

ADMINISTRATIVE PROCEDURE NO. 156

FLAGS

Background

Principals and appropriate central office personnel shall ensure that the Canadian flag and the Alberta flag are displayed at schools and other Division facilities.

Procedures

1. General

- 1.1 The Canadian flag shall be displayed in each elementary school classroom.
- 1.2 The Canadian and Alberta Flags shall be flown at each school on every instructional day.
- 1.3 The Canadian and Alberta flags shall be displayed at all public functions held in the schools.
- 1.4 When a flag becomes slightly frayed or torn it shall be repaired at once.
- 1.5 When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the maintenance department for proper disposal.
- 1.6 Flags shall be flown at half-mast in response to the death of persons associated with the Division and for prominent citizens.
- 1.7 Flags shall be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.
- 1.8 The Division encourages the flying of flags of other nations at appropriate times.

2. The Principal shall:

- 2.1 Purchase flags, as required, within the school.
- 2.2 Display the Canadian and Alberta Flags in accordance with this procedure.

Principals may display flags in other areas within the school at his/her own discretion.

3. Placement of the flags shall be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.

4. Flags shall be flown at half-mast:
 - 4.1 At all Division sites upon the death of a current student, staff member, or trustee;
 - 4.2 At the local site upon the death of someone who is an integral part of the school community (this could include retired staff);
 - 4.3 At the direction of the Superintendent upon the death of a prominent citizen not associated with the Division;
 - 4.4 For a period commencing at notification of the death, up to and including the day of the funeral, at the site(s) where the deceased was closely associated or connected; and
 - 4.5 On the day of the funeral for cases other than those described in 4.4.
5. Current 'Rules for Flying the Flag' can be found at:
<http://www.patrimoinecanadien.gc.ca/progs/cpsc%2Dccsp/etiquette>

Reference: Section 26, 50, 60, 61, 113 School Act
Ministerial Order 004/98

ADMINISTRATIVE PROCEDURE NO. 156

APPENDIX 'A' FLAG PROTOCOL

The following guidelines are excerpts from The Canadian Flag and Other Flags in Canada Secretary of State, 1985

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 clergyman 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 honour at the marching right or at the centre front.
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.

Flown with other Flags

8. No flag, banner or pennant should be flown or displayed above the Canadian Flag.
9. Flags flown together should be approximately the same size and flown from separate staffs at the same height.
10. The Canadian Flag should be given the place of honour when flown or displayed with other flags:
 - 10.1 When two or more than three flags are flown together, the Canadian Flag should be on the left (as seen-by spectators in front of the flags); If a number of countries are represented, the Canadian Flag may be flown at each end of a line of flags.
 - 10.2 When three flags are flown together, the Canadian Flag should occupy the central position, with the next ranking flag to the left and third ranking flag to the right, as seen by spectators in front of the flags.
 - 10.3 Where more than one flag is flown and it is impossible to hoist~ time, the Canadian Flag(s) should be hoisted first and lowered last.

Destruction

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

Half-masting

12. 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 a flag should be exactly half-way down the staff. When hoisted to or lowered from half-mast position, a flag should first be raised to the masthead.
13.
 - 13.1 Subject to (13.3) and (13.5), or special instructions issued under (13.4), the Flag on the Peace Tower of the Parliament Buildings, Ottawa, is 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 (that is to say, husband or wife, son or daughter, father, mother or brother or sister), the Governor General, a former Governor General, a Lieutenant-Governor, a Canadian Privy Councillor, a Senator, or a Member of the House of Commons.

House of Commons

- 13.2 Subject to (13.3) and (13.5), or special instructions issued under (13.4), the Flag on other federal government buildings, airports and military bases and establishments is flown at half-mast
- 13.2.1 Throughout Canada, 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, or a federal Cabinet Minister;
- 13.2.2 Within a province, on the death of the Lieutenant-Governor, the Provincial Premier, or another person similarly honoured by that province;
- 13.2.3 Within his own riding, on the death of the Member of the House of Commons, or the Member of the Provincial Legislature;
- 13.2.4 At his place of residence, on the death of a Senator, a Canadian Privy Councillor, or a Mayor.
- 13.3 “Death” for the purposes of (13.1) and (13.2) may be taken to include the day of death and up to and including the day of the funeral.
- 13.4 Flags at federal buildings and other locations are also half-masted subject to special instructions on the death of members of the Royal Family other than the Sovereign or those related in the first degree to the Sovereign, a Head of a Foreign State, or some other person whom it is desired to honour.
- 13.5 During periods of half-masting, the Flag is raised to full-mast on all federal buildings, airports and military bases and establishments on statutory holidays, and also on the Peace Tower while a Head of State is visiting Parliament Hill; but this procedure does not apply while flags are half-masted for the death of the Sovereign when they are only raised to full-mast for the day on which the accession of the new Monarch is proclaimed.
- 13.6 On Remembrance Day, November 11th, the Flag is flown at half-mast at 11.00 a.m. on the Peace Tower of the Parliament Buildings.

