1.0 Purpose

Flags are important symbols of honour and as such, should be displayed respectfully. Flag raising is not mandatory or legislated by any level of government, but it demonstrates respect and etiquette when flown in the appropriate precedence. This guideline was prepared following established guidelines of the Government of Canada and the Office of Protocol, Saskatchewan Provincial Secretary.

The purpose of the Flag Protocol Guideline is to provide a respectful and consistent process for the City of Regina in regards to raising or half-masting flags in front of City Hall in the Queen Elizabeth II Courtyard (“the Courtyard”), or other locations whereby the City of Regina provides authorization.

2.0 Scope

The Flag Protocol Guideline applies to all flags raised at City of Regina owned facilities. The scope of this guideline also applies to the Commissionaires at City Hall who raise and lower flags on the City’s behalf.

3.0 Definitions

Flag – A flag is a piece of fabric, often flown from a pole or mast, generally used symbolically for signaling or identification.

Banner – A rectangular piece of cloth bearing a symbol, logo, slogan or other message and does not have flag status.

Royal Union flag – This flag is commonly known as the Union Jack. This flag is flown as a symbol of the membership in the Commonwealth and allegiance to the Crown as approved by Parliament on December 18, 1964.
Dignitary – A person who holds a high rank or office, as in the government or church.

### 4.0 Guidelines

**Flag Poles**

Only one flag is to be raised on the same flag pole and flags must be flown at the same height.

Flags at any of the following locations must be three-feet by six-feet with toggle ends:

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Courtyard</strong></td>
<td>There are six 35-foot flag poles one 20-foot flag pole in the Courtyard. They are fitted with a hoisting pulley to allow for the flags to be easily changed and half-masted as required.</td>
</tr>
<tr>
<td><strong>Council Chambers</strong></td>
<td>There are six 6-foot flag poles permanently displayed in Council Chambers on the west wall behind the Mayor’s desk.</td>
</tr>
<tr>
<td><strong>Old #1 Fire Hall</strong></td>
<td>There are six 15-foot lit flag poles and the flags remain raised year round. Facilities are responsible to ensure the flags are replaced when necessary.</td>
</tr>
<tr>
<td><strong>Dieppe Memorial</strong></td>
<td>There are three 20-foot flag poles at the Dieppe Memorial in A.E. Wilson Park, located on the Trans Canada Trail. Parks Maintenance is responsible to ensure the flags are replaced when necessary.</td>
</tr>
<tr>
<td><strong>Mosaic Stadium</strong></td>
<td>There are two 20-foot flag poles in the south end zone and five flags raised on the outside of the stadium attached to the west grandstand. Facilities are responsible to ensure the flags are in good condition or if they should be replaced.</td>
</tr>
<tr>
<td><strong>Albert Street Memorial Bridge</strong></td>
<td>Has 42 flag poles and is flagged as requested by the Provincial Protocol Office.</td>
</tr>
</tbody>
</table>

Facilities are responsible to ensure the flags are in good condition or if they should be replaced.

Single flag poles are located at the following locations:

- Each of the Fire Stations
- Riverside Memorial Park Cemetery entrance
- In the Field of Honour within Riverside Memorial Park Cemetery
- Regina Cemetery

Parks Maintenance is responsible to ensure the flags are replaced when necessary at each of the single flag pole locations listed above.

When considering the installation of new flag poles, the Office of the City Clerk must be involved to ensure protocol standards are followed.
**Hours**

Flags in the Courtyard are flown year around, Sunday through Saturday.

Guest flags are flown on the special recognition flag pole for the requested 24 hours on the date(s) approved by the Office of the City Clerk.

Flags in Council Chambers are always displayed.

Flags on single flag poles are displayed year round.

**Severe weather**

In the event of severe weather, Commissionaires will determine if the special recognition flag is to be removed early or will remain overnight. Severe weather includes extreme cold, a lightening storm, or when safety of the Commissionaire is in question.

**Half-masting**

Lowering flags to half-mast is a sign of respect and mourning upon death.

