

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services Department	Policy No.	45.3
Section:		Issued:	May 10, 2010
Subject:	Flag Protocol Policy	Policy Effective:	September 5, 2023
Council Resolution # and Date:	Council Resolution No. 0290 dated September 5, 2023	Page:	
		Replaces:	45.2
Issued by:	Jody Boulet, Director of Community Services	Dated:	May 28, 2018
Approved by:	Director of Community Services	Procedure Amendment:	

1 PURPOSE

- 1.01 To establish framework and guidelines for the raising or half-masting of flags on municipally controlled flagpoles within the City of Prince Albert.

2 SCOPE

- 2.01 The Flag Protocol Policy applies to all properties and facilities owned and operated by the City of Prince Albert. The scope of this Policy also applies to the security at City Hall who raise and lower flags on the City's behalf.

3 RESPONSIBILITY

- 3.01 The Director of Community Services is responsible for ensuring compliance with this Policy.

4 DEFINITIONS

- 4.01 "Flag" - a piece of fabric, often flown from a pole or mast, generally used symbolically for signaling or identification.
- 4.02 "Day Time Business Hours" – means between Monday and Friday, during the hours of 8:00 am and 4:45 pm, excluding statutory holidays.
- 4.03 "Dignitary" – a person who holds a high rank or office, as in the government or church.

- 4.04 “Director of Community Services” means the Director of Community Services for the City of Prince Albert or designate.
- 4.05 “ANAVETS” – The Army, Navy and Air Force Veterans in Canada, which includes the Prince Albert ANAVETS Unit 222.
- 4.06 “Legion” – The Royal Canadian Legion, which includes the Prince Albert Royal Canadian Legion Branch #2.
- 4.07 “Cenotaph” – war memorial erected in Memorial Square outside City Hall in honour of Prince Albert’s veterans.

5 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 5.01 Use of City Hall and Memorial Square Policy.
- 5.02 Banners on Lamp Posts Policy.

6 PROCEDURE

6.01 Flag Poles

- (a) Only one flag is to be raised on the same flag pole and flags must be flown at the same height.
- (b) Flags are flown on a permanent basis at the following City owned and operated facilities:
- i. City Hall
 - ii. Fire Hall
 - iii. Police Station
 - iv. Cooke Municipal Golf Course
 - v. Prince Albert Airport (Glass Field) Terminal Building
 - vi. Municipal Service Centre
 - vii. E.A. Rawlinson Centre for the Arts
 - viii. South Hill Cemetery
 - ix. Prince Albert Tourism Centre
 - x. Prime Ministers’ Park
 - xi. Historical Museum
 - xii. Diefenbaker House
- (c) Community Services staff are responsible to ensure the flags are replaced when necessary at each of the locations listed in Section 6.01(b).

- (d) When considering the installation of new flag poles, the Director of Community Services must be involved to ensure protocol standards are followed.

6.02 Hours

- (a) Flags at City owned facilities are flown year round, Sunday through Saturday.

6.03 Flags at Half-Mast

- (a) The act of half-masting a flag is a visual statement that expresses official mourning or commemoration upon death.
- (b) The City of Prince Albert lowers flags in front of City Hall to half-mast following this Policy or based upon recommendations from the Saskatchewan Protocol Office and Department of Canadian Heritage. The Mayor's Office advises the Director of Community Services when the flags are to be lowered to half-mast and for what length of time. In addition, information is shared with Community Services staff, the Prince Albert Police Service, Fire Services, the Prince Albert Airport, and members of City Council.
- (c) Flags are half-masted from notification of death, up to and including the day of the funeral.
- (d) When half-masting a flag, the flag is brought to the top of the mast and immediately lowered to half-mast to the same point on the flag pole.
- (e) Flags at City owned facilities are lowered to half-mast at the direction of the Mayor's Office.
- (f) In special circumstances, the Mayor's Office will consult the Saskatchewan Protocol Office to determine the appropriate action.

6.04 Precedence

- (a) Six (6) flags are flown permanently in front of City Hall and include: the national flag of Canada, provincial flag of Saskatchewan, municipal flag of Prince Albert, Treaty 6 flag, Metis flag, and Reconciliation flag.
- (b) The Canada flag should always be the first one raised and the last one lowered.

