



Policy Name: Flag Policy	Policy No: S203-14
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Department/Division:	Clerk’s

1. Purpose

The purpose of this policy is to outline a uniform and harmonized flag etiquette and protocols for the Town of Pelham for:

- the display of flags at Town Hall and municipal facilities;
- half-staff protocol;
- replacement of flags;
- disposal of flags; and
- special requests for flag raising.

2. Policy Statement

The Town of Pelham will fly the National Flag of Canada on a permanent basis at municipal facilities, and will fly the Province of Ontario Flag at the Municipal Town Hall, also on a permanent basis. The Town of Pelham flag will be flown at the Municipal Town Hall on the third-ranking flag pole, which shall also be designated as the Community Flag Pole. The Community Flag Pole will, from time to time, mark special occasions or be used for flag-raising ceremonies that enhance public awareness of activities such as national days, multicultural events and/or fundraising drives. The Town will also fly its flags at half-staff in the event of a death or to commemorate a solemn occasion.

3. General Provisions:

3.1 Scope: Flags are an important symbol of honour and pride and shall be treated in a respectful and consistent manner. In addition, as an expression of collective mourning, half-staffing of flags is supported under certain circumstances. The Town values respect, caring and building strong community and cultural assets, which is reflected in this policy, in celebration of our cultural diversity and inclusivity, while also increasing awareness of special occasions, initiatives and activities. This policy applies to all properties and facilities owned



and operated by the Town of Pelham, as well as locations of all town-run events, save and except those taking place where the policies of another government body would take precedence.

3.2 Responsibility:

3.2.1 The Town Clerk will administer the policy for flying of flags at Town Hall and will co-ordinate flag raising events with the Office of the Mayor, and provide notification to the Town's Beautification Team when flags are to be raised or ordered to half-staff position.

3.2.2 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.

4. Displaying of Flags:

4.1 National Flag of Canada

The National Flag of Canada is a red flag of the proportions two by length and one by width containing in its centre a white square of the width of the flag, with a single red maple leaf centred therein. The colours red and white are Canada's official colours and with the maple leaf, are the symbolic elements found in the Canadian flag. The official ceremony inaugurating the Canadian Flag was held on Parliament Hill in Ottawa, February 15, 1965.

4.2 Province of Ontario Flag

The Province of Ontario flag is red and of the proportions two by length and one by width, with the Union Jack occupying the upper quarter next to the staff and with the shield of the armorial bearings of the Province of Ontario centred in the half farthest from the staff. The flag was first raised in a ceremony in front of the Legislative Assembly building, May 21, 1965 on the day the flag was proclaimed into force.

4.3 Town of Pelham Flag

The Town of Pelham municipal flag bears the Arms of the Town of Pelham developed through a design contest to identify the newly-constituted municipality, and granted by the Heraldry Society on January 10, 1979. The Motto, *Floreat*



Pelham, meaning “May Pelham Flourish” is incorporated in the white centre, flanked by green on either side.

4.4 Community Flag

Community Flag Raising/Flying shall be in accordance with Section 5.

4.5 Positioning and Priority of Flags

Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately. In compliance with Heritage Canada guidelines, an observer facing a flag display would find these flags positioned in the following manner:

One Pole: The National Flag of Canada.

Two Poles: Where a Town of Pelham flag is flown or displayed with the Canadian Flag, the Canadian Flag will hold the place of honour, which is to the left of the observer of the flags, and the Town of Pelham Flag on the right.

Three Poles: Where the Town of Pelham or a Community Flag is flown or displayed with the Canadian Flag and the Province of Ontario Flag, the Canadian Flag shall occupy the centre position to the observer of the flags, the Province of Ontario Flag to the left and the Town or Community flag to the right.

Speaker's Podium: When using flags with a speaker's podium, the flags may be either positioned directly behind, or to the left of the podium from the observer's view of the speaker, and shall be positioned in accordance with the Department of Canadian Heritage requirements, found at www.pch.gc.ca.

5. 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.

5.1 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 weeks prior to the requested date, and shall be in the form appended to this Policy;
- 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.

6. Lowering of Flags:

Flags are flown at the half-staff position as a sign of respect and condolence, or to commemorate specific dates. The position of the flag when flying at half-staff, or half-mast, will depend on its size, the length of the flagpole, and its location. Generally, the centre of the flag should be exactly half way down the flagpole. When hoisted to or lowered from half-staff position, a flag should be first raised to the masthead.

6.1 Lowering Protocol:

When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered according to rank, with the Canadian Flag first, followed by the Province of Ontario Flag, followed by the Town of Pelham or community flag. When a flag is flown at half-staff, all other flags must also be flown at half-mast, and at no time should the Canadian Flag be flown lower than any other flag.



6.2 Notice of Flag Lowering:

Public notice of the reason for the lowering of flags will be posted on the Municipal website and at the municipal office, facilitated by the Clerks Department.

6.3 Guiding Principles to Lower Flags to Half Staff Position:

Flags will be lowered on municipal properties in accordance with the guiding principles of the Canadian National Flag Protocol, through the following specific occasions:

- On the death of the Mayor or a sitting Member of Council;
- On the death of a current Municipal employee or volunteer fire fighter;
- On the death of a former Mayor or Member of Council;
- In accordance with the National protocols, the death of the following persons will be recognized by lowering the flags at municipally-owned facilities:
 - The Sovereign or a member of the Royal family related in the first degree to the Sovereign (i.e. husband or wife, son or daughter, father, mother, sibling)
 - Current or former Governor General
 - Current or former Prime Minister
 - Current or former Lieutenant-Governor of the Province of Ontario
 - Current or former Premier of Ontario
 - Current or former member of the House of Commons representing the Town of Pelham
 - Current or former Member of the Legislative Assembly representing the Town of Pelham
 - Special events recognized by the Canadian Government recognizing the death of a universal major figure(s)
- On the death of an individual(s) of local, provincial or national significance, or to commemorate a solemn occasion, in consultation with the Mayor;
- The official period of mourning is defined as the day of passing or notification thereof, until sunset on the day of the funeral or memorial;
- The guiding principles to lower flags to a half-staff position shall take priority over the flying of a community flag;
- Flags at the municipal office and cenotaphs will be flown at half-staff in recognition of Remembrance Day, November 11th.



7. Flag Replacement

All exterior flags shall be replaced annually, prior to Canada Day. Flags may be additionally replaced as necessary if they become faded, soiled or frayed. When a flag becomes worn, noticeably faded or otherwise unfit for service, it must be disposed of privately in a dignified manner.

8. Attachments: Request for Community Flag Form