasonable explanation for why the policy exceptions are required

8.1.1.3. Any risk created by the exceptions to this policy

## 9. Inquiries

9.1. Inquiries regarding this policy can be directed to the President and CEO.

## 10. Amendments (Revision History)

10.1. Amendments to this policy will be published from time to time and circulated to the College community.