



TITLE: Real Property Branch Procedure for the Display of the Flag of Canada

1. Effective date: August 4, 2011

2. Cancellations

This procedure supersedes the Departmental Policy 065 - Display of the Flag of Canada, dated September 27, 2005.

3. Authority

This procedure is issued under the authority of the Assistant Deputy Minister, Real Property Branch (RPB) and Assistant Deputy Minister, Parliamentary Precinct Branch, Public Works and Government Services Canada (PWGSC).

4. Context

This Procedure is issued pursuant to:

- the 1998 Treasury Board decisions to increase federal government presence specifying that “the Canadian flag is to be displayed prominently at all federal facilities and services”;
- the June 22, 1977 approval granted to the Department of Public Works Canada (now Public Works and Government Services Canada) by the Secretary of State to fly the Flag of Canada 24 hours a day at all of its crown-owned, lease purchase, and leased facilities; and
- the rules pertaining to flying the Flag, developed by the Department of Canadian Heritage.

5. Purpose

The purpose of this procedure is to ensure that PWGSC adheres to the Treasury Board decision to fly the Flag of Canada at federal facilities under its management, while respecting the rules pertaining to flying the Flag, as developed by the Department of Canadian Heritage.

6. Details

This procedure will ensure that the National Flag of Canada is prominently displayed in a dignified manner 24 hours a day, both on the exterior and in the interior of all PWGSC crown-owned, lease-purchase and leased facilities under the management of RPB and Parliamentary Precinct Branch (PPB). RPB and PPB will ensure that the rules for flying the Flag, as established by the Department of Canadian Heritage are followed.

6.1 Exterior Display

- 6.1.1 The National Flag of Canada is to be flown by itself, in a prominent location, visible to the public. In order of preference, the Flag will be flown from a rooftop flagpole, a ground level flagpole at the facility entrance or a flagpole affixed to the façade of the facility. All locations will respect physical safety requirements, local by-laws and in lease situations, conditions of the lease.
- 6.1.2 When a crown-owned facility has been assigned a heritage designation by the Federal Heritage Buildings Review Office (FHBRO), Parks Canada, special consideration is to be given to its heritage characteristics. Therefore, when placing the National Flag of Canada, assistance from FHBRO must be sought.

6.2 Interior Display

- 6.2.1 The National Flag of Canada is to be prominently displayed in the main lobby or entrance area of a facility on floor-mounted flagpoles where there is sufficient security to prevent theft or vandalism. Otherwise, an alternate location should be selected such as at the floor reception area(s) or adjacent to floor directory board(s) identifying federal clients at that location.
- 6.2.2 Where government programs are designed to serve the general public, the Flag shall be prominently displayed at the entrance to the occupied space or at the main reception desk.

6.3 Exceptions

The National Flag of Canada should not be flown at facilities where the circumstances are not conducive to dignified display or due to government security requirements.

In leased situations where the Crown does not occupy a minimum of 75% of the asset or in rural locations where PWGSC resources are not within proximity, due consideration should be given to the costs involved with exterior display, including installation, maintenance, and half-masting obligations. In situations where costs are estimated to exceed value, interior only display would be considered acceptable.

Should a client request an exterior display despite the circumstances described above, this would be considered a tenant service request and the client would assume all costs related to the installation, maintenance, and disposal of the National Flag of Canada. It is important to communicate this to the client in advance of installation.

Parliamentary Precinct Branch (PPB) assets situated on Parliament Hill will follow “Canadian Flag Management Protocol - Parliament Hill, Parliamentary Precinct Branch, Procedures For Parliamentary Precinct Operations Staff.”

For assets that have been vacated and where federal programs are no longer available, considerations related to costs, public view, and operational requirements should be applied when deciding whether to retain the Flag at that site.

6.4 Flag Etiquette

RPB will respect the rules developed by the Department of Canadian Heritage for the manner in which the Flag may be displayed. These include Rules for Flying the Flag, Half Masting and Disposal protocol.

Some important notes to acknowledge:

- The National Flag of Canada should be displayed only 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.
- In instances where other flags are flown in addition to the National Flag of Canada such as at facilities where federal and other levels of government are present, the National Flag of Canada will be located in the dominant position
- The National Flag always takes precedence over all other national flags when flown in Canada. The only flags to which precedence is given over the Canadian flag are the personal standards of members of the Royal Family and of Her Majesty's eleven representatives in Canada (i.e. The Governor General and 10 Lieutenant Governors).
- The National Flag of Canada should always be flown on its own mast - flag protocol dictates that it is improper to fly two or more flags on the same mast (i.e. one beneath the other).

6.5 Half-masting Notice

Upon the occurrence of an event requiring half-masting, the Department of Canadian Heritage will send a Half-masting notice to RPB's National Service Call Centre who will distribute the announcement to all relevant property management authorities. The notice will stipulate the reason, geographical extent, duration of the half-masting, as well as a brief biography in the case of the death of a person.

6.6 Donation of National Flags of Canada to Organizations and Private Citizens

National Flags of Canada, which have flown at government facilities, can be donated to historical societies, museums, not-for-profit service clubs and similar organizations and private citizens. Requests for these Flags are to be forwarded to the Minister's Office and Flags will be donated by the Minister of PWGSC.

6.7 Funding

The cost for purchase and installation of the exterior and interior facility-related flags will be funded through the facility operation budget. Flags required by client offices and boardrooms will be funded through the tenant service budget.

7. Scope

This procedure applies to all PWGSC crown-owned, lease-purchase and leased facilities under the management of RPB and PPB, including engineered structures unless specifically exempted under Section 6.3 “Exceptions”.

8. Responsibilities

8.1 Director General, Real Property National Capital Area Operations Sector and Regional Directors General are responsible for ensuring the operational compliance with these procedures within their area of responsibility.

8.2 Director General, Planning and Operations, Parliamentary Precinct is responsible for ensuring the operational compliance with these procedures within their area of responsibility, and subject to section 6.3 “Exceptions”.

8.3 Director General, Professional and Technical Service Management is responsible for:

1. monitoring the continued relevancy and applicability of this procedure;
2. overseeing the updating of these procedures as necessary;
3. providing functional direction and guidance to the regions and National Real Property Teams on the application of these procedures.

8.4 Real Property Team Directors and Regional Directors Professional and Technical Services are responsible for the following:

1. complying with this procedure;
2. monitoring the implementation of this procedure;
3. reporting any sensitive issues regarding the display of the National Flag of Canada to the Director General, Professional and Technical Service Management.

9. References

Treasury Board Secretariat Publications:

- [Communications Policy of the Government of Canada](#)
- [Federal Identity Program Policy](#)
- [1998 Treasury Board Decisions](#)

PWGSC Publication:

- Ceremonial Procedures

Canadian Heritage Publications:

- [Flag Etiquette in Canada](#)
- [Rules for Flying the Flag](#)
- [Rules for Half-masting the National Flag of Canada](#)
- [Disposal of Flags](#)
- [Position of Honour](#)

- 
- Mandatory Half-masting

10. Inquiries

Please direct inquiries about this procedure to the Director, Advisory and Practices (Asset and Facilities Management) Directorate.