

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: **Flag Protocol Policy**

PURPOSE: To establish the process for ensuring proper protocol for Canadian, Territorial, City and other flags is followed by the City of Whitehorse.

AUTHORITY: Council Resolution # 99-08-09 dated April 12, 1999.

FLAG PROTOCOL POLICY

Policy Statement

The National Flag of Canada and the flags of the provinces, territories and cities are symbols of honour and pride for all Canadians. The manner in which flags may be displayed in Canada is not governed by legislation but by established practice. This policy sets guidelines for the City of Whitehorse to ensure that we treat flags we display with respect and follow customs and etiquette recommended by the federal government.

Displaying Flags

Flags should always be shown, represented or used in a dignified manner. They should not be used as a table or seat cover, to mask boxes or other items or to cover a statue, monument or plaque for an unveiling ceremony.

City, Territorial, Canadian and special occasion flags are flown or displayed at many city-owned buildings. Care should be taken when a group of flags are flown or displayed together that the following practice is followed:

- (1) The National Flag of Canada takes precedence over all other flags when flown in Canada. No other flag should be flown at a higher height than the National Flag and when flown with other flags, it should be raised first and lowered last unless all are being raised and lowered simultaneously.
- (2) When the National Flag is flown with one other flag it should be on the left of an observer facing the flags.
- (3) When three flags are displayed, the National Flag should be at the centre.
- (4) When there are more than three flags in a group, the National Flag should be flown on the left of an observer facing the flags, and an additional National Flag may be flown at the end of the line.

Flags Flown at Half-Mast for Mourning

To half-mast the flag as a sign of mourning, 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 Canadian Department of Heritage provides direction as to occasions when the National Flag is to be flown at half-mast.

The Yukon Premier approves occasions when all Yukon Flags will fly at half-mast apart from those occasions dictated by national protocol.

A list of annual dates when flags are flown at half mast is included in Schedule A.

Special Occasion Flags

The City of Whitehorse will fly special occasion flags to celebrate a particular date or event of significance to the City such as the Gold Rush Anniversary, International Sister Cities Day or Arctic Winter Games. These flags are flown from diagonal staffs above the entranceway to City Hall and the Municipal Services Building. The Mayor will decide which flags will be flown for special occasions.

Community groups and organizations may request their flag be flown in conjunction with a Mayor's Proclamation to raise public awareness of an initiative or event. When this type of flag is flown, it replaces the City of Whitehorse flag from the group of three flags flown at City Hall.

Community groups may occasionally borrow flags from the City to use for display when hosting a special event. The City will require a deposit of \$20 per flag which will be refunded when the flags are returned in a clean, undamaged state.

Schedule A lists dates when special occasion flags are flown annually.

Disposal of Flags

When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.

Responsibilities and Procedures

1. Flags on the three flagpoles at City Hall are raised and lowered by Fire Department staff.
2. The Council Services Department, based on information received from the Executive Council Office of the Government of Yukon, will advise the Fire Department of occasions on which the flags are to be flown at half-mast.
3. When community groups request that their flag be flown at City Hall, they will be required to provide a suitable flag for the occasion.

4. Flags flown for special occasions, groups or events will be flown on the flagpole reserved for the City flag. At no time will the national flag be replaced by a special occasion flag.
5. The Council Services Department will:
 - maintain a supply of Canadian, Territorial, City and other flags for use by departments or community groups.
 - maintain a schedule of occasions on which flags are flown at half mast or when special flags are flown.
 - respond to requests from community groups to fly their flags during special events and will advise the Fire Department of the details.
 - arrange for replacement and disposal of flags which are faded, tattered or soiled and unfit for service.
 - revise the schedules attached to this policy as required.
6. The Mayor will have the authority to make a decision on any flag protocol not covered in the policy.

Schedule A

Flag Policy Schedule

Flags will be flown at half-mast on the following days:

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| April 28 | National Day of Mourning for Persons Killed or Injured in the Workplace. Flags are half-masted from sunrise to sunset. |
| November 11 | Remembrance Day. Flags are half-masted from 11:00 am to sunset. |
| December 6 | National Day of Remembrance and Action on Violence Against Women. Flags are half-masted from sunrise to sunset. |

Special Occasion Flags will be flown on the following days:

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| April 17 | Anniversary of HMCS Whitehorse Commissioning
The HMCS Whitehorse Flag |
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Flags of Our Sister Cities will be flown on the following days:

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| Castries, St. Lucia: | First Monday in March |
| Ushiku, Japan: | Fourth Monday in June |
| Juneau, Alaska | Second Monday in August |
| Lancieux, France | Fourth Monday in August |
| Echuca, Australia | Third Monday in November |

Schedule B

Flag Inventory

The following flags are held in inventory at City Hall:

National

Australia
Canada
China
Japan
United Socialist Soviet Republic
United States of America

Cities

Esterhazy, Saskatchewan
Fort St. John, British Columbia
Fredericton, New Brunswick
Greenfield Park, Quebec
Guelph, Ontario
Happy Valley, Labrador
L'Ancienne-Lorette, Quebec
Norman Wells, Northwest Territories
Stettler, Alberta
Yellowknife, Northwest Territories

Sister Cities

Echuca, Australia
Juneau, Alaska
Lancieux, France
St. Lucia, Castries
Ushiku, Japan

Provinces/Territories/States

Alaska
Alberta
British Columbia
Manitoba
New Brunswick
Newfoundland
Northwest Territories (pre-1999)
Nova Scotia
Nunavut Territory
Ontario
Prince Edward Island
Quebec
Saskatchewan
Yukon Territory

Other

Arctic Winter Games 1986
Arctic Winter Games Corporation
Block Parent
Canada 125
Canadian Cancer Society
Heart and Stroke Foundation
HMCS Whitehorse (Naval Reserve)
Poppy Flag
Red Cross
Union Jack
United Nations