- (c) Flags shall be displayed in front of City Hall (left to right) in the following order:

Canada, Saskatchewan, Prince Albert, Treaty 6, Metis, Reconciliation

6.05 The Army, Navy and Air Force Veterans in Canada and The Royal Canadian Legion Flag Poles

- (a) Two (2) flags are flown permanently in front of the Cenotaph in Memorial Square at City Hall in special honour of:

- i. The Army, Navy and Air Force Veterans in Canada (ANAVETS); and
- ii. The Royal Canadian Legion (Legion).

- (b) Flags shall be displayed in front of the Cenotaph (left to right) in the following order:

ANAVETS, Legion

- (c) Only one flag is to be raised on the same flag pole and flags must be flown at the same height and be of same size.
- (d) The ANAVETS and Legion are responsible to ensure their respective flags are replaced when necessary.
- (e) Flags are flown year round, Sunday through Saturday.
- (f) Sections 6.03(a), (c), and (d) will apply to the ANAVETS and Legion flags.
- (g) On the occasion of the death of a Unit member, the City of Prince Albert will lower the ANAVETS flag at City Hall to half-mast following this Policy and based upon the ANAVETS' Half Masting Protocol, as attached to this Policy as Schedule "A".
- (h) The Prince Albert ANAVETS Unit 222 will contact the Mayor's Office or Director of Community Services upon the death of a Unit member and the Director will inform City Hall security when the flags are to be lowered to half-mast and for what length of time.
- (i) On the occasion of the death of a member, including that of the Branch or Ladies Auxiliary, the City of Prince Albert will lower the Legion flag at City Hall to half-mast following this Policy or based upon Legion's Half Masting Protocol, as attached to this Policy as Schedule "A".

- (j) The Prince Albert Royal Canadian Legion Branch #2 will contact the Mayor's Office or Director of Community Services upon the death of a member and the Director will inform City Hall security when the flags are to be lowered to half-mast and for what length of time.
- (k) On the occasion of the death of member of either the ANAVETS or Legion, both flags will be lowered to half-mast to honour their memory.

5.07 Purchasing a Flag

Outside organizations or businesses may wish to purchase a flag. The City of Prince Albert has Canadian, Saskatchewan, and Prince Albert flags for purchase through the Financial Services Department at City Hall by cash or cheque.

**SCHEDULE “A”
to the City of Prince Albert Flag Protocol Policy**

ANAVETS – Half Masting Flag Protocol

1. Where possible, the flag displayed should be flown at half-mast from 11:00hrs to sunset on November 11 to honour those members of the Canadian Forces who have died in the service of our country.
2. On the death of the Sovereign, Governor General or other distinguished persons, Dominion Command will issue instructions for the half-masting of flags nationally.
3. On the occasion of the death of a Unit member, it is appropriate that the flag be lowered to half-mast from the time of notification of the member's death until sunset the day of the funeral. Provincial Commands will establish to protocol associated with the death of a Provincial Command Officer.
4. It is appropriate that flags at the Unit be lowered to half-mast in conformity with the display of mourning within the community where the Unit is located; as would be the case on the death of the mayor or other distinguished person in the community.

LEGION – Half Masting Flag Protocol

1. 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, a federal Cabinet Minister, the Legion Dominion President, a past Legion Dominion president, a Legion Dominion officer and on all other occasions as specifically directed by Dominion Command for days of national mourning.
2. Within a province on the death of the Lieutenant-Governor, the Premier, a provincial Cabinet Minister, the Provincial President, a Past Provincial President, a Provincial Officer and on other occasions as specifically directed by Provincial Command for days of provincial mourning.
3. Within a riding on the death of the member of the House of Commons or the member of the Provincial Legislature.
4. Within a district on the death of the District Commander or a former District Commander.
5. Within a zone on the death of the Zone Commander or former Zone Commander.
6. At a branch on the death of a member of the Branch or Ladies Auxiliary, and at the discretion of the Branch on the death of a veteran or member of the Canadian Forces.