

OPERATIONAL PROCEDURE

Procedure Title:	Applies to:	Reference #
Flag Protocol	Office of the City Clerk Facilities Management	2018-OCC-PR0006
Approved by:	Dates:	Total # of Pages
Administrative Assistant	Effective:	03-Jan-2012
	Last Review:	10-May-2021
	Next Review:	10-May-2022
Authority:		
N/A		
Responsibility:		
Office of the City Clerk/Administrative Assistant		

1.0 Purpose

The purpose of the Flag Protocol Procedure is to provide a respectful and consistent process for the City of Regina in regard 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 Procedure

Flag Poles

Only one flag is to be raised on the same flagpole 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:

Courtyard	There are six 35-foot flag poles one 20-foot flagpole in the Courtyard. They are fitted with a hoisting pulley to allow for the flags to be easily changed and half-masted as required.
Council Chambers	There are six 6-foot flag poles permanently displayed in Council Chambers on the west wall behind the Mayor's desk.
Old #1 Fire Hall	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.
Dieppe Memorial	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.
Mosaic Stadium	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.
Albert Street Memorial Bridge	Has 42 flag poles and is flagged as requested and per policy.

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 flagpole 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 flagpole for the requested 24 hours on the date(s) approved by of 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. Flag are also lowered to half-mast for any member of the RCMP killed in the line of duty anywhere in Canada or if on official assignment elsewhere in the world.(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 raised to the top and then lowered to the same point on the flagpole.

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

Refer to Appendix A for the Flag Protocol Guidelines & Half-Masting Details

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 flown on the special recognition flagpole.

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.

Refer to Appendix B Flag Protocol Guideline Flag Precedence Illustration

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 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;
- Commemorative celebrations of other countries “Day of Independence” or “National Day”, will be approved, with the exception that a similar request has not been made within the same year.
- 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 request 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 Flagpole 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.

Refer to Appendix C Flag Loan Form

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 Flagpoles, Pulleys or Toggles

Should one flagpole, pulley or toggle become broken, the flags should be flown in the precedence as follows, with the broken flagpole 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 and requested by the Office of the City Clerk in consultation with 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.

There is 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
- Commemorative celebrations of other countries
 - Significant anniversaries of other countries, such as “Day of Independence” or “National Day”, beginning at 100 years and in subsequent increments of 25 years (i.e., 125, 150, etc.), with exceptions where a previous request has not been made

Requests are approved under exceptional circumstances that maintain the important commemorative functions of flag flying as determined by the City of Regina or as requested by the Provincial Protocol Office.

Refer to Appendix D Albert Memorial Bridge Flagging Policy and Procedures

Refer to Appendix E Albert Street Bridge Flag Schedule

Banners

Requests to hang banners throughout the community should be made with the following contacts:
Downtown - City Square Plaza for an event or promotion – Regina Downtown BID

Scarth Street between the twin towers - Harvard Development
Across 11th Avenue to the Cornwall Shopping Centre - Cornwall Shopping Centre
On Albert St and College Ave around the Museum – Royal Saskatchewan Museum
Around the University – University of Regina
Pedways, other locations – Complete and submit the Banner Application Form found on regina.ca at the link below.

Replacement

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

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. Disposal of flags may be handled by returning them to participating retail stores who are able to dispose of them properly.

Storage

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.

Inventory

The City Clerk's Office will ensure that an inventory is maintained of 43 of each flag. Inventory is to be counted every six months.

Purchasing or renting a flag

Outside organizations may wish to purchase or borrow a flag for events held in the City of Regina. Flags are available for purchase from Service Regina. A refundable deposit in the amount of \$100 is required to rent a flag. If you require the flagpole and base, a non-refundable fee of \$50 is required and must be returned with the flag rental.

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

Refer to Appendix F – Flag Purchase Form

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	<ul style="list-style-type: none"> - Coordinates display of flags in front of City Hall and on the Albert Street Memorial Bridge. - 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.
Commissionaires	<ul style="list-style-type: none"> - Ensures flags are in an acceptable state, as well as raises the flags for flag raising ceremonies.
Central Scheduling (Community Services)	<ul style="list-style-type: none"> - Arranges permits for the outside organization wishing to host a flag raising ceremony in the Courtyard.
Parks Maintenance (Community Services)	<ul style="list-style-type: none"> - Installs and removes flags in A.E. Wilson Park and at the cemeteries.
Traffic Control Parking Branch (City Operations)	<ul style="list-style-type: none"> - Installs and removes flags along the Albert Street Memorial Bridge. Also approves, installs and removes banners throughout the community.
Fire Services	<ul style="list-style-type: none"> - Installs and removes flags at each of the eight fire stations.
Facilities Management	<ul style="list-style-type: none"> - Provides logistical support for outside organizations holding a flag raising ceremony in the Courtyard. Installs and removes flags at the Old #1 Fire Hall and at Mosaic Stadium.

