

**Guidelines for Flying and Displaying the
Provincial Flag and Other Flags and Standards in the
Province of Prince Edward Island**

Prepared by the Executive Council Office
Province of Prince Edward Island
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1. Introduction

A flag is an emblem that identifies a country, a unit or some other organization or community of people. It is a symbol of honour, and as such, should be treated with respect.

There is no legislative basis for the guidelines presented in this document. They are not mandatory, but are based on the flag etiquette followed by the Canadian government, which in turn, has been adapted from a combination of international usage and past practice.

In the interest of uniformity, the guidelines used by the government of Canada will be followed by the government of Prince Edward Island, and are recommended for use by other organizations or individuals who wish to display flags in Prince Edward Island.

2. The Provincial Flag of Prince Edward Island

The Prince Edward Island flag was officially adopted by the *Provincial Flag Act* in 1964. The provincial flag is that part of the Armorial Bearings of the province contained within the Shield, but is of rectangular shape and is bordered on the three sides away from the mast by a band of alternating red and white rectangles measuring three inches in height and ten inches in length. The dimensions of the flag are six feet by four feet, including the band. Larger or smaller flags must correspond proportionally to these measurements.

The Armorial Bearings of the province have been used on the Great Seal of Prince Edward Island since 1769, but were not officially granted until 1905 when a Royal Warrant was issued by King Edward VII assigning “the armorial bearings to be borne for this province on shields, banners, flags or otherwise according to the Laws of Arms”. *Coat of Arms Act R.S.P.E.I.* 1988, Cap. C-10.

The upper section of the Duke of Kent shield features the English heraldic lion which appeared on the coat of arms of Prince Edward, after whom the province was named. The lower section shows a green island with a large oak tree on the right and three young oaks on the left. The mature tree represents England while the three saplings stand for the provinces three counties. All rise from the same foundation, both Britain and the province being islands. Symbols of Canada - 1999 Canadian Heritage publication.



3. Application of Guidelines

These guidelines shall apply whenever and wherever the flag of Prince Edward Island is flown at provincial buildings, sites and establishments within the province.

4. Individuals and Organizations May Fly Flag

It is appropriate for the Prince Edward Island flag to be flown or displayed by individuals and organizations. The flag must be treated with dignity and respect at all times, and must be flown or displayed in accordance with these guidelines.

5. Responsibility for Flag Policy

The development and interpretation of policies and guidelines for flying and displaying the Prince Edward Island flag and other flags in Prince Edward Island is the responsibility of the Chief of Protocol.

6. Arrangement of Flags

In these guidelines and illustrations the arrangement of flags is given from left to right from the perspective of observers facing the flags.

7. Precedence

Within the province, the Prince Edward Island flag shall take precedence over all other flags except:

- the personal standard of a member of the Royal Family, the Governor General or the Lieutenant Governor; or
- the Canadian flag, when flown with the provincial flag.

Various positions of precedence are illustrated in Schedule 'A'.

The Royal Union flag, also commonly known as the Union Jack, is also often flown in Canada. The Union Jack has a long history in Canada, and although the Red Ensign was widely used as the national flag between 1867 when confederation occurred until 1965 when the current flag was adopted, the Union Jack was affirmed by the Parliament of Canada as the country's national symbol in 1904 and was the flag under which Canadian troops fought in World War I. In December 1964 Parliament approved the Union Jack's continued use as a symbol of Canada's membership in the Commonwealth of Nations and of her allegiance to the Crown. Schedule 'B' sets out guidelines for the precedence of the Union Jack in relation to other flags, and dates on which it is appropriate to fly the Union Jack if it is not displayed on a regular basis.

When flown together with the provincial flag, the flags of the other provinces, of the territories and of municipalities rank after the Prince Edward Island flag. The order of provincial flags is based on the date of entry of each province into confederation, and is illustrated in Schedule 'C'.

When flown together with the Canadian and the Prince Edward Island flag, the flags of other countries rank (in alphabetical order) after the Prince Edward Island flag. Flags of other countries are flown with the national flag alone or with the national and provincial flags, but not with the provincial flag alone.

8. Flying Flags

Flags flown or displayed must be clean and in good repair. They should normally be hoisted close to the masthead and flown freely from taut halyards.

(a) Uses of the flag

It is improper to use the Canadian or the provincial flag as a table or seat cover, as a divider or barrier, or between ground level and platform level on the front of a stage.

Use of the Canadian or provincial flag as a drape for a statue, monument or plaque in an unveiling ceremony is discouraged. Under no circumstances should a flag be allowed to touch the floor.

The Canadian flag or the flag of Prince Edward Island may be used to cover a casket at the funeral of an individual who has served in the armed forces, or has held public office; a 4.5 x 9.0 foot (1.40 x 2.80 metre) flag should be used in such circumstances, and should be draped with the upper left quarter of the flag (the canton) over the left end of the casket as viewed by a person facing the side of the casket.

(b) Flagpoles

Flagpoles may be generally of three types: exterior permanent poles located on buildings or on adjacent grounds, exterior portable poles, and interior poles.

