April 21, 2016

Dear [Blank],

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [Our File #: EC/15/2016]

On March 22, 2016, Executive Council received your request for access to the following records/information:

"I am requesting any and all documents/records pertaining to a policy or policies related to the use of the "Court Flag Poll" located outside of the Confederation Building."

I am pleased to inform you that a decision has been made by the Deputy Clerk of Executive Council to provide access to the requested information. Enclosed you will find two draft versions, Flag Policy 2014 and Flag Policy 2015. It is important to note the policy is still in draft form.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the Act. A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner. The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John’s, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act. Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you. It is the goal to have the responsive records posted to the Office of Public Engagement's website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online. If you have any further questions, please feel free to contact me by telephone at (709)729-5691 or by e-mail at rachellecutler@gov.nl.ca.

Sincerely,

Rachelle Cutler
ATIPP Coordinator

Enclosure
Flying and Displaying the
Provincial Flag of Newfoundland and Labrador
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HISTORY

The Union Flag was used as the official flag of Newfoundland from 1932.

Notwithstanding the close ties with the Commonwealth, many Newfoundlanders and Labradorians were of the opinion that the province should have its own flag, a symbol of individuality, and one which reflects our unique identity, as well as the traditions reflected in the Union Flag.

In November 1979, a select committee of the House of Assembly was established with a mandate to: hold public hearings; receive design proposals; and submit a design for a provincial flag by no later than 30 April, 1980.

The committee established the following conditions for a flag design: simple, attractive, distinctive, mirror important traditions, and be widely acceptable. With the design proposals received and views expressed during the public hearings, the committee engaged artist Christopher Pratt to assist consolidating and analyzing the information.

The committee’s report and flag design (prepared by Christopher Pratt), was tabled in the House of Assembly in April 1980. The Provincial Flag design was subsequently approved by the legislature on May 28, 1980. The Provincial Flag Act received Royal Assent on June 6, 1980.

The Provincial Flag was flown for the first time on Discovery Day; June 24, 1980.

DESCRIPTION

Size

All provincial flags of Newfoundland and Labrador shall be rectangular in shape and of the proportions 2:1.

Colours

The primary colours of red, gold and blue are placed against a background of white to allow the design to stand out clearly.

White is representative of snow and ice;
Blue represents the Sea;
Red represents human effort; and
Gold our confidence in ourselves.

The Blue section, most reminiscent of the Union Jack, represents our Commonwealth heritage.

The Red section and Gold section, larger than the others, represent our future.
The two triangles outlined in the picture portray the mainland and island parts of our province reaching forward together.

A golden arrow points the way to what we believe will be a bright future.

The image of the trident stands out. This is to emphasize our continued dependence on the fishery and the resources of the sea.

Hung as a banner, the arrow assumes the aspect of a sword which is to remind us of the sacrifice of our War Veterans.

Since the whole flag resembles a Beothuck pendant as well as all of the above, the design takes us from our earliest beginnings and points us confidently forward. It therefore, mirrors our past, present and future.

**GENERAL**

**Application of Rules**

This policy shall apply whenever the Provincial Flag is flown at provincial buildings, sites or establishments within Newfoundland and Labrador.

Entities included under this policy are: provincial government departments and entities, crown corporations, regional health authorities, school districts, and the College of the North Atlantic.

**Individuals, Businesses and Organizations**

It is appropriate for the Provincial Flag to be flown or displayed by individuals, businesses and organizations. The Flag should be treated with dignity and respect at all times and may be flown or displayed in accordance with these guidelines.

**Responsibility of Provincial Flag and Policy**

The *Provincial Flag Act* provides legislative authority for the Provincial Flag and is administered by the Department of Municipal and Intergovernmental Affairs.

The development and interpretation of policies and guidelines for flying and displaying the Newfoundland and Labrador Flag, and other flags at Government of Newfoundland and Labrador establishments and sites, is the responsibility of the Protocol Office, Office of the Executive Council.

The Department of Transportation and Works, as the department responsible for provincial government infrastructure, would be responsible for policy implementation where applicable.
Arrangement of Flags

In this policy and illustration, the disposition of flags is given from left to right from the point of view of the spectators in front of the flags.

DISPLAY OF FLAGS

Precedence

Her Majesty's Personal Canadian Flag, the standards of members of the Royal Family as well as the standards of the Governor General of Canada and the Lieutenant Governor of Newfoundland and Labrador take precedence over the National Flag of Canada on the buildings where these dignitaries are in residence or where they are attending a function.

The National Flag shall be given precedence and occupy the place of honour when flown with the Provincial Flag.

Flags of other sovereign nations are flown in alphabetical order following the National Flag of Canada.

The order for the placement of provincial and territorial flags is based on the date of entry into Confederation of the provinces followed by the territories.

The Union Flag, when representing Canada's membership in the Commonwealth or allegiance to the Crown, the Union Flag will take precedence after a Canadian provincial/territorial flag.

Flags of municipalities, banners of organizations and historical flags shall be flown (in that order of precedence) following the placement of the National Flag, flags of sovereign nations and provincial/territorial flags when flown together.

The federal Department of Canadian Heritage website offers additional information at http://www.pch.gc.ca/pgm/ceem-cced/etiqtt/101-eng.cfm

Annex A offers a resume of order of precedence for flags.

