

Facilities Ancillary Services Best Practice

Half-Masting of Flags

INTRODUCTION (Purpose and Importance)

The purpose of this best practice is to provide supplementary information in alignment with VIU Policy and Procedure 44.12.01.

Canadian Government Link:

- Half-Masting <https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>
- Canadian Flag is to be half-masted when the Provincial Flag is half-masted
- Flying the Flag <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>
- The Canadian Flag should be in the centre with the BC flag to the left and VIU's banner to the right (to an observer facing the display).

BC Government Link:

<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/office-of-the-premier/intergovernmental-relations-secretariat/protocol/flags>

- On occasions requiring that one flag be half-masted, all flags flown together should also be half-masted.
- In regards to half-masting the Canadian Flag: it is at the discretion of the owner of the flag and/or the property on which the flag pole resides.
- The centre of the flag should be exact halfway down the flagstaff or pole

Responsibilities of Facilities staff:

- The flag (or flags in the case of multiple flag poles) is (are) are brought to the half-mast position by first raising it(them) to the top of the mast/pole and then immediately lowering it (them) slowly to the half-mast position.
- Follow policy 44.12.011
- In the case of the death of a VIU employee, flags on all VIU campuses should be lowered.

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