



City of Dawson

Flagpole Protocol Policy

#2021-01

POLICY STATEMENT

The National Flag of Canada and the flag of the Yukon, City, and Tr'ondëk Hwëch'in are symbols of honour and pride. This policy sets guidelines for the City of Dawson to ensure we treat flags we display with respect and follow customs and etiquette recommended by other orders of government.

1.00 Purpose

To establish the process for ensuring proper protocol for Canadian, Territorial, City, and First Nation and Other flags is followed by the City of Dawson.

2.00 Displaying Flags

- 2.01 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.
- 2.02 City, territorial, Canadian, and special occasion flags are flown or displayed at city hall and during special events. Care should be taken that the following practice is followed:
- a) The National Flag of Canada takes precedence over all other flags. No other flag should be flown at a higher height than the National Flag. It should be raised first and lowered last unless all are being raised and lowered simultaneously.
 - b) When the National Flag is flown with one other flag it should be on the left of an observer facing the flags.
 - c) When three flags are displayed, the National Flag should be at the centre.
 - d) 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.

3.00 Flags Flown at Half-Mast for Mourning

- 3.01 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.
- 3.02 The Canadian Department of Heritage provides direction as to occasions when the National Flag is to be flown at half-mast.
- 3.03 The Yukon Premier approves occasions when all Yukon Flags will fly at half-mast apart from those occasions dictated by national protocol.
- 3.04 A list of occasions and annual dates when flags are flown at half mast is included in Schedule A.

4.00 Special Occasion Flags

- 4.01 The City of Dawson may fly special occasion flags to celebrate a particular date or event of significance to the City. When new occasions with flags arise, the Mayor in consultation with council, will decide which flags will be flown for special occasions.
- 4.02 Community groups and organizations may request their flag be flown to raise public awareness of an initiative or event. When this type of flag is flown, it replaces the City of Dawson flag from the group of flags flown at City Hall.

5.00 Disposal of Flags

- 5.01 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.

6.00 Responsibilities and Procedures

- 6.01 Flag on the four flagpoles at City Hall are raised and lowered by the Fire Chief, Fire Department personnel, or the CAO.
- 6.02 The CAO, based on information received from the Executive Council Office of the Government of Yukon, will advise on occasions on which the flags are to be flown at half-mast.
- 6.03 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.
- 6.04 The City of Dawson will:
- a) maintain a supply of Canadian, territorial, City and other flags for use by departments or community groups.
 - b) respond to requests from community groups to fly their flags during special events and will advise the Fire Department of details.
 - c) arrange for replacement and disposal of flags which are faded, tattered, soiled and unfit for service.
- 6.05 The Mayor, in consultation with council if time permits, will have the authority to make a decision on any flag protocol not covered in the policy.

POLICY TITLE: *Flagpole Protocol Policy*

POLICY #: 2021-01

EFFECTIVE DATE: August 31, 2021

ADOPTED BY COUNCIL ON: August 31, 2021

RESOLUTION #: **C21-19-25**

Original signed by:

Wayne Potoroka, Mayor

Cory Bellmore, CAO

SCHEDULE A

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

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.

Occasions for half-masting flags:

Flags will be flown at half-mast after the passing of people who hold the following positions:

- Commissioner of the Yukon (current and former)
- Premier of the Yukon (current and former)
- Klondike MLA (current and former)
- Yukon MP (current and former)
- Yukon Senator (current and former)
- Tr'ondëk Hwëch'in Chief (current and former)
- Tr'ondëk Hwëch'in Council member (current and former)
- City of Dawson Mayor (current and former)
- City of Dawson Council member (current and former)