



Community Flag Pole Request

Requests must be received a minimum of four (4) weeks prior to the date the flag is to be flown. Please refer to the Flag Protocol policy for related guidelines. Requests should be directed to the Town Clerk, 20 Pelham Town Square, PO Box 400, Fonthill, ON L0S 1E0 or emailed to hwillford@pelham.ca. Telephone enquiries should be directed to the Clerk's office (905) 892-2607, ext. 322. Please Refer to Community Flag Pole protocols on reverse.

Details of Flag Request:

Name of Organization:	
Nature of Organization: <input type="checkbox"/> Charitable Organization Reg. # _____ <input type="checkbox"/> Not-For-Profit Organization Reg. # _____	
Jurisdiction of Organization: <input type="checkbox"/> International <input type="checkbox"/> National <input type="checkbox"/> Provincial <input type="checkbox"/> Local	
Description of associated event:	
Date(s) of event:	
Date Community Flag to be Raised:	Number of Days to be Flown:
Flag Details (please include a photo/diagram of the flag):	

Contact Information:

Contact Name:	Date Submitted:
Contact Address:	
Contact City/Province:	Contact Postal Code:
Contact Daytime Telephone:	Contact E-mail Address:

Community Flag Requests:

Community Flag requests will be considered to celebrate an achievement; or to recognize a charitable or non-profit organization to help raise public awareness of their programs or activities; or an organization that has achieved national or international distinction or made a significant contribution to the community; or an organization that has helped to enhance the Town of Pelham in a positive manner. Community flags to be flown by special request will take the place of the Municipal Flag.

Guidelines for Community Flag Requests:

The following guidelines shall be observed for the flying of community flags:

- The organization's flag will fly in connection with a particular event by such organization;
- No flags of commercial, religious or political organizations shall be permitted;
- No flags of a group or organization whose undertakings or philosophy are contrary to Town of Pelham policies or by-laws, or espouse hatred, violence, discrimination, prejudice, or racism shall be permitted;
- An organization's flag shall be flown no more than once per calendar year;
- A flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less;
- Organizations shall be required to submit requests for their organization's flag to fly on an annual basis, a minimum of four (4) weeks prior to the requested date, and shall be in the prescribed form;
- Requests for use of the community flag pole will be considered on a first come first served basis;
- Flags shall only be raised and lowered on those business days and hours that Town Hall is open.

The Town Clerk will administer the policy for flying of flags at Town Hall, and will co-ordinate flag raisings with the Office of the Mayor, and the Town's Beautification Team.

In the event of a dispute between an organization and the Town Clerk as to the eligibility of a request, the appeal process shall be with the Town Council having full and final say as to whether or not the request to fly a flag on the community flag pole will be granted.

The guiding principles to lower flags to a half-staff position shall take priority over the flying of a community flag.