

PARKLAND COLLEGE	CATEGORY A	BUSINESS ADMINISTRATION
Flag Protocol	OPR A-17	APPROVED: REVIEWED:

Lowering of a flag to half-mast is a universal sign of respect and symbol of mourning.

This policy is intended to provide direction and procedures to determine when the Canadian flag or any other designated flags will be flown at half-mast at Parkland College.

POLICY

The Canadian flag will be flown at half-mast to mark the passing of any present or past member of the College community or a prominent public figure, as listed below, on the day of their funeral or memorial service. If no funeral or memorial service is held, then the flag shall be lowered on a business day within ten days of the date upon which the College is notified of the individual's death. In certain cases, at the discretion of the President, the flag may be lowered when the college is notified of a prominent public figure's death until and including the date of the funeral or memorial service.

Present or Past Members of the College Community may include;

- Registered students;
- Present or Past Employees of the College;
- Members and former members of the Board of Governors; or
- Former Presidents of the college

Prominent Public Figures may include;

- The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign;
- The Governor-General or a former Governor-General of Canada;
- Lieutenant-Governor or former Lieutenant-Governor of Saskatchewan;
- Prime Minister of Canada;
- Premier or former Premier of Saskatchewan;
- Speaker of the Legislative Assembly of Saskatchewan;
- Members of the Legislative Assembly of Saskatchewan; or
- Federal Cabinet Members and Members of Parliament who represent constituencies in Saskatchewan

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Other Circumstances

The flag may be flown at half-mast to mourn lives lost in tragic national and international events. In such cases, a decision to lower the flag and the period during which it remains at half-mast will generally mirror the practice of the Province of Saskatchewan.

Other individuals and events may be recognized by lowering the flag at the discretion of the President.

Roles and Responsibilities

Employees and Students

Any student or staff member who becomes aware of the death of an individual deserving of recognition by the College under this policy should contact Human Resources as soon as possible.

Facilities Management

Upon receiving notification from Human Resources or the President, Facilities Management will arrange to have the flag lowered and flown at half-mast in accordance with this policy.

Facilities will arrange to distribute information to the College community by e-mail to explain why the flag is at half-mast.

Human Resources

In the event of the death of a member of the College, Human Resources will notify Facilities of the name of the individual, the individual's qualifications for recognition under this policy, and the date of the funeral or memorial service for the individual.

President

In the event of uncertainty or disagreement about any aspect of this policy, the President shall have final decision-making authority.