



THE CITY OF TERRACE

CITY HALL
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February 24, 2025

Mariepierre_lavoie@csf.bc.ca

*Marie-Pierre Lavoie
Board Chair Conseil Scolaire Francophone de la Colombie-Britannique
100 - 13511 Commerce Parkway
Richmond, BC, V6V 2J8*

Dear Marie-Pierre:

Re: Request to raise the Francophonie Flag

Thank you for providing the information regarding the upcoming Francophonie celebration in March. Your letter and accompanying attachments have been shared with the Mayor and Council. For your reference I have attached the Policy related to Proclamation, Flag Flying, and Tag Day Requests. Please note that the City of Terrace no longer issues proclamations. As such we will not be able to raise the flag provided for this occasion. Kindly let us know if you would like the flag returned to your organization.

*We appreciate the time and effort you have taken to share this information with us. Should you have any further questions, please do not hesitate to reach out.
Thank you once again for your understanding.*

Sincerely,


*Rachel Mattiuz
Corporate Officer*

Cc: Marie-Christine Claveau, mc_claveau@csf.bc.ca

CITY OF TERRACE POLICY NO. 75-R



TITLE: PROCLAMATION, FLAG FLYING AND TAG DAY REQUESTS

APPROVED: February 26, 2001

RESOLUTION NO.: 89-2001

REVISED: January 24, 2022

RESOLUTION NO.: 039-2022

PREAMBLE:

The City of Terrace recognizes the contributions made to the residents of Terrace and area by the hard work of many groups, associations and societies. However, an increasing number of requests are coming before Council, and in an effort to improve efficiencies, the City of Terrace has developed the following Policy.

POLICY:

1. The City of Terrace will not issue proclamations or entertain requests for special lighting.
2. Administration will inform each sponsor on receipt of their request advising that, as per this Policy, the City of Terrace does not make proclamations or light City buildings in specific colours for special days.
3. Due to an ever-increasing number of requests for flags to be flown, and a limited number of poles available, the City will no longer fly flags other than the Canadian, Provincial or City of Terrace flags. The exception to this is City-owned flags for Remembrance Day and the National Day for Truth and Reconciliation.
4. Tag day requests do not require approval from Council, for bona fide charitable organizations.

IMPLEMENTATION OF POLICY:

This Policy amends Policy No. 75 dated the 13th day of March, 2000, and adopted by Council Resolution No. 148-2000, and shall become effective immediately.

FLAG PROTOCOL:**1. Displaying of Flags**

- a) The City of Terrace flies the Canadian flag, the Province of British Columbia flag, and the City of Terrace flag on the designated poles at City Hall.
- b) Flags, in general, will be displayed in accordance with the Government of Canada Flag Protocol and the Government of BC Flag Policy, as amended from time to time.
- c) The City does not have a courtesy pole designated for flying guest flags and therefore does not consider such requests. The City may, at its discretion, replace the City of Terrace flag with a different flag for a special event or circumstance.

2. Customary Flag Configuration

- a) According to Canadian and Provincial protocol, the order of precedence for flags is:
 - The national flag of Canada
 - The flags of other sovereign nations in alphabetical order
 - The flags of the provinces of Canada
 - The flags of territories of Canada
 - The flags of municipalities
- b) When three flags are flown together, the position of honour is the centre flagpole. When any other number of flags are flown together the position of honour is furthest to the left (to an observer facing the display). In a three-flag configuration, the Canadian flag will be flown on the centre flagpole, the Province of BC flag will be flown to the left of the Canadian flag, and the City of Terrace flag will be flown to the right (to an observer facing the display).

3. Half-Masting of Flags

- a) Half-masting of flags is a symbol of honour and expresses a collective sense of sorrow and loss while sending a strong visual message of mourning.
- b) When one flag is flown at half-mast, all flags flown together should be at half-mast.
- c) Flags will be flown at half-mast to mark periods of official mourning upon the following occasions:
 - On the death of a Sovereign or member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister;
 - On the death of the Lieutenant Governor or the Premier;
 - On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents the City of Terrace riding;
 - On the death of the Mayor, former mayor, a current city of Terrace Councillor or a former City Councillor who has served at least two (2) terms;
 - On the death of a City of Terrace employee when their death has occurred as a direct result of performing their duties;

➤ On the following dates:

Date	Occasion
April 28	Day of Mourning for Workers
June 23	National Day of Remembrance for Victims of Terrorism
Second Sunday in September	Firefighters' National Memorial Day
Last Sunday in September	Police and Peace Officers' National Memorial Day
September 30	National Day for Truth and Reconciliation
November 8	Indigenous Veterans' Day
November 11	Remembrance Day
December 6	National Day of Remembrance & Action on Violence Against Women

➤ On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize.

- d) Half-masting will occur from sunrise to sunset on the designated day except on Remembrance Day, when half-masting can occur at 11:00 a.m. or according to the prescribed order of service, until the end of the day.
- e) In the event of a death not specified in this policy, the City of Terrace will follow the direction of the Government of BC Office of Protocol.

4. Disposal of Flags

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

EXEMPTION:

The policy applies to the flag poles at City Hall but does not apply to the flag poles at the Terrace and District Aquatic Centre or poles on property that is owned by the City of Terrace but operated by a third party. This policy does not apply to the City's street banner program.

DATE: *January 24, 2022*

CLERK: *Alicia Thompson*