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CANADIAN FLAG PROTOCOL

“Every school board shall:

Erect and maintain upon the school building or on the school grounds a flagstaff and shall cause the national flag of Canada to be:

- Flown on each day that the school is open, weather conditions permitting, or
- Prominently displayed in the school building when weather conditions do not permit the flag to be flown outdoors.” [PSA 41(b)]

The Canadian Flag

The Canadian Flag was approved by Parliament and on February 15, 1965 proclaimed by Her Majesty, The Queen. It is described as a red flag of the proportions two by length and one by width, containing in its centre a white square the width of the flag, bearing a single red maple leaf.

General

1. It is appropriate for the Canadian Flag to be flown or displayed by individuals and organizations; but at all times the Flag should be treated with dignity and respect and flown or displayed properly.
2. When possible the Flag is flown daily from sunrise to sunset at all federal government buildings, airports and military bases and establishments within and outside Canada. It is not contrary to etiquette to have the Flag flying at night.
3. The Flag may be displayed flat or flown on a staff. If flat, it may be hung horizontally or vertically. If it hangs vertically against a wall, the Flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.
4. The Flag may be flown or displayed in a church, auditorium, or other meeting place. When used in the chancel of a church or on a speaker's platform the Flag should be flown to the right of the clergy or speaker. When used in the body of a church or auditorium the Flag should be flown to the right of the audience or congregation. The Flag should not be used to cover a speaker's table or be draped in front of the platform; nor should it be allowed to touch the floor. If displayed flat against the wall at the back of a platform, the Flag should be above and behind the speaker.
5. When used on the occasion of unveiling a monument, tablet, picture, etc. the Flag should be properly draped and prevented from falling to the ground or floor.
6. In a procession, where several flags are carried the Canadian Flag should be in the position of honor at the marching right or at the centre front.



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7. The Flag should not be used for commercial advertising purposes. It is quite appropriate to fly it at business establishments or to display it to identify Canadian exhibits at fairs. Its use in such cases, as in all others, should reflect respect for the Flag.

Destruction

When a Flag becomes worn, noticeably faded or otherwise unfit for service, it should be disposed of privately by burning.

Half-Masting

1. The position of the Flag when flying at half-mast will depend on its size, the length of the flagstaff and its location; but as a general rule, the centre of the Flag should be exactly half-way down the staff. When hoisted to or lowered from half-mast position, the Flag should first be raised to the masthead.
2. Flags in the **Portage la Prairie School Division** will be flown at half-mast on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, The Prime Minister of Canada, a former Governor General, a former Prime Minister of Canada, a federal Cabinet Minister, the Lieutenant Governor of the province, the Provincial Premier, the member of the House of Commons or the member of the Provincial Legislature. The flag may be flown at half-mast during the period of mourning leading up to the funeral of the deceased.
3. Flags in the **Portage la Prairie School Division** may be flown at half-mast on the day of the funeral in honor of students, staff, residents, or former residents of the **Portage la Prairie School Division** at the discretion of the Board of Trustees or the Superintendent of Schools.

Reference: Flag Etiquette of Canada
Minister of Supply and Services Canada 1995
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General rules for flying and displaying the Canadian Flag
and other flags in Canada
Secretary of State
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