



LLOYDMINSTER

City of Lloydminster

Policy

Policy Title:	Flags and Banners Policy		Policy Number:	110-02	
Date of Council Approval:	July 16, 2018	Motion No.:	221-2018	Year of Review:	2021
Department Sponsored by:	Office of the City Clerk				

1. Purpose:

- 1.1. To provide guidance on the flying of flags at properties and buildings owned by the City of Lloydminster and the flying of Banners as defined in this policy.

2. Objective:

- 2.1. To ensure that all flags at properties and buildings owned by the City and Banners as defined by this Policy are flown and displayed in a consistent and appropriate manner.

3. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Banners	A strip of material bearing a slogan or design hung at the intersection of 50 Avenue and 49 Street.
City	The corporation of the City of Lloydminster.
Member of Council	An individual elected pursuant <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.

4. Scope:

- 4.1. This Policy applies to all City of Lloydminster properties and buildings, and all Banners. This Policy does not apply to the Lloydminster RCMP Detachment.

5. City of Lloydminster Properties and Buildings:

- 5.1. Only the following flags shall be flown at City properties and buildings, with priority being given as follows:

- 5.1.1.** National Flag of Canada;
 - 5.1.2.** The flag of another Country in the event of a visit from a ambassador or high commissioner, which, in the opinion of City Council, warrants the flying of that County's flag.
 - 5.1.3.** Provincial Flag of Saskatchewan;
 - 5.1.4.** Provincial Flag of Alberta;
 - 5.1.5.** City of Lloydminster Flag;
 - 5.1.6.** Treaty Flag 6 Flag;
 - 5.1.7.** Metis Flag
- 5.2.** A flag may only be flown at a City property or building which has an appropriate flag pole.
- 5.3.** The National Flag of Canada Flag shall always be given the most prominent placement and flown in accordance with the Government of Canada's Rules for Flying the National Flag of Canada.

6. Half-Masting for Mourning:

- 6.1.** Flags flown at city properties and buildings shall be lowered to a half-mast position as required by the Government of Canada's Rules for Flying the National Flag of Canada.
- 6.2.** Half-masting may also occur as directed by Council or the City Manager or as a sign of mourning upon the death of any one or more of the following persons:
- 6.2.1.** a past or present local riding representative of the Federal or Provincial governments;
 - 6.2.2.** a past or present Mayor or Member of Council;
 - 6.2.3.** a current Member of Adminsitration including the Lloydminster Fire Department and the RCMP.
- 6.3.** For the purposes of section 6.2 the half-masting of flags shall take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.
- 6.4.** Flags flown at City buildings and properties shall be lowered to a half-mast position from sunrise to sunset annually to observe the following days:
- 6.4.1.** Day of Mourning for Persons Killed or Injured in the Workplace (April 28);
 - 6.4.2.** National Day of Remembrance for Victims of Terrorism (June 23);
 - 6.4.3.** Firefighters' National Memorial Day (second Sunday in September);
 - 6.4.4.** Police and Peace Officers' National Memorial Day (last Sunday in September);

- 6.4.5.** Remembrance Day (November 11);
- 6.4.6.** National Day of Remembrance and Action on Violence Against Women (December 6).

7. Banners:

- 7.1.** Banners shall only be flown or installed by the City if:
 - 7.1.1.** the Banner is for an event taking place at a City owned facility, the Lloydminster Exhibition Grounds or Lakeland College; or
 - 7.1.2.** the Banner is for provincial or national events; or
 - 7.1.3.** the Banner is for a cause that is supported either financially or in-kind by the City; or
 - 7.1.4.** the Banner is for a cause that is formally recognized by the Federal Government as a designated national day and observance in Canada as stipulated in the Designation of National Days and Observances in Canada document as amended from time to time and attached as Schedule "A".
- 7.2.** The City may not be responsible to create Banners that are eligible to be flown in accordance with section 7.1 above.

8. Penalty:

- 8.1.** Any member of administration found to be in violation of this policy may be subjected to a disciplinary action. Such action will be dependent upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.
- 8.2.** Any Member of Council found to be in violation of this policy may be subject to sanctions pursuant to the City's Code of Conduct Bylaw or provisions of *The Lloydminster Charter*.

9. Responsibility:

- 9.1.** City Council shall review and approve all policies.
- 9.2.** City Administration shall administer the policy through the use of a supporting procedure.
- 9.3.** Sponsoring Department is responsible for creating and amending a supporting procedure.

Schedule "A"

Designation of National Days and Observance in Canada

Date	National Day or Observance
1 January	New Year's Day
11 January	Sir John A. Macdonald Day
17 January	Raoul Wallenberg Day
21 January	Lincoln Alexander Day
February	Black History Month
15 February	National Flag Day of Canada
8 March	International Women's Day
Second Monday in March	Commonwealth Day
20 March	Journée internationale de la Francophonie
21 March	International Day for the Elimination of Racial Discrimination
26 March	Purple Day
2 April	Pope John Paul II Day
2 April	World Autism Awareness Day
6 April	Tartan Day
Second week in April	National Volunteer Week
9 April	Vimy Ridge Day
Week of April 10	National Wildlife Week
Friday before Easter Sunday	Good Friday
23 April	World Book and Copyright Day
Last full week of April	National Organ and Tissue Donor Week
28 April	Workers Mourning Day
A week following Passover	Holocaust Memorial Day – Yom HaShoah
30 April	Journey to Freedom Day
May	Asian Heritage Month
Week of the second Monday in May	National Mining Week
18 May	International Museum Day
Monday preceding 25 May	Victoria Day
Third Saturday in May	National Fiddling Day
June	National Aboriginal History Month
First Saturday in June	National Day to Promote Health and Fitness for all Canadians
First Sunday in June	Canadian Armed Forces Day
Week in which 5 June occurs	Canadian Environment Week
Wednesday of Canadian Environment Week	Clean Air Day Canada
Week in which 14 June occurs	National Blood Donor Week
Third week of June	National Public Service Week
Week leading up to Canada Day	Celebrate Canada
21 June	National Aboriginal Day

23 June	National Day of Remembrance for victims of Terrorism
24 June	Saint-Jean-Baptiste Day/ Fête nationale du Québec
27 June	Canadian Multiculturalism Day
1 July	Canada Day
1-7 July	Canada History Week
27 July	Korean War Veterans Day
28 July	A Day of Commemoration of the Great Upheaval
9 August	National Peacekeepers' Day
15 August	National Acadian Day
First Monday in September	Labour Day
3 September	Merchant Navy Veterans Day
8 September	International Literacy Day
21 September	International Day of Peace
Third Saturday in September	National Hunting, Trapping and Fishing Heritage Day
Last Sunday in September	Police and Peace Officers' National Memorial Day
October	Women's History Month
1 October	National Seniors Day
Second Monday on October	Thanksgiving Day
11 October	International Day of the Girl Child
18 October	Persons Day
27 October	World Day for Audiovisual Heritage
31 October	National UNICEF Day
11 November	Remembrance Day
15 November	National Philanthropy Day
20 November	Sir Wilfred Laurier Day
20 November	Child Day
Fourth Saturday in November	Holodomor Memorial Day
3 December	International Day of Persons with Disabilities
6 December	National Day of Remembrance and Action on Violence Against Women
10 December	Human Rights Day
11 December	Anniversary of the <i>Statute of Westminster</i>
25 December	Christmas Day
26 December	Boxing Day