

## Flag Display Policy

**University Policy No.:** AD2300  
**Classification:** Administration  
**Approving Authority:** President  
**Effective Date:** February 2016  
**Supersedes:** March 2008  
**Last Editorial Change:** January 2020  
**Mandated Review:** February 2023

**Associated Procedures:** [Flag Display Procedures](#)

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### **Purpose**

1.00 The purpose of this policy is to provide guidance on the display of flags at the university.

### **Policy**

2.00 The university will fly the following three flags daily from the flag staffs in front of the University Centre:

- (a) the National Flag of Canada;
- (b) the Provincial Flag of British Columbia; and
- (c) the University of Victoria House Flag

(the "Flags").

2.01 If the Sovereign or a member of the Royal Family, the Governor General, or the Lieutenant Governor visits the university, the personal flag of that individual will also be flown from the flag staffs in front of the University Centre.

3.00 The Flags shall be flown to conform with the federal government rules stated in the official handbook, "The National Flag of Canada".

4.00 The Flags will be flown at half-mast on the following occasions:

- (a) the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor-General, or a Federal Cabinet Minister;
- (b) the death of the Lieutenant-Governor, the Provincial Premier, or other person similarly honoured by the Province of British Columbia; or
- (c) the death of the Member of the House of Commons or the Member of the Provincial Legislature representing the riding in which the university is situated.

5.00 Upon notification to the university of the death of an individual, the University of Victoria House flag only shall be flown at half-mast on the following occasions:

- (a) the death of a current university employee;
- (b) the death of a student whose death occurs while registered as a student of the university; or
- (c) the death of a current member of the Board of Governors or the Senate.

6.00 The Flags may also be lowered at such other times as directed by the President.

**Authorities and Officers**

7.00 The authorities and officers for this policy are:

- (i) Approving Authority: President
- (ii) Designated Executive Officer: President
- (iii) Procedural Authority: President
- (iv) Procedural Officer: President

**Related Policies and Documents**

[Government of Canada "The National Flag of Canada" Handbook](#)

## Flag Display Procedures

**Procedural Authority:** President  
**Procedural Officer:** President  
**Parent Policy:** [Flag Display Policy](#)

**Effective Date:** June 1999  
**Supersedes:**  
**Last Editorial Change:** January 2020

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- 1.00 The university will fly the Flags in the following order from left to right:
  - (a) the Provincial Flag of British Columbia;
  - (b) the National Flag of Canada; and
  - (c) the University of Victoria House Flag.
- 1.01 The personal flag of the Sovereign or a member of the Royal Family, the Governor General or the Lieutenant Governor will be flown above the National Flag of Canada on the day of the individual's visit to the university.
- 2.00 For the purposes of display of the Flags, notification to the university of the death of an individual or other events listed in the Flag Display Policy ([AD2300](#)) must be forwarded to the Office of the President.
- 3.00 The Office of the President will provide direction to the following individuals, as appropriate, regarding display of the Flags:
  - (a) the head of Campus Security;
  - (b) the head of Ceremonies and Events;
  - (c) the head of Communications + Marketing; and
  - (d) the Associate Vice-President Alumni and Development.
- 4.00 Upon notification to the university of the death of an individual listed in the Flag Display Policy ([AD2300](#)) section 5.00, the University of Victoria House Flag will be lowered either:
  - (a) on the day of the funeral or memorial service; or
  - (b) as directed by the President, if no funeral or memorial service is held.
- 5.00 The head of Campus Security Services will be responsible for the display of the Flags in accordance with the Flag Display Policy ([AD2300](#)) and these Procedures.

- 6.00 The head of Communications + Marketing will be responsible for posting details regarding display of the Flags on the university website, including:
- (a) the reason for the lowering of the Flags; and
  - (b) the name, date of death, and affiliation to the university of an individual being honoured.