Manner of Flying

Flags flown or displayed will be kept clean and in good repair. They will be hoisted close up to the mast head and flown freely from taut lanyards.

Flag staffs mounted together should be of the same height.

The length of a flag staff will help determine the flag size to be flown from it. Generally speaking the taller the flag staff, or the higher the flag is above the viewer at the base of the staff or the building from which the flag is flown, then the larger the flag should be. The following dimensions are a guide to selecting the appropriate flag size:
<table>
<thead>
<tr>
<th>Flag Size</th>
<th>Flagstaff Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 x 6 feet</td>
<td>17 to 20 feet</td>
</tr>
<tr>
<td>0.9 x 1.8 m</td>
<td>5.1 to 6 m</td>
</tr>
<tr>
<td>4.5 x 9 feet</td>
<td>30 to 35 feet</td>
</tr>
<tr>
<td>1.40 x 2.8 m</td>
<td>9 to 10.5 m</td>
</tr>
<tr>
<td>6 x 12 feet</td>
<td>40 to 45 feet</td>
</tr>
<tr>
<td>1.8 x 3.6 m</td>
<td>12 to 13.5 m</td>
</tr>
<tr>
<td>7.5 x 15 feet</td>
<td>50 feet</td>
</tr>
<tr>
<td>2.3 x 4.6 m</td>
<td>15 m</td>
</tr>
</tbody>
</table>

When one or more flag is to be flown, all the flags should be hoisted and lowered together but if that is not possible, then the senior flag should be hoisted followed by the next ranking flag and so on. When the flags are to be lowered, the junior flag will be lowered first followed by the next ranking and so on with the most senior flag being lowered last.

Where two or more flags are flown together, all flags shall be approximately the same size and flown at the same height.

When flown at night, flag(s) should be illuminated where possible.

**Draping**

The Provincial Flag may be used as an unveiling drape for a monument, picture or tablet or draped on a casket but should be properly draped and prevented from falling to the ground.

Under no circumstance should the Provincial Flag or other flags be allowed to touch the ground or floor.

**Prohibited Use**

The Provincial Flag should never be used as a covering for a box, desk, podium, table or other object.

The Provincial Flag should not be festooned over doorways and arches, tied in bows or fashioned rosettes.

**Authorization to Reproduce Image of the Provincial Flag**

Authorization to reproduce the image of the Provincial Flag can be submitted to the Department of Municipal and Intergovernmental Affairs, Government of Newfoundland and Labrador (via email: mainfo@gov.nl.ca) as administrative department for the Provincial Flag Act.
At Confederation Building

Flags flown at Confederation Building shall be in accordance with this policy document and any special advice from the Protocol Office. The four flags flown at the Confederation Building are the National Flag, Provincial Flag, Union Flag and the National Flag.

Viewed from Prince Philip Parkway looking towards the steps of Confederation Building the sequence in which the four flags are flown is:

<table>
<thead>
<tr>
<th>Pole</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag</td>
<td>National</td>
<td>Provincial</td>
<td>Union</td>
<td>National</td>
</tr>
</tbody>
</table>

Prince Philip Parkway

**Flagpole 1** is reserved for the permanent display of the National Flag of Canada. Flagpole 1 may alternately be used to display: a) the Canadian Standard of the Sovereign of Canada or a member of the Royal Family; b) the Standard of the Governor General of Canada; or c) the Standard of the Lieutenant-Governor of the Province of Newfoundland and Labrador, only during an official visit to Confederation Building. During the duration of the flying of one of these flags, the permanent flags (National Flag, Provincial Flag, Union Flag) are flown one flagpole to the right of their usual display.

**Flagpole 2** is reserved for the permanent display of the Provincial Flag of Newfoundland and Labrador.

**Flagpole 3** is reserved for the permanent display of the Union Flag of the United Kingdom to denote membership in the Commonwealth and as a memorial of the wartime sacrifices of generations of Newfoundlanders and Labradorians.

**Flagpole 4** is reserved for the permanent display of the National Flag of Canada with the following exceptions coinciding with planned events.

1. The French-Newfoundland and Labrador flag is to be flown for one day annually (in late May) on the courtesy flag pole to commemorate Newfoundland and Labrador Francophone Day. The Office of French Services, Human Resource Secretariat is responsible for the planning of the flag-raising event in consultation with the Department of Transportation and Works.

2. The Royal Canadian Legion is authorized to fly the Flag of Remembrance banner from the commencement Remembrance activities (late October with specific date to be determined annually) until sunset on November 11. Provincial Command, Royal Canadian Legion, shall contact the Department of Transportation and Works.
regarding the planning of the event.

3. The North American Occupational Health and Safety (NAOSH) banner will fly during NAOSH Week annually. The Occupational Health and Safety Division, Service NL, is responsible for the planning of the flag-raising event in consultation with the Department of Transportation and Works.

**The courtesy flagpole** on Confederation Complex Grounds may be used to display the flags of international organizations or to recognize occasions or events of provincial, national or international significance.

When an organization requests permission to fly a flag on the courtesy pole, a request must be submitted for consideration. The organization must outline the manner in which the request is consistent with Government of Newfoundland and Labrador’s mandate and policy in that particular realm of interest. The request must also indicate: (i) whether a government-sponsored activity is coinciding; and (ii) the duration of time for which the organization requests its banner to be flown (day / week / etc.).

