

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	A. General
SUBJECT:	Flag Protocol
POLICY NUMBER:	A34
CROSS REFERENCE:	
NEW \ REVISED	
Administrative Services Committee	Academic Council
March 14, 2016	

POLICY STATEMENT

Olds College may fly its flags on campus at half-mast to commemorate a solemn occasion which may include the death of one of our students, staff, public officials locally, regionally, provincially or internationally.

SPECIFIC GUIDELINES

The decision to fly campus flags at half-mast will be initiated at the discretion of the Vice President, Advancement in consultation with the Senior Administrative team.

Best efforts will be made to ensure that the College's exercise of this practice will be consistent and appropriate, recognizing that there will be an element of subjective judgment involved.

Flags would be returned to top of mast on the first business day after the memorial service of the person(s) being honoured.

The Office of Advancement may consult with the Government of Canada and/or Government of Alberta Protocol Office in situations requiring advice regarding flags and protocol.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President Advancement will review the policy at least every five (5) years.

OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	A34 Flag Protocol
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NEW \ REVISED	
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Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
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November 14, 2016		Date:
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Governing Principles

The Vice President, Advancement is responsible for coordinating a recommendation as to when flags on the Olds College campus in Olds should be flown at half-mast, and for coordinating all flag ceremonies and related duties at special events.

Flags shall be flown at half-mast on all dates outlined on the Alberta Government website:

<http://www.alberta.ca/protocol-flag-etiquette.aspx>

Display of the Canada flag shall follow the federal government's guidelines and rules for its display, and in particular:

- a) All flags are to be flown on separate poles and at the same height.
- b) All flags in a group are to be the same size.
- c) The Canada Flag takes precedence over all other flags.
- d) When the Canada Flag is one of two flags displayed, it shall be on the left (to the observer facing the display.)
- e) When the Canada Flag is one of three flags displayed, it shall be in the centre with the second ranking flag (e.g. Province of Alberta Flag) to its left, and the third ranking flag to its right.

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.

The Vice President, Advancement, or designate, will advise and consult with the principal of Olds High School as partners, on campus, through the Community Learning Campus. The Director of Facilities will be contacted to initiate the flags being lowered/raised by facilities personnel at both campus locations for consistency.

Outside Flags

Olds College will display the following flags at the Olds campus:

- a) Canada and Alberta flags, to be located at the west entrance to the Duncan Marshall Place (Administration) building.
- b) Canada, Alberta and Community Learning Campus flag to be located on the west side of the Ralph Klein Centre. These flags will be flown in the following order from South to North:
 - Pole 1 Alberta
 - Pole 2 Canada
 - Pole 3 Community Learning Campus

Campus Facilities is responsible for the placement and flying of all outside flags at the Olds College campus in Olds.

Outside flags at the Olds College campus in Calgary are the responsibility of Bow Valley College.

Olds College will fly only flags of nations recognized by the Government of Canada on a recognized national day or on the visit of an official delegation to Olds College. Olds College reserves the right to decide whether or not to fly the flag of a recognized nation during times of political unrest or conflict within the nation.

The Campus Facilities Department is responsible for acquiring, maintaining, disposing of, and immediately replacing permanent outside flags.

Inside Flags

Caretaking is responsible for the placement and flying of all inside flags at the Olds College campus in Olds. Caretaking is also responsible for maintaining, disposing of, and immediately replacing permanent inside flags at the Olds College campus in Olds.

The Manager, Calgary Campus is responsible for the placement and flying of all inside flags at the Olds College campus in Calgary. The Manager, Calgary Campus is also responsible for acquiring, maintaining, disposing of, and immediately replacing permanent inside flags at the Olds College campus in Calgary.

The Vice President, Advancement is responsible to acquire inside flags representing visitors of an official delegation to Olds College and other flags as may be required for special events.

All requests relating to the use of inside flags for Olds College events shall be directed to the Executive Assistant to the Vice President, Advancement.