



Policy Name: Flag Policy	Policy No: S203-14
Committee approval date:	September 03, 2019
Council approval date:	September 16, 2019
Revision date(s):	October 3, 2022
Department/Division:	Clerk's

1. Purpose

1.1. The purpose of this policy is to provide guidelines and regulations for:

- a. The display of flags on municipal Flagpoles;
- b. The authorization of requests for Community Flagpole raisings;
- c. Half-mast protocols;
- d. The care and maintenance of flags.

2. Policy Statement

2.1. This policy governs the circumstances under which flags will be flown on municipal Flagpoles.

3. Scope

3.1. This policy applies to the flying of flags on municipal Flagpoles, which are displayed at:

- a. Centennial Park – One (1) Flagpole;
- b. Downtown Fenwick – One (1) Flagpole;
- c. Fire Station #1 – Two (2) Flagpoles;
- d. Fire Station #2 – One (1) Flagpole;
- e. Fire Station #3 – One (1) Flagpole;
- f. Fonthill Cemetery – One (1) Flagpole;



- g. Harold Black Park – One (1) Flagpole;
- h. Marlene Stewart Streit Park – One (1) Flagpole;
- i. Meridian Community Centre - Three (3) Flagpoles;
- j. Old Pelham Town Hall – One (1) Flagpole;
- k. Peace Park – One (1) Flagpole;
- l. Town Hall – Three (3) Flagpoles;
- m. Tice Road Public Works Facility – One (1) Flagpole;

And any other locations that may be established in the future.

4. Definitions

4.1. In this Policy:

“Community Flag” refers to a flag provided by a community group or organization and approved to fly on a Community Flagpole in accordance with section 7 of this policy.

“Community Flagpole” refers to locations which host three (3) Flagpoles, and specifically refers to the third Flagpole, which is the one located furthest to the right of the three (3) (when facing them) and which as a default flies the Town of Pelham Flag. At time of writing only Pelham Town Hall and the Meridian Community Centre have Community Flagpoles, however this policy will apply to any additional Community Flagpoles created in the future.

“Flagpole” refers to all Flagpoles on Town property under the care or control of Town staff.

“Half-mast” or **“Half-masting”** refers to the action of flying flags at a position that is equal distance from the top and bottom of the flagpole to mark periods of mourning or to commemorate solemn occasions.

“Masthead” refers to the highest part of the Flagpole.

“National and/or International Significant Event” means an event of a limited duration that has national or international reach. Classification of such events is to



be determined under the discretion of the Town Clerk and/or Chief Administrative Officer.

“National Flag of Canada” refers to a red flag of the proportions two (2) by length and one (1) by width containing in its centre a white square of the width of the flag, with a single red maple leaf centred therein.

“Province of Ontario Flag” refers to a red flag of the proportions two (2) by length and one (1) 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.

“Town” or **“Town of Pelham”** means The Corporation of the Town of Pelham.

“Town Clerk” means the person appointed as Town Clerk of the Town of Pelham or their designate.

“Town Hall” refers to the municipal building at 20 Pelham Town Square, Fonthill.

“Town of Pelham Flag” refers to the municipal flag bearing 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.

5. General Provisions:

5.1. The Town Clerk is responsible for the administration of this policy. Public Works staff are responsible for the physical raising and lowering of flags.

5.2. 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 Chief Administrative Officer having full and final say as to whether or not the request to fly a flag on a Community Flagpole will be granted. The Chief Administrative Officer, or designate, shall provide written reasons to the applicant within 10 business days. There is no appeal of this decision.

5.3. In response to a National and/or Internationally Significant Event, the Town Clerk and/or Chief Administrative Officer may direct that a flag, adequately symbolizing the event, be raised at Town Hall for the purpose of recognition. The Town Clerk may further direct that the flag be flown at Half-mast in circumstances deemed appropriate. The flag shall be displayed for a duration as determined by the Town Clerk and/or Chief Administrative Officer.



5.4. Flag(s) raised in recognition of a National and/or Internationally Significant Event shall be exempt from the guidelines identified in section 7 of this policy.

6. Positioning and Priority of Flags

6.1. In compliance with Government of Canada flag etiquette, flags of nations, provinces, cities or towns shall always be flown on their own mast or pole.

6.2. Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately.

6.3. In compliance with Government of Canada flag etiquette, an observer facing a Flagpole display would find these flags positioned in the order noted below, always from left to right:

a. One pole display: The National Flag of Canada

b. Two pole display:

I. National Flag of Canada (left)

II. Town of Pelham Flag (right)

c. Three poles display:

I. Province of Ontario Flag (left)

II. National Flag of Canada (centre)

III. Town or Community Flag (right)

6.4. When the National Flag of Canada is displayed on a speaker’s platform or podium, it shall be against the wall or on a Flagpole.

7. Community Flagpole Requests:

7.1. Community Flagpole requests are only considered for Town Hall and/or the Meridian Community Centre.

7.2. Requests to fly a Community Flag may be approved for:



- a. Support of a particular event by a non-profit or charitable organization;
- b. Celebration of achievements;
- c. Celebration of civic events;
- d. Public awareness campaigns;
- e. An organization that has helped to enhance the Town in a position manner.