Requests shall be considered on a first come-first served basis; final approval of the request rests with the Government of Newfoundland and Labrador. It may be the case that not all requests are approved.

Approval to fly an organizational banner in one year is considered a one-time approval and does not indicate approval on a go-forward basis annually. The organization would be required to submit subsequent requests in future years.

Where a request is accepted, it is the responsibility of the organization to provide an outdoor banner or flag (complete with toggle) of appropriate size (no larger than 36” X 72” in dimension).

**Provincial Government Buildings, Sites and Vessels**

The Newfoundland and Labrador Flag may be flown at all provincial buildings, sites and establishments, throughout the province where flagstaffs are available.

*The Royal Newfoundland Constabulary Building, The Rooms Corporation and other Provincial Entities*

Where sufficient flag staffs are available and it is deemed appropriate, the Royal Newfoundland Constabulary or Crown Corporation may fly their respective banners in addition to the National and Provincial Flags.

*Provincial Parks*
The National and Provincial Flags shall fly at the entrance to all provincial parks while the park is open for the season.

**Vessels**

The National Flag and the Provincial Flag shall be flown on all Provincial Government vessels where appropriate masts or staffs are available.

The National Flag shall be flown from an ensign staff at the stern of a vessel. If no ensign staff is available, it shall be flown at the mast in one of the following positions, in order of preference: gaff, masthead, or outer-most starboard halyard.

The Provincial Flag shall be flown at the mast in one of the following positions, in order of preference: masthead, outer-most starboard halyard, or outer-most port halyard, depending on the location of the National Flag which takes precedence.

On vessels where only one halyard is available, the National Flag shall be flown rather than the Provincial Flag.

For the current provincial ferry fleet, the following scenarios would apply:

1. Stern - National Flag; Masthead – Provincial Flag
2. Masthead - (where no stern or gaff) – National Flag; Starboard Yardarm – Provincial Flag
3. Masthead only - National Flag

**Parades, Processions, Church, Auditorium, Other Meeting Places**

Annex 2 offers diagrams for the appropriate placement of the Newfoundland and Labrador flag in parades, processions, church, auditorium, school or other meeting place
HALF-MASTING

Purpose and timing

The flying of flags at half-mast is a symbol of mourning. Nothing precludes individuals and private organizations from flying the Provincial Flag at half-mast as a sign of mourning but the timing, manner, position of flying and exceptions should be followed as outlined herein.

The Provincial Flag is flown at half-mast, upon the death of an individual of precedence, at provincial buildings, sites, and establishments usually from the time of notification of death up to sunset the day of the funeral and in accordance with these rules.

Manner of half-masting

Flags will only be half-masted on those flag staffs fitted with halyards and pulleys. Flags flown from some buildings on horizontal or angled poles, without halyards, to which flags are permanently attached will not be half-masted. The flag should first be hoisted close up to the masthead then lowered to the half-mast position.

Position of flag

The position of the flag at half-mast will depend on its size, the size and length of the flag staff, and its location but, as a general rule, the centre of the flag should be exactly half-way down the staff. When two or more flags are flown together all flags will be half-masted.

Exceptions to half-masting

During periods of half-masting, flags are raised to full mast at the House of Assembly (Confederation Building) when a Head of State is visiting. This procedure does not apply where flags are half-masted for the death of the Sovereign; then they are only raised to full mast for the day on which the Accession of the new Sovereign is proclaimed and are returned to half-mast the following day.

Occasions of half-masting

Subject to special instructions from the Office of Protocol or unless otherwise specified herein, the flags shall be flown at the following building(s) at half-mast from the notification of death to sunset the day of the funeral on the death of:

<table>
<thead>
<tr>
<th>Half-Masting</th>
<th>Half-Masting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Government Buildings</strong></td>
<td><strong>Confederation Building Only</strong></td>
</tr>
<tr>
<td>The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (i.e.: husband or wife, son or daughter, father, mother or brother or sister)</td>
<td>A Member of the Queen’s Privy Council (resident in Newfoundland and Labrador)</td>
</tr>
<tr>
<td>The Governor General of Canada or a former Governor General</td>
<td>A current Member of the Senate</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>The Lieutenant-Governor of Newfoundland and Labrador or a former Lieutenant-Governor</td>
<td>A current Member of the House of Commons</td>
</tr>
<tr>
<td>The Prime Minister of Canada or a former Prime Minister</td>
<td>A current member of the Executive Council of Newfoundland and Labrador</td>
</tr>
<tr>
<td>The Premier of Newfoundland and Labrador or a former Premier</td>
<td>A current Member of the House of Assembly</td>
</tr>
<tr>
<td>Any other person specified by the Office of Protocol for the period of time specified by the Office of Protocol</td>
<td>A member of Canada’s military (Newfoundland and Labrador born or based) fallen in the line of duty</td>
</tr>
<tr>
<td></td>
<td>Any other person specified by the Office of Protocol for the period of time specified by the Office of Protocol</td>
</tr>
</tbody>
</table>