Alberta Flag Protocol

From: Alberta Flag Etiquette

Under an Act, to be cited as The Flag Act, passed at the 1968 Session of the Legislature of the Province of Alberta, a blue flag, with the shield of the armorial ensigns of the Province centered thereon was appointed and declared as the Flag of Alberta

This Act was proclaimed in force by Order of the Lieutenant-Governor in Council on the 1st day of June, 1968. It is appropriate that the Flag of Alberta should be flown or displayed not only by the Government of the Province but by Municipal Governments, private organizations and individuals. The generally established customs for official use

which are set out below may be taken as a guide for the correct procedure to be followed when the Flag of Alberta is flown or displayed by itself, or in company with the National Flag or the flags of other provinces or nations.

When the Flag of Alberta is flown in a display which includes one or more other flags, the order of precedence is:

- a) The National Flag of Canada,
- b) The Flag of Alberta, and
- c) Other Flags.

The Flag of Alberta shall be treated with dignity and respect whenever and however it is displayed. It shall not be used for commercial purposes or as part of the decoration or design on any commercial product. The Flag of Alberta 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, it should be so placed that the upper part of the Coat of Arms is to the left, as seen by spectators. When the Flag of Alberta is flown on the platform of an auditorium, it should be flown on the right of the speaker and, when it is flown in the body of an auditorium, to the right of the audience. If displayed flat, against a wall, it should be above and behind the speaker. Flags flown together should be approximately the same size and flown from separate staffs of the same height. The senior flag is normally flown on the left of a line of flags as seen by the spectator, with other flags, in order of seniority on its right, as seen by the spectator.

When three flags are flown together, the senior flag may occupy the central position with the next ranking flag to the left and the third ranking flag to the right, as seen by the spectator in front of the flags.

When more than three flags are flown together, the senior flag may be flown at both ends of the line of flags.

When more than one flag is flown and it is not possible to hoist or lower them at the same time, the senior flag should be hoisted first and lowered last.

The Flag of Alberta may be flown at half-mast by Municipal Governments, by private organizations and by individuals on any occasion when the flag is being flown at half—mast on local government buildings.

Flags, including the Flag of Alberta, on government buildings, will be flown at half mast in accordance with the following rules:

- a) In the case of the death of
 - i) The Sovereign or a member of the immediate family of the Sovereign,
 - ii) The Governor General of Canada or a former Governor General,
 - iii) The Prime Minister of Canada or a Cabinet Minister of Canada from Alberta,
 - iv) The Lieutenant-Governor of Alberta,
 - v) The Premier or a Cabinet Minister of Alberta, on public buildings throughout the Province.
- b) In the case of the death of a Member of Parliament, on public buildings in the members riding.
- c) In the case of the death of a Senator, on public buildings in the place of residence of the Senator.
- d) In the case of the death of an M.L.A., on the Legislative Building and on public buildings in the Members riding.
- e) In the case of the death of a Mayor of a city or town, on public buildings of that city or town.
- f) In the case of the death of a Judge of the Supreme Court or District Courts, on the Legislative Building and on the building in which the Judge presided.
- g) On other occasions, special instructions may be issued.

Flags are normally flown at half-mast from the time of notification of death up to and including the day of the funeral.

When the flag is raised to the half-mast position or lowered from it, it is first raised to full mast and then lowered.

A flag should never be used to cover a speaker's table or to drape in front of a platform, nor should it be allowed to touch the floor.

The flag is used as a drape only on a casket of the dead or for the unveiling of a monument.

When a flag becomes faded or worn, it should be disposed of by burning. This should be done quietly and without ceremony. It is not considered an act of disrespect to burn an unserviceable flag.