The City of Regina lowers flags in front of City Hall to half-mast following the City of Regina Flag Protocol Guideline Flag Half-Masting Details, or based upon recommendations from the Provincial Protocol Office. The Office of the City Clerk informs the Commissionaires when the flags are to be lowered to half-mast and for what length of time. In addition, that information is shared with Facilities Management, Service Regina, Fire Services, and the Office of the Mayor.

Flags are lowered to half-mast for the death of a variety of federal, provincial and municipal dignitary positions, such as past mayors and council members. Municipal flags are also lowered to half-mast on the occasion of the death of a First Nation or Métis Elder who is Regina-based and recognized, a federal, provincial or local First Nation or Métis elected leader currently presiding in that role. Flags are also lowered to half-mast for any Canadian Soldier killed in combat, or as a result of a combat injury. (See Flag Protocol Half-masting Details.)

The flags are half-masted from notification of death, up to and including the day of the funeral.

When half-masting flags, they are first hoisted to the top and then lowered to the same point on the flag pole.

Flags at other locations are only lowered to half-mast when directed by the Office of the City Clerk.
**Precedence**

Flags flown permanently in front of City Hall include the national flag of Canada, provincial flag of Saskatchewan, Union Jack, the municipal flag of Regina, the Treaty 4 flag and the Métis flag.

The Canada flag should always be the first one raised and the last one lowered.

The Union Jack flag must be raised correctly, with the broad white line at the top and the thinner white line along the bottom.

The flags should be displayed in front of City Hall in the following order as outlined in the Flag Precedence Illustration reference material:

- Canada, Saskatchewan, Union Jack, Regina, Treaty 4, Métis

When a guest flag is flown, the flags should be masted on the special recognition flag pole.

There are six flags permanently displayed in Council Chambers and they should be placed as follows: (See Flag Precedence Illustration.)

- Left-side of centre: Canada, Saskatchewan, Union Jack
- Right-side of centre: Regina, Treaty 4, Métis

Old Fire Hall #1 displays a total of six flags, two national flags, two provincial flags and two municipal flags. These flags are flown year round and illuminated at night. (See Flag Precedence Illustration.)

- Saskatchewan Regina
- Canada Canada
- Regina Saskatchewan

Only the national flag is displayed at locations with single flag poles, including: each of the eight Fire Stations, Riverside Memorial Park Cemetery entrance, in the Field of Honour within Riverside Memorial Park Cemetery and Regina Cemetery. These flags are flown year round.

At the Dieppe Memorial in A.E. Wilson Park, three flags are flown year round and illuminated at night. (See Flag Precedence Illustration.)

- Saskatchewan, Canada, Regina

At Mosaic Stadium, the national and provincial flags are raised only for stadium events.

- Saskatchewan, Canada

Outside Mosaic Stadium, five flags are flown year round and illuminated at night. (See Flag Precedence Illustration.)

- Canada, Saskatchewan, Regina, Treaty 4, Métis
Flags should be displayed during corporate events, conferences or media events whenever possible. Standard practice is to display at minimum only the Regina flag, but the number of flags is dependant on a variety of circumstances, such as the organizations involved in the event. For instance, if it is a tri-level announcement, the national, provincial and municipal flags must be displayed. Seek advice from the Office of the City Clerk.

**Guest flags**

The City of Regina receives requests to raise a flag on behalf of an outside organization. These organizations include charitable or non-profit organizations, community businesses, another city, province or nation.

Her Majesty's Personal Canadian Flag, the standards of members of the Royal Family as well as the standards of the Governor General and Lieutenant Governor take precedence over the National Flag of Canada. The standard is flown when the member is attending City Hall.

In these instances, the flags would be displayed as follows:

- Royal Standard, Canada, Saskatchewan, Regina, Treaty 4, Métis

The City of Regina will also raise a flag as a gesture of respect on the occasion of a visiting dignitary. The flag will be flown for the duration of the visit to Regina.

