



**City of
Lloydminster**

Policy

Policy Title:	Flag Etiquette Policy	Policy Number:	120-06
Date of Adoption:	December 13, 2021	Motion Number:	421-2021
Date of Amendment:		Motion Number:	
Sponsoring Department:	Legislative Services		

1. Purpose:

- 1.1. To provide guidelines on the flying of Flags at properties and buildings owned by the City.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster
Flag	A piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as the symbol or emblem of a country or institution or as a decoration during public festivities.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.

3. Objective:

- 3.1. To ensure that all Flags at properties and buildings owned by the City are flown and displayed in a consistent and appropriate manner.

4. Scope:

- 4.1. This Policy applies to all City of Lloydminster properties and buildings.
- 4.2. 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 an ambassador or high commissioner, which, in the opinion of City Council, warrants the flying of that Country'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. Métis Flag.

5.2. A Flag may only be flown at a City property or building which has an appropriate Flagpole.

5.3. The National Flag of Canada shall always be given the most prominent placement and flown in accordance with the Government of Canada's Rules of 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 anyone 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 Member of Council;
- 6.2.3. a current Member of Administration including the Lloydminster Fire Department and the Lloydminster Municipal Detachment of 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:

April 28	Day of Mourning for Persons Killed or Injured in the Workplace
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
November 11	Remembrance Day
December 6	National Day of Remembrance and Action of Violence Against Women

7. Penalty:

- 7.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 7.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

8. Responsibility:

- 8.1. City Council shall review and approve all policies.
- 8.2. Administration shall administer this Policy through the use of a supporting procedure.
- 8.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.