

# Protocol for the flags of the City of Pointe-Claire

This document allows the City of Pointe-Claire to comply with the protocols for the deployment of official flags.

The Communications Department, in collaboration with other departments, ensures that flags raised in front of City Hall and other municipal buildings, as well as flags deployed in the Council Chamber and at public events are in good condition.

Flags must not touch the ground or the base of the pole at any time. They must be ironed before they are installed. Torn or discoloured flags must be replaced. A ripped or worn flag should never be flown.

## **Reproduction of flags**

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The Communications Department is responsible for flag orders. When the City orders a Québec or Canadian flag, it must comply with government quality standards. Below are the characteristics to be respected for both indoor and outdoor flags:

- Digital or screen printing (mirror duplex)
- 200 denier nylon
- Rope and pin

Be sure to order the flags from a recognized supplier that offers this flag quality.

## **Precedence and arrangement of flags**

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When several flags are deployed at the same time, protocol requires that they be the same size and raised to masts (or poles) of the same height. The Government of Québec has decreed that the Québec flag must have the place of honour, it must be raised first and brought last.

According to precedence, when the three flags are raised together (Canada, Québec and City of Pointe-Claire), the Québec flag has the place of honour in the centre, the City of Pointe-Claire flag is on the right and the Canadian flag is on the left as seen by bystanders.

If only the flags of the City and Québec are present, the flag of Québec must be placed on the left and the flag of the City placed on the right as seen by the passerby.

## **Flags in the Council Chamber**

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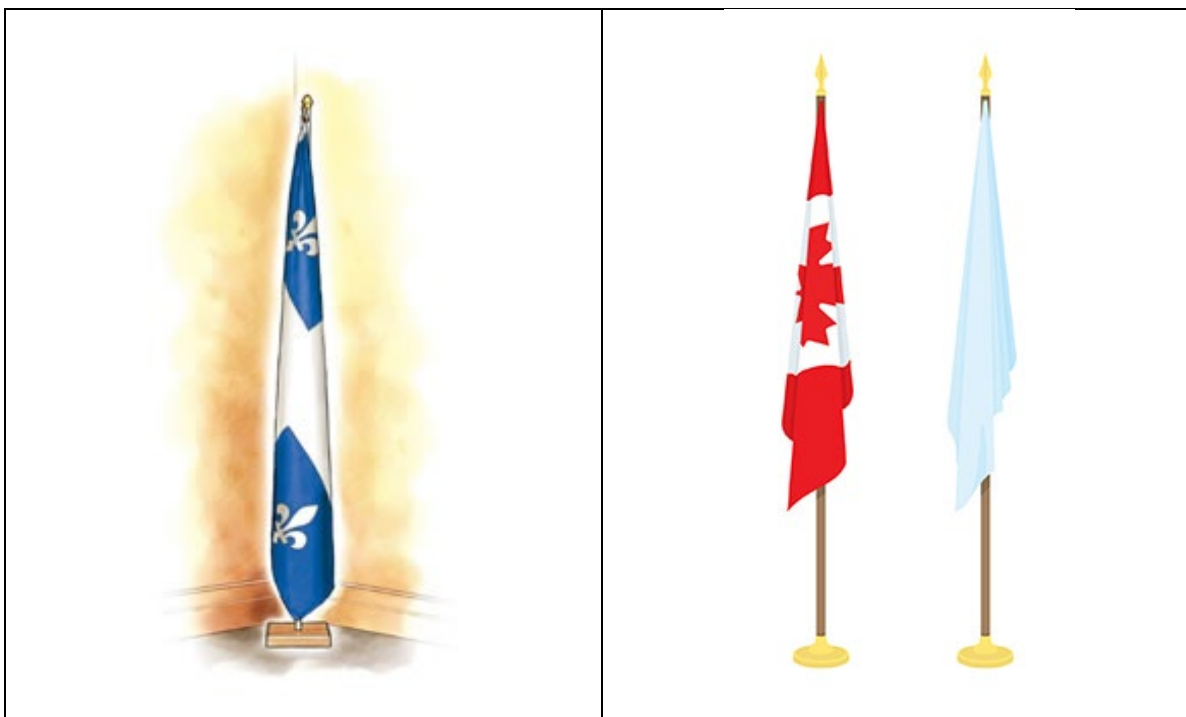
Flags must be placed to the left of the Council table for spectators.

When the flags in the Council Chamber are deployed with a flag spreader, the size of the flags must be 72" wide by 36" high. If a flag spreader is not used, a size of 54" wide by 36" high should be used.

It must be installed on a rod, (long wooden or metal rod) so that the flag does not touch the ground or the base. Here is how it should be arranged: with the hook of the rod placed on the left, attach the flag to it,

attach and tension the cord on the rod, unfold the flag to the right, let it fall slowly in front of the pole, giving it movement to make it surround the pole.

- When the Québec flag is installed correctly, it must show two fleurs de lis tilting to the right.
- When the Canadian flag is installed correctly, the top of the maple leaf should appear to the right.



### **Flag and speech**

If someone is to speak, the flag is placed to the right of the person, that is, to the left for the audience. In an office, the same rule applies: The flag is located on the left for the visitor.

### **Flags outside**

For municipalities, the Québec flag must be displayed on or in front of the municipal building where the Council sits, to the right if there are two flags, or in the middle if there are more.

On the masts in front of City Hall, spectators must see the following order: the Québec flag in the centre, the City of Pointe-Claire flag on the right and the Canadian flag on the left.

### **Proportions of the flag and mast**

Masts in front of City Hall are 45 feet in height. The flags should be 72" wide by 36" high. When a mast is accessible to the public, an internal halyard (rope) with a locking device must be provided to protect the operating mechanisms and prevent vandalism.

A rule that is usually observed in all countries is proposed: A flag/mast ratio of approximately 1 to 7 (1 being the height of the flag and 7 being the height of the mast) is recommended. A flag 120 cm high by 180 cm wide (4 feet by 6 feet), the size most frequently used by public institutions, must be deployed on a mast approximately 9 m (30 feet) high. Therefore, a mast of 15 m (50 feet) requires a flag 180 cm by 270 cm (6 feet by 9 feet).

### **Half-masting of flags**

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Half-masting is done by placing the flag at half-mast. When an authority decides to fly its flags at half-mast, the other flags must also be at half-mast, or they must be removed.

Following an exceptional event or as a sign of solidarity, the mayor may decree that flags be placed at half-mast. The Communications Department will notify the responsible departments on how to proceed.

If the governments of Québec and Canada order the half-masting of flags, the City must also half-mast all flags in front of City Hall and other municipal buildings.

If the rod is too short to allow half-masting of indoor flags, mourning is indicated by a loop of black crepe ribbon, called a tie, tied at the top of the rod.

### **Sources**

1. Government of Canada, *Description of the National Flag of Canada* <https://www.canada.ca/en/canadian-heritage/services/flag-canada-description.html>
2. Gouvernement du Québec, *Drapeau national* <https://www.quebec.ca/gouvernement/portrait-quebec/drapeau-symboles-nationaux/drapeau>