7.3. Approval will not be given to fly flags for the purpose of supporting or promoting any of the following:

- a. Political parties or political organizations;
- b. Religious organizations or religious events or celebrations;
- c. Celebrations, campaigns or events intended for profit-making purposes;
- d. Events that support discrimination, hatred, violence, racism or prejudice;
- e. A group or organization whose undertakings or philosophy are contrary to Town policies or by-laws;
- f. Celebrations, campaigns or events with no direct relationship with the Town;
- g. Celebrations, campaigns or events deemed inappropriate by the Mayor, Town Clerk and/or Chief Administrative Officer.

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

- a. An organization's flag shall be flown no more than once per calendar year;
- b. 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 Chief Administrative Officer.
- c. Organizations shall be required to submit requests for their organization's flag to fly on an annual basis, a minimum of six (6) weeks



prior to the requested date, and shall be in the form appended to this Policy;

- d. Requests for use of the Community Flagpole will be considered on a first come first served basis;
- e. Requests for the occupancy of both the community flagpoles at Town Hall and the Meridian Community Centre may be considered, pending additional flag raising applications received. A flag raising ceremony shall only occur at one location of the organizations choosing;
- f. 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 Chief Administrative Officer.

7.5. The organization making the request shall supply the flag to be flown. The flag must be in good condition.

7.6. 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.

8. Community Flag Raising Ceremonies

8.1. The Town will make all efforts to accommodate the preferred date and time of the requested Community Flag Raising Ceremony, subject to the availability of the Mayor or Deputy Mayor.

8.2. The Town will re-share published social media content on municipal social media platform(s) granted the material meets the Town's social media content guidelines.

9. Half-masting of Flags

9.1. Flags are Half-masted as a sign of respect and to express a collective sense of sorrow during a time of mourning.

9.2. 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-mast, 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.



9.3. Public notice of the Half-masting of flags will be posted on the municipal website and municipal social media platforms, facilitated by the Communications Specialist.

9.4. Flags will be Half-masted at municipally-owned facilities in accordance with the guiding principles of the Canadian National Flag Protocol, through the following specific occasions, from time of notification of death until the business day following the funeral or the memorial service:

- a. On the death of the Mayor or a sitting Member of Council;
- b. On the death of a former Mayor or former Member of Council;
- c. On the death of a current or former Niagara Regional Councillor;
- d. On the death of a current Town employee or volunteer fire fighter;
- e. On the death of a current committee or board member of the Town;
- f. On the death of an individual(s) of local, provincial or national significance, or to commemorate a solemn occasion, in consultation with the Mayor;
- g. 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;
- h. In recognition of:
 - I. National Day of Mourning, April 28th;
 - II. Remembrance Day, November 11th;
 - III. National Day for Truth and Reconciliation, September 30th;
 - IV. 16 Days of Activism Against Gender-Based Violence, November 25th – December 10th.

9.5. In accordance with the National protocols, the death of the following person(s) will be recognized by Half-masting the flags at municipally-owned facilities from time of notification of death until sunset on the day of the funeral or the memorial service:

- a. 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);
- b. Current or former Governor General;
- c. Current or former Prime Minister;



- d. Current or former Lieutenant-Governor of the Province of Ontario;
- e. Current or former Premier of Ontario;
- f. Current or former member of the House of Commons representing the Town of Pelham;
- g. Current or former Member of the Legislative Assembly representing the Town of Pelham;
- h. Special events recognized by the Canadian Government recognizing the death of a universal major figure(s).

9.6. The guiding principles to lower flags to a Half-mast position shall take priority over the flying of a Community Flag.

9.7. If flag(s) are Half-masted in accordance with the guidelines, the National Flag of Canada must nonetheless be flown at full-mast on Victoria Day and Canada Day.

9.8. Notwithstanding Section 9.7, the National Flag of Canada shall remain at Half-mast on Victoria Day or Canada Day for the death of the Sovereign.

9.9. Municipal Fire Halls shall be permitted to fly their flags at Half-mast to recognize the death of any Fire Fighter, at the discretion of the Fire Chief or designate.

9.10. The Town Clerk and/or Chief Administrative Officer shall have the authority to direct the Half-masting of flags in the event of the death of someone not identified above or to recognize/ commemorate a solemn occasion.

10. Flag Care and Maintenance

10.1. Flags shall be inspected at least bi-annually. When a flag's condition is such that it is no longer fit for display (frayed, faded, torn, soiled or ripped), it is to be retired.

10.2. A retired flag must be disposed of privately in a dignified manner.

11. Attachments: Request for Community Flag Form

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 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.

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. Questions about this collected can be directed to the Town Clerk, Town Hall 20 Pelham Town Square, PO Box 400, Fonthill, ON L0S 1E0, 905-892-2607 ext. 315 or emailed to hwillford@pelham.ca.

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.