



Town of Watson Lake

Flag Protocol Policy

#2025-01

1.0 PURPOSE

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

2.0 POLICY STATEMENT

The National Flag of Canada and the flag of the Yukon, Town, and Liard First Nation are symbols of honour and pride. This policy sets guidelines for the Town of Watson Lake to ensure that flags are displayed with respect and follow customs and etiquette recommended by federal and territorial governments.

3.0 DISPLAYING OF FLAGS

3.01 Flags should always be shown, represented, or used in a dignified manner. Flags 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.

3.02 Town, Territorial, Canadian, First Nation, and special occasion flags are flown or displayed at the Town Municipal Office and other municipal facilities and during special events. Care should be taken that the following practices are 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. The National Flag should be raised first and lowered last unless all flags are raised and lowered simultaneously.
- b. When the National Flag is flown with one other flag it should be on the left side to 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 side to an observer facing the flags.

4.0 SPECIAL OCCASION FLAGS

4.01 The Town of Watson Lake will fly special occasion flags to celebrate a particular date or event of significance to the Town. The mayor, in consultation with council, will decide which flags will be flown on 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 at the Town Municipal Office this type of flag will be flown on the Town's designated courtesy pole. Flags must be provided by the requesting organization and must not be defaced, torn or frayed.

4.03 Special occasion flags will be flown for a maximum of seven days, unless an extension has been approved by mayor and council.

- 4.04 Where there are simultaneous requests for special occasion flags to be flown, mayor and council may replace the Town of Watson Lake Flag from the group of flags flown at the Town Municipal Office.
- 4.05 Flag raising requests may not be approved if:
- a. the organization or request involves a commercial enterprise;
 - b. the organization is a political party, or the request is in support of a political party; or,
 - c. the organization's activities, philosophies, or the request is contrary to Town policies, 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.
- 5.0 FLAGS IN COUNCIL CHAMBERS**
- 5.01 The National Flag of Canada, the Yukon Flag, Town of Watson Lake Flag, and Liard First Nation Flag will be displayed in Council Chambers on a permanent basis and displayed as per section 3.02 of this policy.
- 6.0 FLAGS FLOWN AT HALF MAST**
- 6.01 To half-mast a 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.
- 6.02 The Canadian Department of Heritage provides direction as to occasions when the National Flag is to be flown at half-mast.
- 6.03 The Yukon Premier approves occasions when all Yukon Flags will fly at half-mast apart from those occasions dictated by national protocol.
- 6.04 Flags may be flown at half-mast after the passing of people who hold the following positions:
- i. Current Territorial Cabinet Minister;
 - ii. Current Yukon Member of Parliament;
 - iii. Current Yukon Chiefs; or,
 - iv. Former Mayors and Councillors.
- 6.05 Flags may be flown at half-mast for Town employees when their death has occurred as a direct result of performing their duties, in which case the Town Office will consult with Legislative Services regarding the decision, duration, and locations.
- 7.0 HIGHWAY CORRIDOR FLAGS**
- 7.01 Flags for the top twenty countries to visit the Territory will be flown along the Alaska Highway corridor.
- 7.02 Highway corridor flags will be installed by May 15th each year and will be removed by September 30th of each year.
- 7.0 DISPOSAL OF FLAGS**
- 7.01 When a flag becomes tattered or faded and is no longer in suitable condition for use, it should be replaced by a flag in good condition and destroyed in a dignified manner.

7.0 RESPONSIBILITIES

- 7.01 Flags on all flagpoles at municipal owned facilities are raised and lowered by Town Administration or a member of the Parks and Recreation Department, as delegated.
- 7.02 The Chief Administrative Officer, based on information received from the Canadian or Territorial governments, will advise on occasions on which flags are to be flown at half-mast.
- 7.03 When a community organization requests flags to be flown for special occasions, they will be required to provide a suitable flag for the occasion.
- 7.04 Mayor and Council will approve requests for flying special occasion flags.
- 7.05 The Mayor, in consultation with Council, will have the authority to make a decision on any flag protocol not covered by this policy.

REPEALING OF EXISTING POLICY

This policy is to replace Town of Watson Lake Flag Policy # R90-20-223

POLICY TITLE: Flag Protocol Policy


POLICY #: 2025-01

ADOPTED BY COUNCIL ON: 2025-06-17

RESOLUTION #: 025-012-101



Lauren Hanchar – Mayor



Tiffany Lund – Municipal Clerk