Exterior poles should be fitted with a hoisting device to allow flags to be changed or lowered to half-mast, as required.

Flagpoles mounted together should be of the same height. Flags flown together should be of the same size and should be flown at the same height.

Two flags should not be flown from the same flagpole, except where one is the pennant or banner of an organization being flown to mark a special occasion; in such cases, the organization's insignia would be flown beneath the provincial flag if no other arrangement (i.e. separate poles) is possible.

The height of a flagpole determines the size of the flag to be flown from it. Generally, the taller the flagpole, or the higher a flag is above a viewer on the ground, the larger the flag should be. Following are guidelines for the selection of an appropriately sized flag:

On a pole of	the flag should be approximately
17 - 20 feet (5.10 - 6.0 metres)	3.0 x 6.0 feet (0.90 x 1.80 metres)
30 - 35 feet (9.0 - 10.5 metres)	4.5 x 9.0 feet (1.40 x 2.80 metres)
40 - 45 feet (12.0 - 13.5 metres)	6.0 x 12.0 feet (1.80 x 3.60 metres)
50 feet (15 metres)	7.5 x 15.0 feet (2.30 x 4.60 metres)

(c) Hours

The Prince Edward Island flag may be flown on land daily from sunrise to sunset. Most government buildings operate only on weekdays, thus flags should be hoisted at the start and lowered at the close of each workday. Provincial government facilities that operate daily throughout the week may fly flags during daylight hours of operation.

The provincial flag should not remain aloft at night for convenience, unless it is fixed on a pole for security purposes and cannot be raised or lowered. Flags flown at night should be properly illuminated by floodlight.

(e) Order of Hoisting and Lowering

When more than one flag is flown in a display, all flags should be raised and lowered at the same time if possible. If this cannot be arranged, they should be raised in order of precedence and lowered in the reverse, so that the "senior" flag is the first raised and the last lowered.

(f) Special Instructions - Flying Flags on Provincial Government Properties

The Director of Public Works Operations, Department of Transportation and Public Works, is responsible for coordinating the communication of special instructions respecting the flying of flags on government properties. While a special instruction will originate with the Provincial Protocol Office, the communication of the instruction will be coordinated through the Director of Public Works Operations.

Where flagpoles are available, the Prince Edward Island flag shall fly at all buildings, sites and establishments owned and occupied by the provincial government for the delivery of provincial government services. Where appropriate, and where an additional flagpole is provided, the Canadian flag may also be flown. Other flags or banners may be flown by request on special occasions for the duration of the event being recognized.

9. Flying Flags at Half-mast

Flags are flown at the half-mast position as a sign of respect during a period of official mourning following a death. The period during which the flag is flown at half mast may include from the day of the death up to and including the day of the funeral.

The flag is brought to the half-mast position by first raising it to the top of the mast and then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast 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-mast” to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. Ideally, the centre of the flag should be positioned exactly half-way down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should, if possible, also be flown at half-mast. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

Flags on the Peace Tower in Ottawa, and at federal government buildings, airports and military bases are flown at half-mast upon the direction of the Department of Canadian Heritage, which informs provincial protocol offices of occasions on which provinces may wish to follow the federal practice respecting the flying of flags at half mast.

Flags at Province House in Charlottetown and other provincial government buildings in Prince Edward Island are flown at half-mast upon the direction of the Chief of Protocol.

For the purposes of this section only “provincial government buildings” means the Legislative Assembly (Province House), the provincial administrative buildings (Shaw, Sullivan and Jones Buildings) in Charlottetown, and “stand alone” provincial government service delivery venues equipped with flag poles (for example, Regional Services Centres/Access PEI sites across the province, Provincial Library Services Headquarters in Morell, Potato Services Building in Kensington, etc.).

The following table provides examples of the practice:

To demonstrate a period of official mourning for a	<i>Peace Tower</i>	<i>Canada and Abroad</i>	<i>Canada</i>	<i>Province of PEI</i>	<i>Provincial Buildings in a Riding</i>
Sovereign	*	*		*	
Member of the Royal Family related to the Sovereign in the first degree (1)	*	*		*	
Governor General or former Governor General	*	*		*	
Prime Minister or former Prime Minister	*	*		*	
Federal Cabinet Minister	*	*		* if from PEI	*
Privy Councillor	*			* if from PEI	
Senator	*			* if from PEI	*
Member of the House of Commons	*			* if from PEI	*
Lieutenant Governor or former Lieutenant Governor of PEI	*			*	
Premier or former Premier of PEI				*	
Chief Justices and Justices (current or former) of PEI Supreme Court				Province House and Court House	
Provincial Court Judges				Court House	
Member of the PEI Executive Council				*	*

Speaker of the PEI Legislative Assembly				*	*
Member of the PEI Legislative Assembly				Province House	*
Mayor of a PEI Municipality				Public Buildings in the Municipality	
Any other person whom the government of Canada or PEI wishes to so honour (subject to special instructions)	*	*	*	*	
November 11 (2) from 10:59 a.m. to 12:00 noon	*			*	
April 28 (3)	*			*	
December 6 (4)	*			*	

- (1) spouse, child, parent, sibling
- (2) Remembrance Day
- (3) National Day of Mourning for workers injured and killed on the job
- (4) National Day of Remembrance and Action on Violence Against Women

When an employee of a government department or agency dies while actively employed, the flag may be flown at half mast on the day of the funeral at the employee's place of work.

