

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 Policy, S203-14 for related guidelines. Requests shall be directed to the Town Clerk, 20 Pelham Town Square, PO Box 400, Fonthill, ON L0S 1E0 or emailed to [clerks@pelham.ca](mailto:clerks@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.

Name of Organization	
Nature of Organization  <input type="checkbox"/> Charitable Organization      Reg. # _____  <input type="checkbox"/> Not-For-Profit Organization Reg. # _____  <input type="checkbox"/> Other	
Jurisdiction of Organization  <input type="checkbox"/> International <input type="checkbox"/> National <input type="checkbox"/> Provincial <input type="checkbox"/> Local	
Name of Primary Contact	
Contact Email Address	
Contact Mailing Address	Contact Phone Number
Name and Description of Associated Event	

**Please choose one of the following options:**

1.  **Flag Display** – No ceremony, the flag is to be flown for a specific period of time. [Complete Section One (1) Only]
  
2.  **Flag Raising Ceremony** – Ceremony requested; as well as the flag to be flown for a specific period of time. [Complete Sections One (1) and Two (2)]

**Section One (1) – Flag Raising Details**

Date Community Flag to be Raised	Number of Days to be Flown (Max. seven (7) consecutive calendar days)
Preferred Location of Flag Raising (Please choose one (1) location) <input type="checkbox"/> Pelham Town Hall <input type="checkbox"/> Meridian Community Centre	
Flag Details (Please include photo or diagram of the flag)	

**Section Two (2) - Flag Raising Ceremony (Optional)**

Date of Flag Raising Ceremony	Preferred Time of Flag Raising Ceremony  *In the event of inclement weather, an alternative location can be arranged.
Name of Person Picking-up Flag after the Ceremony	
<p>Note: Should you wish for an Elected Official to make a speech during the Flag Raising Ceremony, please affix key speaking notes/details to be incorporated.</p> <p>If you wish for the Town of Pelham to share your social media content, please tag us in the post.</p>	

Notice of Collection

The personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. The information is collected to administer the display of flags for our community.

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## **Guidelines for 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.

The organization requesting the Community Flag Raising shall supply the flag to be flown. The flag shall be collected by the organization following the period in which the flag is flown. The Town of Pelham will not store Community Flags.

The following guidelines shall be observed for the flying of Community Flags:

- a. The organization's flag will fly in connection with a particular event by such organization;
- b. No flags of commercial, religious or political organizations shall be permitted;
- c. 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;
- d. An organization's flag shall be flown no more than once per calendar year;
- e. A flag shall be flown for a period of up to one week, being seven (7) consecutive calendar days, or for the duration of the associated event as appropriate, as determined by either the Town Clerk or CAO.
- f. 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 prescribed form;
- g. Requests for use of the community flag pole will be considered on a first come first served basis;
- h. Flags shall only be raised and lowered on business days and hours that Town Hall is open, unless otherwise directed by the Town Clerk and/or CAO.

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