
Flag Policy

Policy Number:	2601
Key Process Area:	Facilities & Ancillary Services
Owner:	VP FA
Current Approved Date:	Nov 17, 2020

POLICY STATEMENT

New Brunswick Community College (NBCC) shall ensure flags are flown consistently and respectfully on its premises.

PURPOSE

To establish transparent standards by which flags shall be flown on masts (flagpoles) of New Brunswick Community College.

SCOPE AND LIMITATIONS

This policy applies to all NBCC locations (including campuses, Corporate Office or satellite locations) as well as NBCC-hosted events.

This policy applies to masts in all outdoor locations and those masts indoors greater than 17 feet in height. It also applies to any flags used as part of a formal ceremony or event.

This policy does not apply to flags displayed by any other means, e.g. draping.

1.0 DEFINITIONS

Not applicable.

2.0 IMPLEMENTATION

2.1 New Brunswick Protocols

2.1.1 National and Provincial

NBCC shall adhere, wherever possible, to the rules governing the use of flags and standards in New Brunswick as outlined by the document **Flying and Displaying Flags in New Brunswick**. These New Brunswick protocols include salient elements of **Rules for flying the National Flag of Canada**.

2.1.2 Further Instruction

NBCC shall adhere, wherever possible, to the further instructions regarding the use of flags and standards as transmitted by the International Relations and Office of Protocol (Executive Council Office) of the Province of New Brunswick from time to time (e.g. half-masting).

2.2 NBCC Protocols

2.2.1 President and CEO

The President and CEO of NBCC (or designate) may issue instructions supplementary to New Brunswick protocols.

New Brunswick Protocols shall generally supersede NBCC Protocols in all but extraordinary circumstances.

Where such instructions conflict with New Brunswick Protocols, the President and CEO of NBCC may issue instruction over-riding New Brunswick protocols.

Instructions supplementary to or over-riding New Brunswick Protocols under this section do not represent precedent implying future College practice.

Unless specifically approved otherwise by the President or designate, supplementary and/or over-riding display (e.g. half-masting or hoisting) shall last until the earliest of sunset on the day of the related event (if applicable) or four days.

2.2.2 One College, Six Campuses

Where an instruction for the hoisting or lowering of flags (in general) or particular flags is relevant to one NBCC location, NBCC shall implement that instruction at all locations.

2.2.3 Multiple Flagpoles

Where any NBCC location has multiple flagpoles, and in a manner consistent with New Brunswick Protocol, the following protocol shall be followed (from left to right from the perspective of the observer):

- **Where one flagpole exists:**
New Brunswick flag shall be flown.
- **Where two flagpoles exist:**
Canadian flag shall be flown left, followed by the New Brunswick flag (from left to right from the perspective of the observer).
- **Where three flagpoles exist:**
Canadian flag shall be flown center, with New Brunswick flag to the left and municipal flag to the right.
- **Where four or more flagpoles exist:**
Canadian flag shall be flown left, followed by New Brunswick, municipality and symbolic or event-specific flag(s).

2.2.4 Half-masting in honour of NBCC students, employees and Governors

NBCC shall not half-mast on the specific occasion of the passing of specific current or past student(s), employee(s) or Governor(s).

In lieu, NBCC shall honour all those who have collectively passed on a consistent annual date to be determined by Employee and Student Development.

This practice may be proactively communicated each year as well as during those occasions when requests to half-mast are received. NBCC will additionally communicate this date (once determined) and its significance to the public, students, employees and Governors as the date approaches, as well as on its occurrence pursuant to the roles identified in Section 2.2.6 of this policy (Responsibilities).

2.2.5 Symbolic or Event-Specific Flags

Subject to 2.2.1 of this policy (President and CEO), NBCC will not generally hoist symbolic or event-specific flags.

2.2.6 Responsibilities

Finance and Administration, as represented by the Director of Facilities and Ancillary Services and the Regional Operations Managers for each NBCC location, are solely responsible for the hoisting and lowering of flags.

Instructions under New Brunswick Protocols or NBCC Protocols shall be transmitted to Regional Operations Managers by the Executive and Protocol Assistant for implementation on a timely basis as well as to the Director of Facilities and Ancillary Services, Senior Executive Team, and Strategic Communications for their information.

Where Finance and Administration has received instructions which conflict with New Brunswick Protocols, the Director will inform the Vice-President Finance and Administration on a timely basis who will address directly with the President (or designate).

Strategic Communications will post an advisory on the public website explaining any change from standard flag configurations (e.g. hoistings and/or half-masting).

3.0 OTHER RELATED DOCUMENTS

Flying and Displaying Flags in New Brunswick
Rules for flying the National Flag of Canada