**Annual Occasion of Half-Mast**

The following days have been approved as annual commemorative days. Notification will be issued via email by the Protocol Office. Flags will be at half-mast from sunrise to sunset as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Occasion</th>
<th>Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28</td>
<td>National Day of Mourning for Persons Killed or Injured in the Workplace</td>
<td>All Government Buildings</td>
</tr>
<tr>
<td>June 23</td>
<td>National Day of Remembrance for Victims of Terrorism</td>
<td>Confederation Building Only</td>
</tr>
<tr>
<td>July 1</td>
<td>Memorial Day</td>
<td>All Government Buildings</td>
</tr>
<tr>
<td>August 9</td>
<td>National Peacekeepers Day (United Nations)</td>
<td>Confederation Building Only</td>
</tr>
<tr>
<td>September</td>
<td>Sexual Violence Week 1 day only (Monday)</td>
<td>Confederation Building Only</td>
</tr>
<tr>
<td>Day of Month changes each year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Police and Peace Officer’s National Memorial Day</td>
<td>Confederation Building Only</td>
</tr>
<tr>
<td>Last Sunday of the Month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day</td>
<td>All Government Buildings</td>
</tr>
<tr>
<td>December 6</td>
<td>National Day of Remembrance and Action on Violence Against Women</td>
<td>Confederation Building Only</td>
</tr>
</tbody>
</table>

**Statutory Holidays and Weekends**

Should an unforeseen half-masting be required during a statutory holiday, Department of Transportation and Works officials will be notified of the half-masting directive by the Protocol
Office or Office of Executive Council officials via email.

Where the government establishment does not have round-the-clock security, it is permissible to lower the flag(s) to half-mast on the Friday evening at close of business and raise the flags again to full-mast on the following Monday morning in an effort to minimize overtime costs accrued.

**Royal Newfoundland Constabulary and Peace Officers**

To commemorate the work-related death of a member of the Royal Newfoundland Constabulary, flags at Royal Newfoundland Constabulary buildings and facilities shall fly at half-mast only on the direction of the Chief of Police.

Upon the work-related death of a Peace Officer (Corrections Officer, Conservation Officer, etc.), where applicable, flags should be flown at half-mast at the Peace Officer’s place of employment on the day of the funeral.

**Provincial Government Employees**

For the death of a Government Employee while performing active duty, pursuant to consultation with the permanent head of the public body (Deputy Minister or Chief Executive Officer), flags may be lowered to half-mast at the location of his/her employment (headquarters) on the day of the funeral.

**STANDARDS**

Standards are the personal flags of the Sovereign, the Governor General, the Lieutenant Governor, and members of the Royal family, Heads of State or other high officials. When flown, this personal flag indicates that its holder is present or in residence.

The Standards of the Sovereign, the Governor General, the Lieutenant Governor and members of the Royal family outrank all other flags, including the Canadian and Newfoundland and Labrador flags and are given the place of honour in a display of flags. Annex C provides an overview of places of honour in various configurations.

**Flying Standards**

**Government House**

The Standard of the Lieutenant Governor is flown at Government House or any other building in which the Lieutenant Governor is in residence.

The Standard is not lowered at Government House for a mere absence from the building to attend a local function or where another standard is flown at another location in the capital city region.
On Vehicles

The Standard may be flown on the vehicle in which the Lieutenant Governor travels.

At Public Functions

The Standard is broken at inspections of guards of honour.

The Standard may be flown at buildings where the Lieutenant Governor is attending a public function and is broken upon arrival of the Lieutenant Governor and is lowered immediately upon departure.

The Lieutenant Governor’s Standard shall be flown at the Confederation Building only when the Lieutenant Governor is present on the grounds of the building.

Half-Masting

Personal Standards are never half-masted.

Use by Administrator

The Standard of the Lieutenant Governor is used by the Administrator of the Province, who is entitled to the same honours as the Lieutenant Governor when performing the duties as Administrator.

CARE OF FLAGS AND STANDARDS

Folding Flags for Storage

- Fold flags lengthways in half
- Fold again lengthways, in half
- Depending on size of flag – continue to fold lengthways until size is at manageable proportions (e.g. 4” to 6”)
- Now fold flag in half vertically
- And fold flag once more vertically
- Take loose halyard (rope) and wrap it around the flag one complete turn and half way again and slip a loop through the previous rope turn.
- Flag can now be stored and is ready for use.

Cleaning

To clean a soiled nylon flag or standard launder only, do not dry clean. Wash for ten minutes in soft water, if possible at 40 to 45 degrees Centigrade, using a neutral laundry soap with no bleaching agent. Rinse in cold water. Remove excess water by using gentle pressure and hang up to dry, out of public view. Press if necessary, using warm iron only, set for synthetics.
Repairing

Should fraying or tearing of a flag occur, it should be repaired at once to avoid further damage; if the appearance after repair is not presentable, it should be replaced.

Destruction

When a flag becomes worn, faded, or otherwise unfit for use, it should be disposed of privately by burning so that it will not suffer any indignity as refuse, waste rags, etc.

QUESTIONS?