6.0 Related Forms

Flag Request Form is available online at <https://www.regina.ca/residents/residents-regina-facts/city-symbols/flag-raising-request-form/index.html>

Application forms to have a banner fly within the City of Regina are available online at <https://www.regina.ca/residents/licences/apply-permit/banners-and-flags/>

Flag Rental Payments is available on [G:\Clerks\Guideline Repository](#)

Flag Rental Policy is available on [G:\Clerks\Policy Repository](#)

7.0 Reference Material

Appendix A – Flag Protocol Guideline/Flag Half-Masting Details

Appendix B – Flag Protocol Guideline Flag Precedence Illustration

Appendix C – Flag Loan Form

Appendix D – Albert Memorial Bridge Flagging Policy and Procedures

Appendix E – City of Regina - Flag Schedule for Albert Street Bridge

Appendix F – Flag Purchase Form

Appendix G – Albert Street Memorial Bridge Flag Order Template

8.0 Revision History

Date	Description of Revision	Authorized By	(Re)-Approval Required (y/n)
29-Jul-2011	Update with Metis and Treaty 4 information		Yes
16-Dec-2011	Update with Royal flag information and severe weather discretion		Yes
07-Jun-2012	Updated with half-masting information		Yes
13-Jun-2012	Included Old #1 Fire Hall and Mosaic Stadium flag information		No
22-Sep-2014	Updated flag raising hours to 24/7		Yes
01-Jan-2017	Updated flag		No
25-Apr-2018	Updated purchasing or renting a flag, added appendices		No
14-Aug-2018	Updated purchasing a flag, added appendices		No
14-May-2019	Updated Disposal, Banners, and Inventory		No
10-May-2021	Updated all appendices and wording		No
17-Jun-2021	Updated half-masting details		No



Flag Protocol Guideline

Flag Half-Masting Details

The Office of the City Clerk will inform the Commissionaires when the flags are to be half-mast and for the length of time.

Flags are raised to the top and then lowered to the same point on the flag pole, from notification of death, up to and including the day of the funeral.

Flags are flown at half-mast at City Hall as specified below, or as designated by the Office of the City Clerk:

- The Sovereign or the Heir to the Throne
- Governor General of Canada
- Prime Minister of Canada
- Lieutenant Governor of Saskatchewan
- Premier of Saskatchewan
- Mayor or Councillor of the City of Regina
- Former Mayor of the City of Regina
- On nationally agreed occasions such as Remembrance Day, workers killed or injured on the job or violence against women
- Flags are also lowered to half-mast for any member of the RCMP killed in the line of duty anywhere in Canada or if on official assignment elsewhere in the world.
- First Nation or Metis Elder who is Regina-based and widely recognized
- Federal, provincial or local First Nation or Metis elected leader currently serving as President of the Assembly of First Nations, Chief of Federation of Sovereign Indian Nations, President of the Metis National Council, President of Metis Nation – Saskatchewan
- Other occasions as recommended/requested by the Provincial Protocol Office

Flags are also lowered on nationally agreed occasions if the occasion is during a regular scheduled business day:

- National Day of Remembrance of the Battle of Vimy Ridge (April 9th)
- National Day of Mourning for Workers Killed or Injured on the Job (April 28th)
- Remembrance Day (November 11th)
- National Day of Remembrance and Action on Violence Against Women (December 6th)

Flag Protocol Guideline








Flag Precedence Illustration

The following illustrations represent how flags in the Queen Elizabeth II Courtyard in front of City Hall should be displayed, from the viewpoint of the observer (when facing City Hall).

Flag precedence:

						
Canada	Saskatchewan	Royal Union Jack	Regina	Treaty 4	Métis	Guest

The following illustrations represent how flags in Council Chambers in Henry Baker Hall are permanently displayed, from the viewpoint of the observer (when sitting in the gallery).

						
Canada	Saskatchewan	Royal Union Jack	Coat of Arms Photo	Regina	Treaty 4	Métis

The following illustrations represent how flags in front of the Old #1 Fire Hall are permanently displayed, from the viewpoint of the observer (when facing the building).



