

TYPE:	Administrative
TITLE:	Flags - Usage
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RESPONSIBILITY:	President
APPROVED BY:	Durham College Leadership Team
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1. Introduction

It is important that the display of flags at the campuses of Durham College be done in a consistent and respectful manner.

Except where specifically noted, the College generally follows the rules for flying the flag as established by the federal government and followed by other governments of all levels across Canada.

2. Purpose

The purpose of this policy and procedure is to regulate the raising and lowering of flags at all Durham College campuses.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. In all circumstances, the national flag of Canada shall only be displayed in a manner that is befitting of this important national symbol. It should not be subjected to indignity or displayed in a position that is inferior to any other flag or ensign.

5. Procedure

5.1. Flying of the flags

5.1.1. The following flags are normally displayed outdoors at Durham College campuses:

- Canadian flag
- Ontario flag
- College flag.
- Only one flag should be flown on a flagpole.

- 5.1.2. When only one flagpole is available, the Canadian flag should be flown.
- 5.1.3. When there are two flagpoles, the Canadian flag should be flown on the left-hand pole – to an observer facing the flags – and the Ontario flag flown from the right-hand pole.
- 5.1.4. When there are three flagpoles, the Canadian flag should be flown in the centre.
- 5.1.5. When there are more than three flagpoles, the Canadian flag should be flown in the centre or as near to centre as possible.
- 5.1.6. The Canadian flag should be raised first and lowered last, unless the number of flags permits their being raised and lowered simultaneously.

5.2. Foreign flags

The flag of a foreign nation may be flown to mark the visit to the College of that nation's head of state. It can also be done as a courtesy for lesser officials. A foreign flag should neither be flown higher nor be larger than the Canadian flag. If possible, both flags should be of the same size.

Note: It is possible to order a flag for a visit by guests to Durham College. Please contact Communications and Marketing for more information.

5.3. Other flag displays

- 5.3.1. When Canadian and provincial flags are displayed on walls or as stage dressing, the Canadian flag should be on one's left as one faces the audience.
- 5.3.2. Flags should never be used as table coverings or for any other demeaning purpose.

5.4. Mourning

- 5.4.1. Flags may be lowered to half-mast as an indication of official mourning.
- 5.4.2. Generally:
 - a) Flags to be lowered include those at the Whitby campus and at the bus loop on the Oshawa campus; and,
 - b) Flags will be flown at half-mast upon notification of an individual's death up until the end of the next business day (i.e. minimum of 24 hours).

5.4.3. Flags will be lowered in the following cases:

- a) The day of repatriation of an active member of the Canadian Armed Forces (Whitby campus only); and
- b) Upon learning of the death of:
 - A current student;
 - A current college employee;
 - Retired past-president;
 - A member of the British Royal Family;
 - Current or former representatives of government:
 - Current or former Prime Minister of Canada
 - Current or former Governor General of Canada
 - Current Lieutenant-governor of Ontario
 - Current Premier of Ontario
 - Current MP, MPP or Mayor of a community served by Durham College
- c) On the following nationally recognized special days of honour:
 - November 11, Remembrance Day;
 - December 6, National Day of Remembrance and Action on Violence Against Women.
- d) In exceptional circumstances, the President of Durham College may approve the half-masting of the flag in a situation that is not provided for in this procedure. In those cases, all guidelines listed above will apply.

5.5. Flying of non-government flags

5.5.1. Durham College does not fly any flag other than those listed in the above. It takes this approach given the vast number of organizations and groups that have specific days, weeks and months to honour. As such, it would not be appropriate for the College to provide prominence to one cause over another, with the exception of two days of particular significance to Durham College and its students:

- The College will fly the Pride Flag on International Day Against Homophobia and Transphobia.
- The College will fly the flag of the Mississaugas of Scugog Island First Nation on National Aboriginal Day.

6. Roles and responsibilities

- 6.1. The Communications and Marketing department is responsible for the decision to lower the flag in situations covered by this procedure.
- 6.2. Approval for the lowering of the flags to mark a death in situations other than those listed above, must be obtained from the Office of the President.
- 6.3. Following notification, Security (securitysupervisor@dc-uoit.ca and security@dcuoit.ca, cc manager, Public Safety and Security) will ensure flags are lowered to the correct position for the specified period of time.
- 6.4. In addition, when the flags are lowered to half-mast, Communications and Marketing will ensure that a notice is sent to:
 - Employees and students of Durham College; and
 - Employees and students of the College's campus partner, UOIT.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Non-compliance with this policy and procedure may have a negative impact on the College's reputation or cause confusion in the community.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

None.