For additional information regarding the flying of flags, please contact:

Office of Protocol, Office of the Executive Council
Government of Newfoundland and Labrador
PO Box 8700 St. John’s, NL A1B 4J6
Telephone: (709)729-3670 | Fax: (709)729-6878
### Annex A: Flag Precedence – Resumé

From the point of view of the spectators facing the flags

<table>
<thead>
<tr>
<th>Two flags</th>
<th>The flag which has most precedence on the left</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three flags</td>
<td>The flag which has most precedence in the centre, second ranking at the left, and third ranking on the right</td>
</tr>
<tr>
<td>Four Flags or More</td>
<td>The flag which has most precedence is on the left; the other flags in order of precedence from left to right.</td>
</tr>
</tbody>
</table>

Order of Precedence when displaying flags in Newfoundland and Labrador, when the Union Flag is being displayed:

1. Royal or Vice Regal Standards
2. Canadian Flag
3. Flags from other countries
4. Provincial Flags (in order of entry into Confederation)
5. Union Flag
6. Municipal Flag(s)
7. Others (Organizational or Historical Banners)
Annex B: Various Flag Display Examples

GRAHPIC DESIGN BEING COMPLETED BY COMMUNICATIONS BRANCH
Annex C: Vice-Regal Flag Displays

Two Flags

Three Flags

Four or More Flags
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In November 1979, a select committee of the House of Assembly was established with a
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The Provincial Flag was flown for the first time on Discovery Day; June 24, 1980.

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Size

All provincial flags of Newfoundland and Labrador shall be rectangular in shape and of the
proportions 2:1.

Colours

The primary colours of red, gold and blue are placed against a background of white to allow the
design to stand out clearly.

White is representative of snow and ice;
Blue represents the Sea;
Red represents human effort; and
Gold our confidence in ourselves.

The Blue section, most reminiscent of the Union Jack, represents our Commonwealth heritage.

The Red section and Gold section, larger than the others, represent our future.
The two triangles outlined in the picture portray the mainland and island parts of our province reaching forward together.

A golden arrow points the way to what we believe will be a bright future.

The image of the trident stands out. This is to emphasize our continued dependence on the fishery and the resources of the sea.

Hung as a banner, the arrow assumes the aspect of a sword which is to remind us of the sacrifice of our War Veterans.

Since the whole flag resembles a Beothuck pendant as well as all of the above, the design takes us from our earliest beginnings and points us confidently forward. It therefore, mirrors our past, present and future.

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Responsibility of Provincial Flag and Policy

The Provincial Flag Act provides legislative authority for the Provincial Flag and is administered by the Department of Municipal and Intergovernmental Affairs.

The development and interpretation of policies and guidelines for flying and displaying the Newfoundland and Labrador Flag, and other flags at Government of Newfoundland and Labrador establishments and sites, is the responsibility of the Protocol Office, Office of the Executive Council.

The Department of Transportation and Works, as the department responsible for provincial government infrastructure, would be responsible for policy implementation where applicable.
Arrangement of Flags

In this policy and illustration, the disposition of flags is given from left to right from the point of view of the spectators in front of the flags.

DISPLAY OF FLAGS

Precedence

Her Majesty's Personal Canadian Flag, the standards of members of the Royal Family as well as the standards of the Governor General of Canada and the Lieutenant Governor of Newfoundland and Labrador take precedence over the National Flag of Canada on the buildings where these dignitaries are in residence or where they are attending a function.

The National Flag shall be given precedence and occupy the place of honour when flown with the Provincial Flag.

Flags of other sovereign nations are flown in alphabetical order following the National Flag of Canada.

The order for the placement of provincial and territorial flags is based on the date of entry into Confederation of the provinces followed by the territories.

The Union Flag, when representing Canada's membership in the Commonwealth or allegiance to the Crown, the Union Flag will take precedence after a Canadian provincial/territorial flag.

Flags of municipalities, banners of organizations and historical flags shall be flown (in that order of precedence) following the placement of the National Flag, flags of sovereign nations and provincial/territorial flags when flown together.

The federal Department of Canadian Heritage website offers additional information at http://www.pch.gc.ca/pgm/ceem-cced/etiqtt/101-eng.cfm

Annex A offers a resume of order of precedence for flags.

Manner of Flying

Flags flown or displayed will be kept clean and in good repair. They will be hoisted close up to the mast head and flown freely from taut lanyards.

Flag staffs mounted together should be of the same height.

The length of a flag staff will help determine the flag size to be flown from it. Generally speaking the taller the flag staff, or the higher the flag is above the viewer at the base of the staff or the building from which the flag is flown, then the larger the flag should be. The following dimensions are a guide to selecting the appropriate flag size:
<table>
<thead>
<tr>
<th>Flag Size</th>
<th>Flagstaff Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 x 6 feet</td>
<td>17 to 20 feet</td>
</tr>
<tr>
<td>0.9 x 1.8 m</td>
<td>5.1 to 6 m</td>
</tr>
<tr>
<td>4.5 x 9 feet</td>
<td>30 to 35 feet</td>
</tr>
<tr>
<td>1.40 x 2.8 m</td>
<td>9 to 10.5 m</td>
</tr>
<tr>
<td>6 x 12 feet</td>
<td>40 to 45 feet</td>
</tr>
<tr>
<td>1.8 x 3.6 m</td>
<td>12 to 13.5 m</td>
</tr>
<tr>
<td>7.5 x 15 feet</td>
<td>50 feet</td>
</tr>
<tr>
<td>2.3 x 4.6 m</td>
<td>15 m</td>
</tr>
</tbody>
</table>

When one or more flag is to be flown, all the flags should be hoisted and lowered together but if that is not possible, then the senior flag should be hoisted followed by the next ranking flag and so on. When the flags are to be lowered, the junior flag will be lowered first followed by the next ranking and so on with the most senior flag being lowered last.

