

FLAG DISPLAY



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POLICY NUMBER	ADM 01-6
APPROVAL DATE	April 1, 2021
AUTHORITY	President's Leadership Group
PRIMARY CONTACT	Director, Risk Management Services

POLICY

1. Thompson Rivers University (TRU) has a number of flagpole locations on both the Kamloops and Williams Lake Campuses.
2. Flags permanently flown on campus grounds are the Flag of Canada, the Flag of British Columbia, the TRU Flag and on the Kamloops campus a flag representing the Secwepemc nation.
3. Official flags of other countries may be flown on designated flagpoles in recognition of either a direct connection between TRU World and the specific country, or in recognition of an official visitor from another country on campus, with the approval of the Associate Vice-President, International & CEO Global Operations.
4. Flags related to special initiatives of the University community may be displayed on a designated flagpole by special request to, and with the approval of, the President.
5. Flags will be flown to conform to the Rules for Flying the National Flag of Canada and guidance provided by the Government of Canada and the Government of British Columbia Office of Protocol British Columbia Rules for Half-Masting.

REGULATIONS

1. The Associate Vice-President, Campus Infrastructure, Sustainability and Ancillary Services is responsible for maintenance of the flagpoles and flags. All flags flown by TRU shall be in good condition. Flags showing signs of wear or discoloration shall be replaced immediately.
2. The Associate Vice-President, International and CEO Global Operations (or department designate) will provide the schedule of international flags to be flown.

3. Any queries or requests relating to flags should be directed to the Director, Risk Management Services.

Half-Masting Flags

1. Decisions regarding the lowering and raising of flags will be made by the Director, Risk Management Services (with input from the Government of BC Protocol Office, President's Office, TRU World or as the situation dictates), and communicated to the President's Office for information and to Marketing and Communications in order to provide information to the campus community regarding such decisions.
2. Half-masting will normally be observed from official sunrise to official sunset, local time. In situations where handling of flags at these times is not practicable (i.e., Williams Lake campus on weekends and holidays), flags shall be handled at the first opportunity. Half-masting applies to all flags flown on either campus. If a flag is being displayed that has a prohibition on being lowered (Iran, Iraq, Saudi Arabia, Somaliland), that flag shall be changed for the period of the half-masting.
3. According to the Federal and Provincial protocols, flags will be flown at half-mast to commemorate the following special days:
 - April 28 – Worker's Mourning Day
 - June 23 – National Day of Remembrance for Victims of Terrorism
 - Second Sunday in September – Firefighters' National Memorial Day
 - Last Sunday in September – Police and Peace Officers' National Memorial Day
 - November 11 – Remembrance Day
 - December 6 – National Day of Remembrance and Action on Violence Against Women

The flags will be flown at half-mast on the following events:

- on the death of the Sovereign or member of the Royal Family related in the first degree to the Sovereign, or the Governor-General;
 - on the death of the Lieutenant-Governor, the Provincial Premier, or other person similarly honoured by the Province of British Columbia;
 - on the death of a member of the House of Commons or a member of the Provincial Legislature representing a riding within the TRU region;
 - on any other similar occasion declared as a period of mourning by the Federal or Provincial government.
4. TRU protocol is that flags will be flown at half-mast on the following occasions:
 - on the day of the funeral of any current employee;
 - on the day of the funeral of any student whose death occurs while registered as a student of TRU if requested by their next of kin;
 - in solidarity with an event recognized and understood by the community;
 - at any other such times as directed by the President.

5. On the occasion of flags being lowered to half-mast, all flags will be lowered.
6. The Director, Student Affairs, will liaise with the next of kin of students whose death occurs while registered as a student of TRU with support from TRU World and Indigenous Education as appropriate.
7. The Associate Vice-President, People and Culture will liaise with the next of kin of employees.

Flagpole Locations

The order of flags (precedence) is based on the observer facing the flags, left to right.

1. Williams Lake Campus
 - Three flagpoles outside the main entrance: British Columbia Flag, Canadian Flag, TRU Flag.
2. Kamloops Campus
 - Four flagpoles at the main campus entrance – McGill and Summit: Canadian Flag, International Country Flag (Student Flag of the Month), British Columbia Flag, and a flag representing the Secwepemc People.
 - Two flag poles in the Campus Green: Canadian Flag, and British Columbia Flag.
 - Three flagpoles at the east entrance of the International Building (facing University Drive): International Country Flag, Canadian Flag, and British Columbia Flag.
 - Six flagpoles at the west entrance of the International Building (facing Campus Commons): Canadian Flag and five International Flags.
 - One flagpole in the centre of the Campus Commons: the TRU Flag is normally flown here. Flags relating to events held in the Campus Activity Centre or flags related or other special events or occasions.

Selection of International Flags

International flags are displayed on a monthly rotation at the west entrance of the International Building, in addition, a 'flag of the month' is displayed at the main campus entrance at Summit and McGill. One of the flagpoles at the east entrance of the International building is dedicated for the display of flags of international guests to the University and also for contract training student groups during opening and/or closing ceremonies.

Flag Precedence

1. The order of precedence for flags is:
 - The National Flag of Canada

- The flags of other sovereign nations in alphabetical order (if applicable)
 - The flags of the provinces of Canada (in order in which they joined Confederation)
 - The flags of the territories of Canada (in the order in which they joined Confederation)
 - The flags of municipalities/cities
 - Banners of organizations
 - Historical flags
2. In a line of two flags, the flag of Canada should be displayed on the left of the observer facing the flags.
 3. In a line of three flags, the National Flag of Canada should be in the centre. The other two flags should be placed to the left and right of the National Flag respectively (from the point of view of the observer facing the flagpoles) following the order of precedence as above.
 4. When there are more than three flagpoles/masts, the National Flag of Canada should be flown on the far left of the observer facing the flags, followed by the flags representing the other sovereign nations order alphabetically. An additional National Flag of Canada may also be flown on the right at the end of the line.