

**CITY OF WHITEHORSE**  
**COUNCIL POLICY**



## **FLAG PROTOCOL POLICY**

<b>Policy Number:</b>	<b>2022-02</b>
<b>Approved by:</b>	<b>Council Resolution <a href="#">2022-27-05</a> passed December 12, 2022</b>
<b>Effective date:</b>	<b>December 12, 2022</b>
<b>Department:</b>	<b>Legislative Services</b>

### **PURPOSE**

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

### **POLICY STATEMENT**

The National Flag of Canada and the flags of the provinces, territories, cities and First Nations governments 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 protocols. This policy establishes guidelines for the City of Whitehorse to ensure that the flags are displayed with respect and follow the customs and etiquette recommended by the federal and territorial governments.

### **GENERAL FLAG ETIQUETTE**

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, First Nations and special occasion flags are flown or displayed at many city-owned buildings. When a number of flags are flown together the following practices should be observed:

- 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. The National Flag should also be the first flag raised, and the last to be lowered when it is flown with other flags. The only exception to this practice is when all flags are being raised and lowered simultaneously.
- 2) When the National Flag is flown with one other flag it should be on the left side to an observer facing the flags.
- 3) When three flags are displayed together 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.

- 5) In instances where flags of the provinces or other territories are to be flown at City facilities, they will be displayed based on the date in which each province joined confederation, followed by the territories (Ontario, Quebec, Nova Scotia, New Brunswick, Manitoba, British Columbia, Prince Edward Island, Alberta, Saskatchewan, Newfoundland and Labrador, Northwest Territories, Yukon, Nunavut).
- 6) In instances where multiple flags are to be flown in front of City buildings, the recognized precedence will be: National Flag of Canada, flags of other sovereign nations (in alphabetical order), flags of the provinces of Canada, flags of the territories of Canada, flags of First Nations Governments (in alphabetical order), flags of municipalities/cities, flags of organizations, and historical flags.

### **FLAGS FLOWN AT HALF-MAST**

Flags are flown at half-mast as a sign of mourning, or to mark a solemn occasion. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast. Flags are flown at half-mast from sunrise to sunset, whenever possible.

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.

Flags will be flown at half-mast at all City sites from the time of notification of death until sunset the day of the funeral or memorial service for the following individuals:

- i. The Sovereign;
- ii. A Member of the immediate Royal Family;
- iii. Current or former Governor General of Canada;
- iv. Current or former Prime Minister of Canada;
- v. Current or former Commissioner of the Yukon;
- vi. Current or former Premier of the Yukon;
- vii. Current Mayor and Councillors; or
- viii. Current First Nation Chiefs and Councillors.

Flags may be flown at half-mast at City Hall on the day of the funeral or memorial service for the following individuals:

- i. Current Territorial Cabinet Minister;
- ii. Current Yukon Member of Parliament or Whitehorse Member of the Legislature;
- iii. Current Yukon Chiefs; or
- iv. Former Mayors and Councillors.

Flags may be flown at half-mast for City employees when their death has occurred as a direct result of performing their duties. In instances involving City employees,

Legislative Services will consult with the City Manager's Office, the Mayor's Office and Human Resources regarding the decision, the duration and locations.

Flags will be flown at half-mast on the day of the funeral for a Canadian Armed Forces member killed in active service who was born in Whitehorse, or Yukon.

Solemn occasions requiring flags flying at half-mast may arise that are not covered within this Council Policy. In those instances, Legislative Services will liaise with the Mayor's Office, and the City Manager's Office to determine the duration and locations for flags to remain at half-mast. A list of annual dates when flags are to be flown at half-mast is included in Schedule A.

### **FLAGS FLOWN AT CITY HALL**

The following flags will be flown on a permanent basis from the flagpoles in front of City Hall, in order of precedence:

#### **When three flags are flown:**

- i. National Flag of Canada
- ii. Yukon
- iii. Whitehorse

The City of Whitehorse flag may be replaced on a temporary basis for special occasion flags.

#### **When five flags are flown:**

- i. National Flag of Canada
- ii. Yukon
- iii. Kwanlin Dün First Nations
- iv. Ta'an Kwäch'än Council
- v. Whitehorse

Special occasion flags may be flown on the courtesy flagpole. Courtesy flagpole use will be limited to special occasion flags.

### **FLAGS IN COUNCIL CHAMBERS**

The National Flag of Canada, the Yukon Flag, the Kwanlin Dün First Nations flag, the Ta'an Kwäch'än Council Flag, and the City of Whitehorse Flag will be displayed in Council Chambers on a permanent basis.