Where two or more flags are flown together, all flags shall be approximately the same size and flown at the same height.

When flown at night, flag(s) should be illuminated where possible.

**Draping**

The Provincial Flag may be used as an unveiling drape for a monument, picture or tablet or draped on a casket but should be properly draped and prevented from falling to the ground.

Under no circumstance should the Provincial Flag or other flags be allowed to touch the ground or floor.

**Prohibited Use**

The Provincial Flag should never be used as a covering for a box, desk, podium, table or other object.

The Provincial Flag should not be festooned over doorways and arches, tied in bows or fashioned rosettes.

**Authorization to Reproduce Image of the Provincial Flag**

Authorization to reproduce the image of the Provincial Flag can be submitted to the Department of Municipal and Intergovernmental Affairs, Government of Newfoundland and Labrador (via email: mainfo@gov.nl.ca) as administrative department for the *Provincial Flag Act*. 
At Confederation Building

Flags flown at Confederation Building shall be in accordance with this policy document and any special advice from the Protocol Office. The four flags flown at the Confederation Building are the National Flag, Provincial Flag, Union Flag and the National Flag.

Viewed from Prince Philip Parkway looking towards the steps of Confederation Building the sequence in which the four flags are flown is:

<table>
<thead>
<tr>
<th>Confederation Building</th>
<th>Pole</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag</td>
<td></td>
<td>National</td>
<td>Provincial</td>
<td>Union</td>
<td>National</td>
</tr>
</tbody>
</table>

Prince Philip Parkway

**Flagpole 1** is reserved for the permanent display of the National Flag of Canada. Flagpole 1 may alternately be used to display: a) the Canadian Standard of the Sovereign of Canada or a member of the Royal Family; b) the Standard of the Governor General of Canada; or c) the Standard of the Lieutenant-Governor of the Province of Newfoundland and Labrador, only during an official visit to Confederation Building. During the duration of the flying of one of these flags, the permanent flags (National Flag, Provincial Flag, Union Flag) are flown one flagpole to the right of their usual display.

**Flagpole 2** is reserved for the permanent display of the Provincial Flag of Newfoundland and Labrador.

**Flagpole 3** is reserved for the permanent display of the Union Flag of the United Kingdom to denote membership in the Commonwealth and as a memorial of the wartime sacrifices of generations of Newfoundlanders and Labradorians.

**Flagpole 4** is reserved for the permanent display of the National Flag of Canada with the following exceptions coinciding with planned events.

1. The French-Newfoundland and Labrador flag is to be flown for one day annually (in late May) on the courtesy flag pole to commemorate Newfoundland and Labrador Francophone Day. The Office of French Services, Human Resource Secretariat is responsible for the planning of the flag-raising event in consultation with the Department of Transportation and Works.

2. The Royal Canadian Legion is authorized to fly the Flag of Remembrance banner from the commencement Remembrance activities (late October with specific date to be determined annually) until sunset on November 11. Provincial Command, Royal Canadian Legion, shall contact the Department of Transportation and Works
regarding the planning of the event.

3. The North American Occupational Health and Safety (NAOSH) banner will fly during NAOSH Week annually. The Occupational Health and Safety Division, Service NL, is responsible for the planning of the flag-raising event in consultation with the Department of Transportation and Works.

The courtesy flagpole on Confederation Complex Grounds may be used to display the flags of international organizations or to recognize occasions or events of provincial, national or international significance subject to the considerations outlined below.

When an organization requests permission to fly a flag on the courtesy pole, a request must be submitted for consideration. The organization must outline the manner in which the request is consistent with Government of Newfoundland and Labrador’s mandate and policy in that particular realm of interest. The request must also indicate: (i) whether a government-sponsored activity is coinciding; and (ii) the duration of time for which the organization requests its banner to be flown (day / week / etc.).

In order to be eligible for flag raisings, the event must be non-commercial, non-religious and non-political in nature.

Requests shall be considered on a first come-first served basis; final approval of the request rests with the Government of Newfoundland and Labrador. It may be the case that not all requests are approved.

Approval to fly an organizational banner in one year is considered a one-time approval and does not indicate approval on a go-forward basis annually. The organization would be required to submit subsequent requests in future years.

Where a request is accepted, it is the responsibility of the organization to provide an outdoor banner or flag (complete with toggle) of appropriate size (no larger than 36” X 72” in dimension).

**Provincial Government Buildings, Sites and Vessels**

The Newfoundland and Labrador Flag may be flown at all provincial buildings, sites and establishments, throughout the province where flagstaffs are available.

*The Royal Newfoundland Constabulary Building, The Rooms Corporation and other Provincial Entities*

Where sufficient flag staffs are available and it is deemed appropriate, the Royal Newfoundland Constabulary or Crown Corporation may fly their respective banners in addition to the National and Provincial Flags.

*Provincial Parks*
The National and Provincial Flags shall fly at the entrance to all provincial parks while the park is open for the season.

**Vessels**

The National Flag and the Provincial Flag shall be flown on all Provincial Government vessels where appropriate masts or staffs are available.