**Flag Raising Request**

It is the responsibility of ethnic, cultural or community organizations to request a flag to be flown at City Hall, or to have a flag raising ceremony and provide the flag. The flag must be received a minimum of three business days in advance and can be picked up one business day after the final day it is raised.

The request must be reviewed by the Office of the City Clerk to determine approval. If the request meets the criteria as set out in these guidelines, the Office of the City Clerk will inform the Commissionaires, Facilities Management, Service Regina and the Office of the Mayor of the raising of a flag. The Office of the City Clerk will also contact the organization to confirm timelines for flag delivery and pick up along with flag size requirements either by letter or email.

It is required that guest flags meet the standard size of three feet (36 inches) by six feet (72 inches). Some exceptions will be authorized by the Office of the City Clerk.

If the request includes an invitation for the Mayor, a copy is provided to the Office of the Mayor. Occasionally the request is sent first to the Office of the Mayor and they provide it to the Deputy City Clerk, Council Support to make arrangements.

The following guidelines shall be reviewed for the flying of guest flags:

- Flag raisings shall be in conjunction with a particular circumstance by an organization;
- Flags of organizations which may be considered controversial, contentious or divisive within the community shall not be flown at City Hall;
- No flags of commercial, religious, or political organizations shall be flown;
- No flags of a group or organization whose undertakings or philosophy are contrary to City of Regina policy or bylaws, or espouse hatred, violence or racism shall be permitted;
- In the event there is a dispute between an organization and the City Clerk as to the eligibility of a request, The Office of the City Clerk will consult with the Provincial Protocol Office in these situations.
- Organizations shall be required to submit a flag raising requests on an annual basis.
- Requests can be approved:
  o up to a maximum of 7 consecutive days pending there are no other guest flag requests that would need to be accommodated during that timeframe;
  o conflicts between the dates requested for flags to be flown by two or more organizations on the Special Recognition Flag Pole will be settled in favour of the organization which first made its request;
  o an organization that has received approval to fly their flag during the calendar year and submits an additional request to have the flag flown once more during that calendar year, will be considered pending there are no other requests received for that same time period.

Flag Raising Ceremonies

If an organization wishes to have a flag raising ceremony, they must send a request to the Central Scheduling office to book the Courtyard. Central Scheduling may be informed by copying them on the approval letter.

Central Scheduling prepares the permit and has Facilities Management arrange the logistical needs of the organization such as: having a Commissionaire to raise the flag, providing tables and chairs, extension cords, turning the fountain off, etc.

There is a permit fee to utilize the Courtyard. Through the permit, Facilities Management is informed that a Commissionaire is required.

Broken flag poles, pulleys or toggles

Should one flag pole, pulley or toggle become broken, the flags should be flown in the precedence as follows, with the broken flag pole empty:
  Canada, (broken pulley) Saskatchewan, Regina, Treaty 4, Métis

Flagging the Albert Street Memorial Bridge

The Albert Street Memorial Bridge in Regina will be flagged on regular and special national and provincial occasions as determined by the Provincial Protocol Office. The City of Regina is responsible for the installation and removal of the flags usually within three business days of the occasion. The City of Regina is also responsible for the maintenance of the flag poles along the bridge. Refer to attached guidelines provided by the Provincial Protocol Office.

There are a total of 42 flag-poles across the bridge.

The following is a list of common flag raisings:
- Commonwealth Day (second Monday in March)
Flags: (from left to right) Canada, Saskatchewan and Union Jack

- Victoria Day (May)
  - Flags: (from left to right) Canada, Saskatchewan and Union Jack

- Canada Day (July 1)
  - Flags: (from left to right) Canada, Saskatchewan and Union Jack

- Saskatchewan Day (August)
  - Flags: Saskatchewan

- Remembrance Day (November 11)
  - Flags: (from left to right) Canada, Saskatchewan and Union Jack

We may also receive requests to flag the bridge for any of the following events:

- Royal Visits
  - Flags: (from left to right) Canada, Saskatchewan and Union Jack

- Vice-Regal Visits (first official visit to the province of a Governor General)
  - Flags: Canada and Saskatchewan

- Visits of Heads of State
  - Flags: (from left to right) Canada, Saskatchewan and flag of country

- Other special occasions as determined by the Provincial Protocol Office in consultation with the City of Regina

Banners

Requests to hang banners throughout the community are referred to the Traffic Control Branch.