Saskatchewan



Regina



Canada



Canada



Regina



Saskatchewan

The following illustrations represent how flags at the Dieppe Memorial in A.E. Wilson Park are permanently displayed, from the viewpoint of the observer.



Canada



Saskatchewan



Regina

The following illustrations represent how flags at Mosaic Stadium at Taylor Field are displayed in the south end zone during events, from the viewpoint of the observer:



The following illustrations represent how flags at Mosaic Stadium at Taylor Field are permanently displayed on the outside of the stadium on the west grand stand, from the viewpoint of the observer.



The Albert Street Memorial Bridge has 42 flag poles and is flagged as requested by the Protocol Office.

Single flag poles will raise only the national flag of Canada.

Flag Loan Form

Name: _____

Organization/Division: _____

Address: _____

Telephone: _____ Email: _____

		Flag Type					Deposit Received
		Canada	Saskatchewan	nion Jack	Metis	Treaty 4	Regina
Qty							Cash Cheque Visa Mastercard Amex
Total deposit Amount:							

When the flag(s) are returned to the Office of the City Clerk in the same condition it was loaned, the deposit dollar amount per flag will be returned.

Date signed out: _____

Date to be returned: _____
 (Return to Main Floor- Ambassador Kiosk - City Hall- 2476 Victoria Avenue- 306-777-7000)

I am responsible for the return of the flag(s). Should the flag(s) be lost or damaged, the City of Regina, will be reimbursed.

Deposit received in the amount of \$_____.

Flag Received by: _____ Authorized by: _____
 (Organization/Contact Signature) (Office of the City Clerk)

To be completed when the flag(s) are returned:

Flag(s) was lost or damaged: Yes or No (If Yes, no deposit is returned)

Date Flag(s) Returned: _____ Deposit Returned: \$_____

Deposit received by: _____ Authorized by: _____
 (Organization/Contact Signature) (Office of the City Clerk)

Flag Cost Reference Sheet

<u>Flag Type</u>	<u>Cost/Loan Amount Per Flag</u>
Canada	\$42.95
Saskatchewan	\$64.95
Royal Union Jack	\$35.53
Regina	\$32.00
Treaty 4	\$97.00
Metis	\$97.00

ALBERT MEMORIAL BRIDGE FLAGGING POLICY AND PROCEDURES

Policy

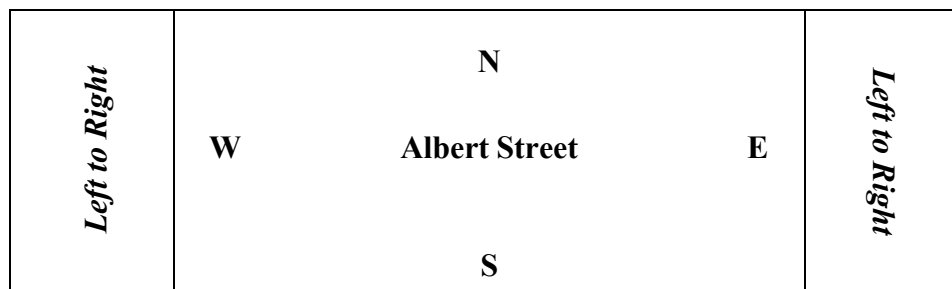
The Albert Memorial Bridge in Regina will be flagged on regular and special national and provincial occasions as determined by the Protocol Office, Executive Council in an orderly, consistent and aesthetic manner.

The order of flags used most often displays the following flags from left to right:

Canada, Saskatchewan and Union Jack



Bridge Diagram



Procedures and Practices

1. The Albert Memorial Bridge Flagging Policy will be administered by the Protocol Office, in consultation with the City of Regina, Office of the City Clerk.
2. The City of Regina will be responsible for the installation and removal of all flags on the Albert Memorial Bridge.
3. Flags will normally be installed within one (1) day prior to an event and removed within one (1) day following an event. This may be adjusted according to City of Regina scheduling requirements.
4. Forty-two (42) flag-poles will be flagged.
5. Advance notice of three (3) working days is required through the City of Regina to both of the following:

Deputy City Clerk
City of Regina
Telephone: (306) 777-7262
E-mail: clerks@regina.ca

Supervisor, Technology Applications
City of Regina
Telephone: (306) 536-9712
E-mail: jjara@regina.ca