The National Flag shall be flown from an ensign staff at the stern of a vessel. If no ensign staff is available, it shall be flown at the mast in one of the following positions, in order of preference: gaff, masthead, or outer-most starboard halyard.

The Provincial Flag shall be flown at the mast in one of the following positions, in order of preference: masthead, outer-most starboard halyard, or outer-most port halyard, depending on the location of the National Flag which takes precedence.

On vessels where only one halyard is available, the National Flag shall be flown rather than the Provincial Flag.

For the current provincial ferry fleet, the following scenarios would apply:

1. Stern - National Flag; Masthead – Provincial Flag
2. Masthead - (where no stern or gaff) – National Flag; Starboard Yardarm – Provincial Flag
3. Masthead only - National Flag

**Parades, Processions, Church, Auditorium, Other Meeting Places**

Annex 2 offers diagrams for the appropriate placement of the Newfoundland and Labrador flag in parades, processions, church, auditorium, school or other meeting place.
HALF-MASTING

Purpose and timing

The flying of flags at half-mast is a symbol of mourning. Nothing precludes individuals and private organizations from flying the Provincial Flag at half-mast as a sign of mourning but the timing, manner, position of flying and exceptions should be followed as outlined herein.

The Provincial Flag is flown at half-mast, upon the death of an individual of precedence, at provincial buildings, sites, and establishments usually from the time of notification of death up to sunset the day of the funeral and in accordance with these rules.

Manner of half-masting

Flags will only be half-masted on those flag staffs fitted with halyards and pulleys. Flags flown from some buildings on horizontal or angled poles, without halyards, to which flags are permanently attached will not be half-masted. The flag should first be hoisted close up to the masthead then lowered to the half-mast position.

Position of flag

The position of the flag at half-mast will depend on its size, the size and length of the flag staff, and its location but, as a general rule, the centre of the flag should be exactly half-way down the staff. When two or more flags are flown together all flags will be half-masted.

Exceptions to half-masting

During periods of half-masting, flags are raised to full mast at the House of Assembly (Confederation Building) when a Head of State is visiting. This procedure does not apply where flags are half-masted for the death of the Sovereign; then they are only raised to full mast for the day on which the Accession of the new Sovereign is proclaimed and are returned to half-mast the following day.

Occasions of half-masting

Subject to special instructions from the Office of Protocol or unless otherwise specified herein, the flags shall be flown at the following building(s) at half-mast from the notification of death to sunset the day of the funeral on the death of:

<table>
<thead>
<tr>
<th>Half-Masting All Government Buildings</th>
<th>Half-Masting Confederation Building Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (i.e.: husband or wife, son or daughter, father, mother or brother or sister)</td>
<td>A Member of the Queen’s Privy Council (resident in Newfoundland and Labrador)</td>
</tr>
<tr>
<td>Occasion</td>
<td>Location(s)</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>The Governor General of Canada or a former Governor General</td>
<td>A current Member of the Senate</td>
</tr>
<tr>
<td>The Lieutenant-Governor of Newfoundland and Labrador or a former</td>
<td>A current Member of the House of Commons</td>
</tr>
<tr>
<td>Governor</td>
<td></td>
</tr>
<tr>
<td>The Prime Minister of Canada or a former Prime Minister</td>
<td>A current member of the Executive Council of</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>Newfoundland and Labrador</td>
</tr>
<tr>
<td>The Premier of Newfoundland and Labrador or a former Premier</td>
<td>A current Member of the House of Assembly</td>
</tr>
<tr>
<td>Any other person specified by the Office of Protocol for the period</td>
<td>Any other person specified by the Office of</td>
</tr>
<tr>
<td>of time specified by the Office of Protocol</td>
<td>Protocol for the period of time specified by</td>
</tr>
<tr>
<td></td>
<td>the Office of Protocol</td>
</tr>
<tr>
<td>A member of Canada’s military (Newfoundland and Labrador born or based)</td>
<td></td>
</tr>
<tr>
<td>fallen in the line of duty</td>
<td></td>
</tr>
<tr>
<td>Annual Occasion of Half-Mast</td>
<td></td>
</tr>
<tr>
<td>The following days have been approved as annual commemorative days.</td>
<td></td>
</tr>
<tr>
<td>Notification will be issued via email by the Protocol Office. Flags</td>
<td></td>
</tr>
<tr>
<td>will be at half-mast from sunrise to sunset as follows:</td>
<td></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td><strong>Occasion</strong></td>
</tr>
<tr>
<td>April 28</td>
<td>National Day of Mourning for Persons Killed or Injured in the Workplace</td>
</tr>
<tr>
<td>June 23</td>
<td>National Day of Remembrance for Victims of Terrorism</td>
</tr>
<tr>
<td>July 1</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>August 9</td>
<td>National Peacekeepers Day (United Nations)</td>
</tr>
<tr>
<td>September Day of Month changes each year</td>
<td>Sexual Violence Week 1 day only (Monday)</td>
</tr>
<tr>
<td>September Last Sunday of the Month</td>
<td>Police and Peace Officer’s National Memorial Day</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day</td>
</tr>
<tr>
<td>December 6</td>
<td>National Day of Remembrance and Action on Violence Against Women</td>
</tr>
<tr>
<td>Statutory Holidays and Weekends</td>
<td></td>
</tr>
<tr>
<td>Should an unforeseen half-masting be required during a statutory holiday</td>
<td></td>
</tr>
<tr>
<td>Department of Transportation and Works officials will be notified of the</td>
<td></td>
</tr>
<tr>
<td>half-masting directive by the Protocol</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** [Sunrise to Noon Only](#)
Office or Office of Executive Council officials via email.