### **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 International Sister Cities Day or Arctic Winter Games. 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 three flags are flown at City Hall, this type of flag may replace the City of Whitehorse flag from the group of flags flown at City Hall. When five flags are flown at City Hall, this type of flag may be flown on the courtesy flag pole. Community groups and organizations may occasionally borrow flags from the City to use for display when hosting a special event. The City will require a deposit for each flag as specified in the

Fees and Charges Bylaw, which will be refunded when the flags are returned in a clean, undamaged state.

The City may fly a flag of another sovereign nation to mark a special occasion or on special request. The City reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.

Flag raising requests from organizations or groups will not be approved if:

- 1) The organization or request involves a commercial enterprise;
- 2) The organization is a political party or the request is in support of a political party;
- 3) The organization's activities, philosophy, or the request is contrary to City policies or bylaws, contrary to the *Canadian Charter of Rights and Freedoms*, is discriminatory, is perceived as controversial or divisive within the community, is untruthful, or has an obscene message.

Schedule A lists when special occasion flags are flown annually.

### **CITY FACILITIES AND SITES**

City departments shall consult with Legislative Services when planning to add flags or flagpoles to existing or new facilities and sites.

### **DISPOSAL OF FLAGS**

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

### **RESPONSIBILITIES**

1. Flags on the flagpoles at City Hall are raised and lowered by Administration, coordinated by Legislative Services.
2. Legislative Services will advise City Departments and facilities of occasions during which flags are to be flown at half-mast.
3. When community organizations 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, organizations or events will be flown on the flagpole reserved for the City of Whitehorse flag, or on the courtesy flagpole. At no time will the National Flag be replaced by a special occasion flag.
5. The Legislative Services Department will:
  - a. Maintain a supply of Canadian, Territorial, First Nations, City and other flags for use by Departments or community organizations.
  - b. Provide a schedule of occasions on which flags are flown at half-mast or when flags are flown for solemn or special occasions.

- c. Respond to requests from community organizations to fly flags during special events, and advise other City departments and facilities of the details.
    - i. The City Clerk or designate may approve the storage of such flags for use in annual events.
  - d. Manage the replacement and disposal of flags which are faded, tattered, soiled, and no longer suitable for display.
  - e. Revise this policy as required.
6. The Mayor has the authority to make a decision on any flag protocol not covered by this policy.

**REVIEW**

This policy will be subject to review by Administration every 5 years.

**HISTORY OF AMENDMENTS**

<b><u>Date of Council Decision</u></b>	<b><u>Resolution Number</u></b>	<b><u>Description</u></b>
April 12, 1999	99-09-09	Initial policy adopted
December 12, 2022	2022-27-05	Policy revised – addition of permanent FN flags at City Hall
July 4, 2023	2023-12-09	Policy revised – Pride Flag for the month of June

## **Schedule A**

### **Flag Policy Schedule**

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

<b>April 9</b>	National Day of Remembrance of the Battle of Vimy Ridge
<b>April 28</b>	National Day of Mourning for Persons Killed or Injured in the Workplace.
<b>June 23</b>	National Day of Remembrance for Victims of Terrorism
<b>Second Sunday in September</b>	Firefighters' National Memorial Day
<b>Last Sunday in September</b>	Police and Peace Officers' National Memorial Day
<b>September 30</b>	National Day for Truth and Reconciliation
<b>November 11</b>	Remembrance Day.
<b>December 6</b>	National Day of Remembrance and Action on Violence Against Women.

#### **Special Occasion Flags will be flown on the following days:**

<b>Last Wednesday in January</b> Bell Let's Talk Flag	Bell Let's Talk Day
<b>Second Monday in March</b> Union Jack	Commonwealth Day
<b>May 15</b> Association Franco-Yukonnaise flag	Francophonie Day
<b>Monday Before May 25<sup>th</sup></b> Union Jack	Victoria Day
<b>Friday nearest to June 12</b> Philippines National Flag	Philippines Independence Day

<b>June 21</b> TKC and KDFN flags	Indigenous Peoples Day
<b>Month of June</b> Pride or Progress Flag	Pride Month
<b>August 5 - 14</b> Pride Flag	Yukon Pride Days
<b>Week of September 30</b> Every Child Matters or Survivors Flag	National Truth and Reconciliation
<b>Month of October</b> United Way Flag	United Way Month
<b>14 Days leading to Remembrance Day</b> Poppy Flag	Poppy Campaign
<b>December 11</b> Union Jack	Statute of Westminster Day

**Flags of Our Sister Cities will be flown on the following days:**

<b>Ushiku, Japan:</b>	Fourth Monday in June
<b>Juneau, Alaska:</b>	Second Monday in August
<b>Lancieux, France:</b>	Fourth Monday in August