



Municipality of Meaford Corporate Policy

Policy: Flag and Water Tower Lights Policy

Department: Legislative and Protective Services

Last Revision: June 2018

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Policy Statement

To establish guidelines for the display of flags at municipal facilities and the lighting of the municipal water tower.

Purpose

To provide a uniform protocol for the raising and displaying of flags, as well as lighting etiquette at all properties and facilities owned by the Municipality of Meaford.

Policy Requirements

Flags Permitted

The Municipality of Meaford permits the following flags to be raised on municipal property:

- Municipality of Meaford Flag
- Canadian Flag



- Flags of Canadian Provinces
- County of Grey Flag
- Royal Union (Union Jack) Flag
- United States of America Flag
- Personal Flags and Standards of the Royal Family, the Governor General, and Lieutenant Governors throughout Canada
- Commonwealth Flag
- United Nations Flag

Flag Etiquette

Flags should be raised, flown and displayed in accordance to the style made public by the Department of Canadian Heritage.

No flag should be flown or displayed above the Canadian Flag.

Flags flown together should be of similar sizes and flown from separate staffs at a constant height.

The Canadian Flag should be given the place of honour when flown or displayed with other flags:

- When two or more flags are flown together, the Canadian Flag should be on the left as seen by spectators in front of the flags; the Canadian Flag may be flown at each end of the line of flags.
- When three flags are flown together, the Canadian Flag should occupy the central position, with the next ranking flag to the left and third ranking to the right, as seen by the spectators in front of the flags.
- When there are flag poles of differing heights, the flags with the highest priority shall be flown on the highest flag poles, and the remaining flags shall revert to flag priority on the shorter flag poles.
- Where more than one flag is flown and it is impossible to hoist or lower at the same time, the Canadian Flag should be hoisted first and lowered last.

Half-Masting of Flags

In the following instances, flags flown on municipal property should be half-masted:

- Upon the death of the Mayor, Deputy Mayor or any Councillor
- Upon the death of a former Mayor, Deputy Mayor or Councillor
- Upon the death of an employee of the Municipality
- Upon the death of the Prime Minister of Canada
- Upon the death of the Premier of Ontario



- Upon the death of the local Federal Member of Parliament
- Upon the death of the local Provincial Member of Parliament
- Upon the death of the reigning British Monarch

The CAO, after consultation with the Mayor, shall be permitted to require staff to half-mast flags at all municipal facilities in recognition of significant local, national or international tragedies.

Flags shall be flown at half-mast for a period of one day, or as otherwise directed by the CAO.

Municipal Flag

The following parameters shall apply to the raising and displaying of the Municipality of Meaford flag:

- The Municipal flag shall be the primary flag flown at all Municipality of Meaford owned properties and facilities where a flagpole is present. Where one pole exists, the Canadian flag may be flown for special occasions and national holidays, such as Canada Day.
- The Municipal flag may be displayed indoors, in the Council Chambers, or functions where a flag is required.
- The Municipal flag will be displayed properly and treated with dignity.
- The Municipal flag will be maintained and replaced when showing signs of wear.
- The Municipality reserved the right to govern where and how the flag will be displayed.

Water Tower Lighting

The lighting of the municipal water tower should contribute to the Municipality of Meaford and the wellbeing of its residents. Such lighting should:

- Draw attention to the municipality and be memorable
- Celebrate holidays and significant events/accomplishments at the local, national or international level
- Recognize significant local, national or international tragedies
- Provide the municipality with a unique identity

The following guidelines shall be used as a general standard for all lighting to be displayed at the municipal water tower:

Default Lighting

The water tower lights shall be white, unless otherwise provided for in this policy.



Holidays and Municipal Programs

The CAO, after consultation with the Mayor, shall be permitted to alter the colour of the lights on the water tower in recognition of public holidays and to promote municipal programs and events.

Significant Events

The CAO, after consultation with the Mayor, shall be permitted to alter the colour of the lights on the water tower in recognition of significant local, national or international events, accomplishments, or tragedies.