Where the government establishment does not have round-the-clock security, it is permissible to lower the flag(s) to half-mast on the Friday evening at close of business and raise the flags again to full-mast on the following Monday morning in an effort to minimize overtime costs accrued.

**Royal Newfoundland Constabulary and Peace Officers**

To commemorate the work-related death of a member of the Royal Newfoundland Constabulary, flags at Royal Newfoundland Constabulary buildings and facilities shall fly at half-mast only on the direction of the Chief of Police.

Upon the work-related death of a Peace Officer (Corrections Officer, Conservation Officer, etc.), where applicable, flags should be flown at half-mast at the Peace Officer’s place of employment on the day of the funeral.

**Provincial Government Employees**

For the death of a Government Employee while performing active duty, pursuant to consultation with the permanent head of the public body (Deputy Minister or Chief Executive Officer), flags may be lowered to half-mast at the location of his/her employment (headquarters) on the day of the funeral.

**STANDARDS**

Standards are the personal flags of the Sovereign, the Governor General, the Lieutenant Governor, and members of the Royal family, Heads of State or other high officials. When flown, this personal flag indicates that its holder is present or in residence.

The Standards of the Sovereign, the Governor General, the Lieutenant Governor and members of the Royal family outrank all other flags, including the Canadian and Newfoundland and Labrador flags and are given the place of honour in a display of flags. Annex C provides an overview of places of honour in various configurations.

**Flying Standards**

**Government House**

The Standard of the Lieutenant Governor is flown at Government House or any other building in which the Lieutenant Governor is in residence.

The Standard is not lowered at Government House for a mere absence from the building to attend a local function or where another standard is flown at another location in the capital city region.
On Vehicles

The Standard may be flown on the vehicle in which the Lieutenant Governor travels.

At Public Functions

The Standard is broken at inspections of guards of honour.

The Standard may be flown at buildings where the Lieutenant Governor is attending a public function and is broken upon arrival of the Lieutenant Governor and is lowered immediately upon departure.

The Lieutenant Governor’s Standard shall be flown at the Confederation Building only when the Lieutenant Governor is present on the grounds of the building.

Half-Masting

Personal Standards are never half-masted.

Use by Administrator

The Standard of the Lieutenant Governor is used by the Administrator of the Province, who is entitled to the same honours as the Lieutenant Governor when performing the duties as Administrator.

CARE OF FLAGS AND STANDARDS

Folding Flags for Storage

- Fold flags lengthways in half
- Fold again lengthways, in half
- Depending on size of flag—continue to fold lengthways until size is at manageable proportions (e.g. 4” to 6”)
- Now fold flag in half vertically
- And fold flag once more vertically
- Take loose halyard (rope) and wrap it around the flag one complete turn and half way again and slip a loop through the previous rope turn.
- Flag can now be stored and is ready for use.

Cleaning

To clean a soiled nylon flag or standard launder only, do not dry clean. Wash for ten minutes in soft water, if possible at 40 to 45 degrees Centigrade, using a neutral laundry soap with no bleaching agent. Rinse in cold water. Remove excess water by using gentle pressure and hang up to dry, out of public view. Press if necessary, using warm iron only, set for synthetics.
Repairing

Should fraying or tearing of a flag occur, it should be repaired at once to avoid further damage; if the appearance after repair is not presentable, it should be replaced.

Destruction

When a flag becomes worn, faded, or otherwise unfit for use, it should be disposed of privately by burning so that it will not suffer any indignity as refuse, waste rags, etc.

QUESTIONS?

For additional information regarding the flying of flags, please contact:

Office of Protocol, Office of the Executive Council
Government of Newfoundland and Labrador
PO Box 8700 St. John’s, NL  A1B 4J6
Telephone: (709)729-3670 | Fax: (709)729-6878
Annex A: Flag Precedence – Resumé

From the point of view of the spectators facing the flags

<table>
<thead>
<tr>
<th>Two flags</th>
<th>The flag which has most precedence on the left</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three flags</td>
<td>The flag which has most precedence in the centre, second ranking at the left, and third ranking on the right</td>
</tr>
<tr>
<td>Four Flags or More</td>
<td>The flag which has most precedence is on the left; the other flags in order of precedence from left to right.</td>
</tr>
</tbody>
</table>

Order of Precedence when displaying flags in Newfoundland and Labrador, when the Union Flag is being displayed:

1. Royal or Vice Regal Standards
2. Canadian Flag
3. Flags from other countries
4. Provincial Flags (in order of entry into Confederation)
5. Union Flag
6. Municipal Flag(s)
7. Others (Organizational or Historical Banners)
Annex B: Various Flag Display Examples

GRAHPIC DESIGN BEING COMPLETED BY COMMUNICATIONS BRANCH
Annex C: Vice-Regal Flag Displays

Two Flags

Three Flags

Four or More Flags