



## **ADMINISTRATIVE PROCEDURE – AP424-1**

### **Flying and Displaying of Flags**

---

Area: Operations  
Policy Reference: Flying and Displaying of Flags (PO424)

Approved: June 26, 2006  
Revised:

---

#### **1. Purpose**

The purpose of this administrative procedure is to support the implementation of the Flying and Displaying of Flags Policy (PO424).

#### **2. Definitions**

**Ensign** – a national flag displayed on ships and aircraft, often with the special insignia of a branch or unit of the armed forces.

**Flag** – the piece of cloth or other material, usually rectangular in shape, of distinctive colour and design, used as a symbol, standard, ensign, or emblem for a sovereign nation, one of its provinces, territories or municipalities. Alternatively, a flag in the form of a banner could also represent any group, cause or affiliation.

#### **3. Procedures**

##### **3.1 Flying and Displaying a Flag**

- 3.1.1 The National Flag of Canada should be displayed in a manner befitting this important national symbol; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The Canadian Flag takes precedence over all other national flags when flown in Canada. All flags must be treated with dignity and respect at all times, in accordance with the following:

- a) Flags should be regularly inspected for signs of wear and damage and must be replaced when worn, noticeably faded or otherwise unfit for service. Facilities Services must be contacted regarding the disposal of flags.
- b) When being raised or lowered, a flag should be prevented from touching or falling to the ground.
- c) No flags, banners or pennants should be flown together on the same pole except at single pole locations and even at these the Canadian Flag must fly above.
- d) Where possible the Canadian Flag should be flown from the highest pole.
- e) No flag should be larger than the Canadian Flag.

3.1.2 Whenever flags are displayed inside the building (e.g., in the entrance, at an assembly or other special event) the Canadian Flag must take precedence.

- a) When three flags are displayed, the Canadian Flag should be at the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre, and the other to the right.
- b) When two flags (or more than three flags) are displayed, the position of honour is furthest to the left (to an observer facing the display). When three flags are flown, the position of honour is in the centre.

3.1.3 Whenever flags are displayed horizontally (flat), the upper part of the leaf (the points of the leaf) should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag.

3.1.4 The order of precedence for flags is:

- a) The National Flag of Canada
- b) The flags of other sovereign nations in alphabetical order (if applicable)
- c) The flags of the provinces of Canada
- d) The flags of the territories of Canada
- e) The flags of municipalities/cities
- f) Banners of organizations

## **3.2 Flying Flags at Half-Mast**

- 3.2.1 During periods of national, provincial or local mourning, the display of the Canadian Flag (and any other flags surrounding it) will be in compliance with directions issued from the federal or provincial governments.
- 3.2.2 When the flag is raised to the half-mast position or lowered from it, it is first raised to full-mast and then lowered.
- 3.2.3 Flags are normally flown at half-mast from the time of notification of death up to and including the day of the funeral.
- 3.2.4 Flags shall be flown at half-mast on death of:
- a) the Pontiff
  - b) the Archbishop of Toronto
  - c) the sovereign or member of the immediate family of the sovereign
  - d) the current or a former governor-general of Canada
  - e) the current or a former prime minister of Canada
  - f) a federal cabinet minister
  - g) the lieutenant-governor or former lieutenant-governor of Ontario
  - h) the premier, or former premier, or a cabinet minister of Ontario
  - i) a member of parliament or the provincial legislature from an electoral riding within Durham Region
  - j) a senator from an electoral riding within Durham Region
  - k) the mayor or a former mayor of the municipality
  - l) a trustee or director of the Board or any other individual held in high esteem by the Board.
- 3.2.5 Upon the death of a student, the flags at the school the student attended and at the Catholic Education Centre will be flown at half-mast until the end of the day of the funeral service.
- 3.2.6 Upon the death of a staff member, the flags at the school/building the staff member worked at and at the Catholic Education Centre will be flown at half-mast until the end of the day of the funeral service.
- 3.2.7 Schools may, at the discretion of the Director lower the flag in recognition of a former staff member or community member who is closely connected to the school or the students at the school.
- 3.2.8 All schools and buildings of the Board will fly their flags at half-mast to commemorate occasions as specified by the Ministry of Education. Where these dates occur on the weekend, the flag will be lowered at the end of the day on Friday and raised on Monday morning.

- 3.2.9 Special instructions may be issued by the Director of Education or designate on other occasions.
- 3.2.10 The Director of Education or designate will consult with local municipalities, coterminous school districts and the offices of the local Members of Provincial and Federal Parliament, as appropriate, to ensure a consistent community-wide response to lowering flags to half-mast.
- 3.2.11 The Director of Education will determine when flags will be lowered and will notify Facilities Services, who will direct the appropriate staff in each facility to lower flags to half-mast.
- 3.3 If an employee has questions or concerns arising from the implementation of this administrative procedure, they should be addressed with their immediate supervisor.

## **4. Sources**

- 4.1 Operation of Schools – General, R.R.O. 1990, Regulation 298 Section 5 (1-2)
- 4.2 Government of Canada, Rules for Flying the National Flag of Canada  
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

## **5. Appendices**

Nil

## **6. Related Policies and Administrative Procedures**

- 6.1 Flying and Displaying of Flags Policy (PO424-1)

## **7. Related Forms**

Nil