Replacement

New permanent flags for City of Regina flag poles will be requested through the Office of the City Clerk.

Disposal

When a flag becomes worn, noticeably faded or otherwise unfit for use, it must be disposed of privately by burning in a non-ceremonious way.

Storage

In order to store a flag without damage, fold the flag in the following manner:

Fold the flag lengthways in half. Fold again lengthways, in half. Continue to fold lengthways until the size is manageable (four to six inches). Then fold the flag in half vertically, twice. Take the loose halyard (rope) and wrap it around the flag one complete turn and half-way again and slip a loop through the previous rope turn. The flag is now ready for storage.
## Purchasing or borrowing a flag

Outside organizations or businesses may wish to purchase or borrow a flag. Flags are available for purchase by cash or cheque from the Office of the City Clerk. A deposit in the amount of the total retail value to purchase a flag is required to borrow a flag.

If the organization borrows a flag, it must be returned in good condition to receive the deposit amount back.

## Contact

Flag raising requests should include the organization name, reason for the request (celebration or occasion,) date for the flag to fly, request for a flag raising ceremony (if required) and contact information.

Requests can be sent via e-mail to clerks@regina.ca or by regular post addressed as follows:

Office of the City Clerk  
Queen Elizabeth II Court  
2476 Victoria Avenue  
PO Box 1790  
REGINA, SK S4P 3C8

### 5.0 Roles & Responsibilities

| Office of the City Clerk | - Coordinates display of flags in front of City Hall, on the Albert Street Memorial Bridge and airport loop.  
| - Approves or declines the displaying of alternate flags.  
| - Prepares correspondence relating to flying alternate flags in front of City Hall.  
| - Coordinates half-masting of flags following consultation with the Provincial Protocol Office.  
| - Acts as liaison between the Traffic Control Branch and the Provincial Protocol Office regarding the flagging of the Albert Street Memorial Bridge. |
| Commissionaires | - Ensures flags are in an acceptable state, as well as raises the flags for flag raising ceremonies. |
| Central Scheduling (Community Services) | - Arranges permits for the outside organization wishing to host a flag raising ceremony in the Courtyard. |
| Parks Maintenance (Community Services) | - Installs and removes flags in A.E. Wilson Park and at the cemeteries. |
| Traffic Control Parking Branch (City Operations) | - Installs and removes flags along the Albert Street Memorial Bridge. Also approves, installs and removes banners throughout the community. |
6.0 Related Forms

There are no application forms for flag requests. Application forms to have a banner fly within the city of Regina are available online.

7.0 Reference Material

- City of Regina Flag Protocol - Half-Masting Details
- City of Regina Flag Protocol - Flag Precedence Illustration
- Office of Protocol, Saskatchewan Provincial Secretary - Albert Memorial Bridge Flagging Policy
- Fire Services Flag Protocol

8.0 Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Change</th>
<th>(Re)-Approval Required (y/n)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-Jan-2011</td>
<td>Initial Release.</td>
<td>Yes</td>
</tr>
<tr>
<td>29-Jul-2011</td>
<td>Update with Metis and Treaty 4 information</td>
<td>Yes</td>
</tr>
<tr>
<td>16-Dec-2011</td>
<td>Update with Royal flag information and severe weather discretion</td>
<td>Yes</td>
</tr>
<tr>
<td>07-Jun-2012</td>
<td>Updated with half masting information</td>
<td>Yes</td>
</tr>
<tr>
<td>13-Jun-2012</td>
<td>Included Old #1 Fire Hall and Mosaic Stadium flag information</td>
<td>No</td>
</tr>
<tr>
<td>22-Sep-2014</td>
<td>Updated flag raising hours to 24/7</td>
<td>Yes</td>
</tr>
</tbody>
</table>