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| POLICY NUMBER | ADM 1-6 |
| APPROVAL DATE | APRIL 27, 2005 |
| PREVIOUS AMENDMENT | December 15, 1999 |
| REVIEW DATE | FEBRUARY, 2010 |
| AUTHORITY | PRESIDENT'S COUNCIL |
| PRIMARY CONTACT | PRESIDENT & VICE-CHANCELLOR |

POLICY

1. Thompson Rivers University (TRU) will fly three flags daily from the flag staffs at the entrance sign, and two flags daily from the flag staffs in the traffic circle near Old Main.

These flags will be:

- Both Locations: The Flag of Canada;
- Both Locations: The Flag of British Columbia;
- Entrance Sign Only: The TRU Flag, or the official flag of any other country, in recognition of either a direct connection between TRUworld and the specific country, or in recognition of an official visitor from another country on campus.

Flags other than those of the official flags of another country will not be considered, unless related to a special initiative of the institution and the community, and then, only by special request and with the approval of the President.

Flags representing individuals, groups, organizations or special events, on or off campus, will not be flown at the main entrance or Old Main locations.

2. Flags will be flown to conform to the rules of procedure as stated in the Official Handbook, "The National Flag of Canada".
3. The flags will be flown at half-mast on these occasions:
 - on the death of the Sovereign or member of the Royal Family related in the first degree to the Sovereign, or the Governor-General;
 - on the death of the Lieutenant-Governor, the Provincial Premier, or other person similarly honoured by the Province of British Columbia;

- on the death of a member of the House of Commons or a member of the Provincial Legislature representing a riding within the TRU region;
 - on any other similar occasion declared as a period of national mourning by the Federal or Provincial government.
4. On the following occasions, all flags will be flown at half mast, wherever the Canadian flag is flown. The TRU Flag will also be flown at half mast on these same occasions.
- on the day of the funeral of any employee;
 - on the day of the funeral of any student whose death occurs while registered as a student of TRU;
 - at any other such times as directed by the President.
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REGULATIONS

1. The Director, Facility Services, is responsible to ensure that flags are flown in accordance with this policy.
2. The Associate Vice-President, TRU World (or department designate), will provide the schedule of international flags to be flown.
3. All other requests in regard to flags being flown should be directed to the Director, Marketing and Communications, for consultation and final direction to the Director, Facility Services.