SCHEDULE 'A'

Positions of Precedence

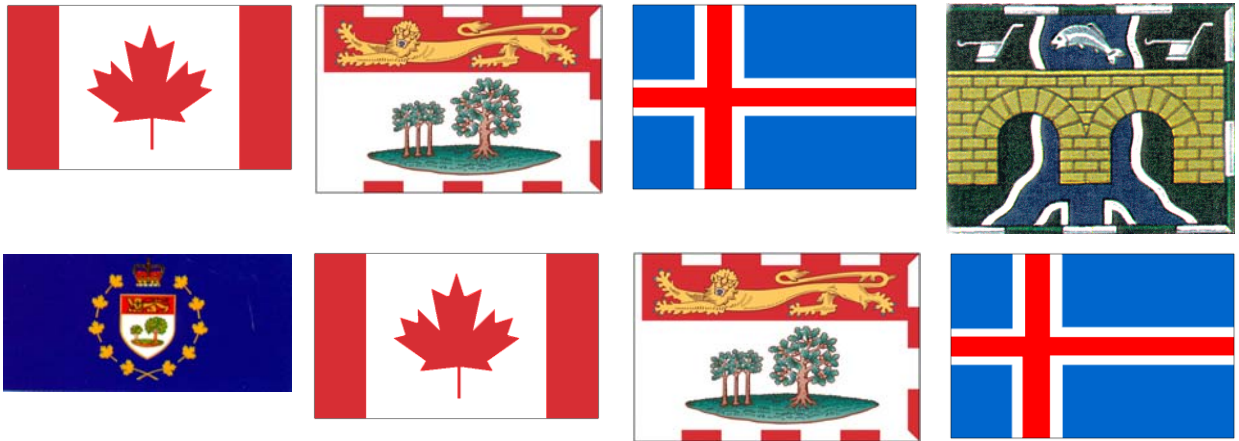
When two flags are displayed in the province, either side by side or on crossed poles, the flag of higher precedence appears on the left, as viewed by an audience facing the flags.



When three flags are displayed side by side in the province, the flag of highest precedence appears in the centre with the flag of second precedence on the left and the flag of third precedence on the right.



When four flags are displayed side by side, the flags appear in order of precedence from the left of the audience.



When the flags of Canada and the provinces and territories are displayed, precedence after the national flag is determined by entry into confederation. If the Union Jack is also included, it may be displayed between the national flag and the first provincial flag, or following the last territorial flag. If the flags are displayed at an event where a province is host or co-host with Canada, the host province's flag shall follow the national flag.

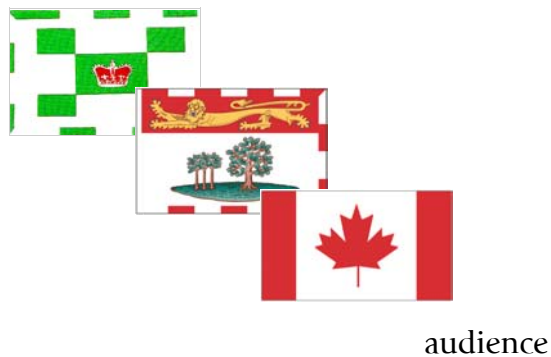
(normal display)



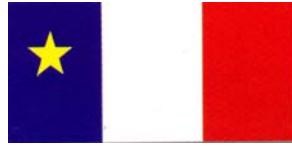
(Prince Edward Island hosted event)



When carried in a single file procession, the order of precedence applies as illustrated, from the lead position.



When carried in a procession by individuals marching abreast, it is preferable to have the flag of precedence at each end of the line.



SCHEDULE 'B'

While the Canadian flag will always take precedence and will not be replaced by the Union Jack, the Union Jack may be flown within the province where physical arrangements allow (i.e. where there are at least three flag poles) from sunrise to sunset on the following days each year:

- the date of Her Majesty's accession to the Throne (February 6)
- Commonwealth Day (the second Monday in March)
- the date of official observance of Her Majesty's birthday (the Monday before May 25);
- the anniversary date of the adoption of the Statute of Westminster (December 11); and
- any other days for which notification is given.

The Union Jack may also be flown with the Canadian and the Provincial flags in connection with ceremonies marking anniversaries of events in which Canadian forces participated with other Commonwealth forces.



SCHEDULE 'C'

The relative precedence of the provinces is established according to the date of entry into Confederation; the relative precedence of provinces that joined Confederation on the same date is based on their population at the time.

The precedence of the territories is established according to the date of the creation of the territory.

Ontario	1867
Quebec	1867
Nova Scotia	1867
New Brunswick	1867
Manitoba	1870
British Columbia	1871
Prince Edward Island	1873
Saskatchewan	1905
Alberta	1905
Newfoundland	1949
Northwest Territories	1870
Yukon	1898
Nunavut	1999