Special Requests

On occasion, community groups may request that a flag be raised or the water tower lights be coloured in recognition of a significant event, anniversary, or campaign recognized by such a group. These requests will be approved if the activity being celebrated can be categorized as one of the following:

- Civic promotions
- Public awareness campaigns
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Significant anniversary celebrations for a local organization or event

Flags will not be flown on municipal property and water tower lighting will not be permitted if the special request involves:

- Political or religious organizations, events, or promotions
- Organizations or events with no direct connection to the Municipality of Meaford
- Celebrations, campaigns or events intended for profit making purposes
- Celebrations, campaigns or events that conflict with Municipal policies or by-laws
- Other requests deemed offensive or inappropriate

Flags shall be flown and/or water tower lighting displayed for a maximum of one week per event, campaign or organization.

Flags flown as a result of a special request shall be flown on one of the Market Square flag poles. Flags may be flown at other locations at the CAO's discretion.

Application Process

Special requests for flag-flying or water tower lighting must be received in writing a minimum of one month prior to the proposed date. The request must include details of the organization making the request and the associated event.



The CAO shall be authorized to review such requests and authorize the flying of a flag or lighting of the water tower if the request meets the criteria set out above.

Council shall be informed of all requests and approvals through the Communications section of the Council agenda.

There will be no presentations or delegations to Committee of the Whole or Council with respect to requests for flag flying or water tower lighting.

Monitoring

Staff shall maintain a record of all requests received and approved

Authority

The Chief Administrative Officer or designate will be authorized to approve the raising, displaying, or half-masting of flags and the lighting of the water tower at all properties and facilities in keeping with this policy. Flags not included in this policy shall not be raised, displayed or half-masted on municipal flag-poles.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Flag & Water Tower Lights Policy	July 2018	New Policy	



Municipality of Meaford

Request for Flag-Flying and Water Tower Lighting

Applicant Information

First Name: _____ Last Name: _____

Organization/Community Group: _____

Address: _____

Email Address: _____

Who initiated the request? Please check one of the following:

- Externally Initiated Municipally Initiated

Type of Request

- Flag-Flying Water Tower Lighting

Please specify the dates you would like to display the flag/lights (1 week maximum):

Start Date: _____ End Date: _____

Please indicate the desired colours for Water Tower Lighting (if applicable):

(Please see next page)



Municipality of Meaford

Request for Flag-Flying and Water Tower Lighting

Communication and Promotion

Please describe the event, anniversary, or campaign to be recognized. Please include some wording about your cause, how people can get involved, links or additional resources, and any hashtags or social media accounts that should be used. If applicable, please provide an image of the flag you have requested to fly.

Based on the information provided, Municipality of Meaford Communications Services will prepare and publish a News Update regarding your cause to the “News” section of our website. Communication Services will also post a social media story to municipal social media accounts (Instagram and Facebook) informing followers about the event/cause and encouraging them to read the News Update for more information. News Updates and social media stories will be published 1 business day prior to the start of the flag flying or water tower lighting. All communication packages will be subject to CAO approval.

Once completed, please return this form to 21 Trowbridge Street West, Meaford or send via email to CAO@meaford.ca.



Municipality of Meaford

Request for Flag-Flying and Water Tower Lighting

Office Use Only

Approved

- Civic Promotion
- Public Awareness Campaign
- Charitable Fundraising Campaign
- Arts or Cultural Celebration
- Significant Anniversary Celebrations for a Local Organization or Event

Rejected

- Political or Religious Organization, Event or Promotion
- Organization or Event with No Direct Connection to the Municipality
- Celebration, Campaign or Event Intended for Profit Making Purposes
- Celebration, Campaign or Event that Conflicts with Municipal; Policy/Bylaw
- Offensive or Inappropriate

Circulate to (Relevant Department/Staff):

- Transportation Services
- Environmental Services
- Communication Services

CAO Approval

Signature: _____ Date: _____