

<b>ADMINISTRATIVE PROCEDURES</b>	
<i>Administrative Procedure Section</i> <b>FACILITIES</b>	<i>Policy Number</i> <b>103</b>
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## **ADMINISTRATIVE PROCEDURE TITLE**

Display of Flags on Board Property

### **1.0 ADMINISTRATIVE PROCEDURE**

- 1.1 Each Board facility will display the National Flag of Canada on an external flag pole.
- 1.2 Each Board facility will display the National Flag of Canada, the Provincial Flag of Ontario, and the Vatican (Papal) Flag in a prominent place within the Board facility.
- 1.3 The National Flag will always receive precedence. When two or more flags are flown together, the Canadian Flag should be on the left, as seen by spectators. Whenever three flags are flown, the Canadian Flag should be in the middle.
- 1.4 At the discretion of the principal/Director of Education, a Board facility may also display inside the Board facility the flag of the local municipality, or other special purpose flag, provided the flag meets community standards.
- 1.5 Half-Staff
  - (a) Exterior flags throughout the Board jurisdiction will be lowered to half-staff on the death of:
    - (i) the Pope;
    - (ii) the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister);
    - (iii) the Governor-General or a former Governor-General;

- (iv) the Prime Minister of Canada or a former Prime Minister;
  - (v) the Lieutenant-Governor of Ontario or a former Lieutenant-Governor;
  - (vi) the Premier of Ontario or a former Premier.
- (b) Flags at Board facilities within a federal or provincial electoral riding will be lowered to half-staff on the death of a member of the House of Commons or Provincial Legislature.
  - (c) Flags at Board facilities within a specific municipality will be lowered to half-staff on the death of a senator whose residence is in that municipality, or of the mayor/warden of that municipality or county.
  - (d) Principals may lower flags to half-staff on the death of any person within the school community, including a student or staff member.
  - (e) The Director of Education and principals will lower the national flag to half-staff at 11:00 a.m. on Remembrance Day.
  - (f) The Director of Education may order the lowering of flags to half-staff at any or all Board facilities, in addition to the foregoing, on the death of any person(s) held in special regard.
  - (g) When a decision is made to fly the flag at half-staff, it will be flown at half-staff from notification of death up to and including the day of the funeral.

#### 1.6 Displays

- (a) Flags may be placed flat against the wall, horizontally or vertically. When flags are displayed in such a manner, they will be displayed as follows (as viewed by spectators):
  - (i) Canadian Flag:
    - Horizontally - Upper part of the Maple Leaf is up and the stem is down.
    - Vertically - Upper part of the Maple Leaf to the left and the stem to the right.

## (ii) Provincial Flag:

Horizontally - Upper part of the Shield of Arms on the top, the Union Jack (British Flag) to the top left hand corner.

Vertically - Upper part of the Shield of Arms on the left.

## (iii) Other Flags:

Horizontally - The Vatican (Papal) Flag - yellow panel to the left, as seen by the spectator, as if it were hanging on a flag pole.

Vertically - The Vatican (Papal) Flag is never hung vertically. Flags hung vertically should be hung so that the canton is in the upper left corner. (The canton is the upper left quarter of a flag, nearest the top of the staff).

## (b) When used:

(i) In the chancel of a church, or on a speaker's platform - flag should be displayed to the right of the clergy or speakers.

(ii) In the body of a church or auditorium - flag should be displayed to the right of the audience or congregation.

(iii) Horizontally flat against the wall, at rear of platform - flag should be above the speaker.

(iv) 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.

## (c) Flags should never:

(i) be used as a table or seat cover;

(ii) be used as a barrier;

(iii) drape the front of a dais or platform;

(iv) be allowed to touch the floor or ground, under any circumstances.

- (d) Flags used as an unveiling drape for monuments, tablets, or pictures must be properly draped and prevented from falling to the floor or ground. While it is not technically incorrect to use the National Flag of Canada for these purposes, it is not common practice to do so and should be discouraged.

#### 1.7 Storage and Disposal:

##### (a) Folding a flag for storage:

- (i) fold flag lengthways in half;
- (ii) fold again lengthways, in half;
- (iii) depending on the size of the flag - continue to fold lengthways until size is at manageable proportions;
- (iv) fold flag in half vertically;
- (v) fold flag once more vertically;
- (vi) take loose halyard (rope) and wrap it around flag one complete turn and half way again and slip a loop through the previous rope turn;
- (vii) flag can now be stored and is ready for use.

##### (b) Care and Disposal of Flag:

- (i) If soiled, a flag may be safely hand washed, using any domestic soap or detergent that doesn't contain bleach.
- (ii) If slightly frayed or torn, a flag should be repaired at once.
- (iii) Disposal of worn, faded, or badly frayed flags should be done in a dignified manner by burning and be carried out quietly and without ceremony. It is not considered an act of disrespect to burn an unserviceable flag.

## **2.0 TERMS AND DEFINITIONS**

### **2.1 HALF-STAFF**

- (a) The pole upon which the flag is mounted is referred to as a “staff”. Flags are flown at the “half-staff” position as a sign of mourning. The flag is brought to the half-staff position by first raising it to the top of the staff, then immediately lowering it slowly to a position half-way between the ground and the top of the staff.
- (b) The position of the flag when flying at half-staff will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably half-staff to avoid the appearance of a flag which has accidentally fallen away from the top of the mast, owing to a loose flag rope.

### **2.2 DEATH**

Death may be taken to include the day of death and up to and including the day of the funeral.

## **3.0 REFERENCES/RELATED DOCUMENTS**

The Education Act, Regulation 298, R.S.O. 1990, am. O. Reg. 95/96  
Canadian Flag Protocol, Canadian Heritage  
Vatican Flag Protocol  
General Rules for Flying and Displaying the Canadian Flag and Other Flags in  
Canada, Secretary of State; Cat. No. 52-74/1978

## **4.0 RELATED ADMINISTRATIVE PROCEDURES**

AP-FAC-101, Community Use of Board Facilities

## **5.0 RELATED FORMS**

Community Use of Board Facilities Form

Plant 1, General Application for Permit Form

**6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

November 2015

**7.0 APPROVED BY BOARD**

October 25, 2005

**8.0 EFFECTIVE DATE**

November 23, 2010

**9.0 REVIEW BY**

Communication Services

**10.0 LAST REVISION DATE**

November 23, 2010