6. The City of Regina will be responsible for all installation costs for regular and special national and provincial events and occasions:
- a) *Commonwealth Day (second Monday in March)* – Flags: *(from left to right)* Canada, Saskatchewan and Union Jack
 - b) *Victoria Day (May)* – Flags: *(from left to right)* Canada, Saskatchewan and Union Jack
 - c) *Canada Day (July 1)* – Flags: *(from left to right)* Canada, Saskatchewan and Union Jack
 - d) *Saskatchewan Day (August)* – Flags: Saskatchewan only
 - e) *Remembrance Day (November 11)* – Flags: *(from left to right)* Canada, Saskatchewan and Union Jack
 - f) *Veteran's Week (November 5-11)* – Flags: *(from left to right)* Canada, Saskatchewan and Union Jack

Note: The City of Regina will automatically and without notice flag the Albert Memorial Bridge for the above list of regular events.

- g) *Royal Visits* – Flags: *(from left to right)* Canada, Saskatchewan and Union Jack
- h) *Vice-Regal Visits* (first official visit to the province of a Governor General) – Flags: Canada and Saskatchewan
- i) *Visits of Heads of State* – Flags: *(from left to right)* Canada, Saskatchewan and flag of country
- j) *Other special occasions* as determined by the Protocol Office in consultation with the City of Regina, Communications Divisions

Note: The Protocol Office will contact the City of Regina, Office of the City Clerk by email to flag the Albert Memorial Bridge for the above special events and occasions.

7. The City of Regina, Office of the City Clerk will purchase and replace, when necessary, the following inventory of flags:

- a) Twenty-five Canada Flags
- b) Twenty-five Saskatchewan Flags c)
Twenty-Five Union Jack Flags

Flags of other countries, the United Nations, the Commonwealth and other international organizations will be acquired by the Protocol Office as required.

The size of flags will be 3' x 6' (36" x 72").

8. The order in which flags will be hung will be determined by the Protocol Office, in accordance with Government of Saskatchewan Flag Procedures.

9. On other occasions, the public may request to have the bridge flagged for special events and occasions at the expense of the organization, however, these requests are subject to the review and agreement of the City of Regina, Office of the City Clerk, and the Saskatchewan Protocol Office. Requests are approved under exceptional circumstances that maintain the important commemorative functions of flag flying as determined by the City of Regina or as requested by the Provincial Protocol Office:

- As a rule, we do not accommodate the flying of any commercial flags.
- There are rare occasions when an unofficial flag will be flown on the bridge (e.g. when the Riders went to the Grey Cup), this is only done after collaboration and discussion between the City of Regina, Office of the City Clerk and the Saskatchewan Protocol Office.
- Commemorative celebrations respecting significant anniversaries of other countries, such as "Day of Independence" or "National Day", beginning at 100 years and in subsequent increments of 25 years (I.e., 125, 150, etc.), with exceptions where a previous request has not been made.

(Cost of installation, maintenance and removal of flags will be arranged by the City of Regina.)

10. All requests to flag the Albert Memorial Bridge will be referred to the City of Regina, Office of the City Clerk.

11. The City of Regina, Office of the City Clerk will be responsible for storage and maintenance of the flag inventory.

City of Regina – FLAG SCHEDULE FOR ALBERT STREET BRIDGE

The following is the flag schedule for the Albert Street Bridge and could change based on any national/international event that may occur:

Month	Flags
January	Saskatchewan
February	Canada/Saskatchewan/Union Jack
March	Union Jack
April	Canada
May	Union Jack
June	Metis/Treaty 4/Regina
July	Canada
August	Saskatchewan
September	Canada/Treaty 4
October	Saskatchewan
November	Canada
December	Canada/Saskatchewan/Union Jack



City of Regina

Flag Purchase Form

Name: _____

Organization/Division: _____

Address: _____

Telephone: _____ Email: _____

Flag Type	Cost per Flag	Qty	Total Cost per flag
Canada	\$50.00		
Saskatchewan	\$70.00		
Royal Union Jack	\$70.00		
Regina	\$40.00		
Treaty 4	\$100.00		
Metis	\$100.00		
Total cost:			

For Office Use Only:

- Y Account Code: 110 8003 Y007 65230
- Y Revenue (External): 110-8003 Y007-54905
- Y Revenue (Internal): 110-8003 Y007-74090

Payment Amount _____ (Tax Included)

Method of Payment _____ (Cash, Cheque, Debit, Credit, Internal, External)

Receipt #: _____

Signature _____

Date _____

