



Community Flag Pole Request

London
CANADA

Requests to use the Community Flag Pole at City Hall are governed by Council Policy (excerpted below). Requests must be received **at least 2 weeks prior** to the date the flag is to be flown, and may be emailed to the City Clerk at ClerksApprovalRequests@london.ca, or mailed to City Hall, P.O. Box 5035, LONDON, ON, N6A 4L9

Request details

Name of organization			
Nature of organization			
Charitable organization _____ (Registration number)		Not-for-profit organization _____ (Registration number)	
Jurisdiction of organization			
International	National	Provincial	Local
Description of associated event (maximum 300 characters)			
Date(s) of event (maximum 300 characters)			
Date(s) flag is to fly		Number of days to be flown	
Flag details (please attach a photo/diagram of the flag) (maximum 300 characters)			

Contact information

Contact name		Date submitted
Contact address		
Contact city	Contact province	Contact postal code
Contact daytime telephone number	/ extension	Contact e-mail address

Flags at City Hall – Council Policy Excerpts

4.1 Flags on the Community Flag Pole

- a) The following flags shall be permitted to be flown at City Hall on the Community Flag Pole installed at the northwest corner of City Hall, facing Wellington Street:
- i) the Canadian flag at such times as there is no other approved flag displayed
 - ii) an appropriate flag on the occasion of a visiting dignitary, on the day of the dignitary's visit to London City Hall, as a gesture of respect and friendship.
 - iii) the flag of a nation on its national day, provided that:
 - (1) the nation has active diplomatic relations with Canada;
 - (2) the flag is official and is recognized by the Department of Foreign Affairs, Trade and Development;
 - (3) the requesting organization follows all policies prescribed in this policy at least 4 weeks prior to the national day, on an annual basis; and
 - (4) requests to use the community flagpole for flying the flag of a nation will be confirmed on a first come first served basis.
 - iv) to celebrate achievement, the flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; 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 City of London in a positive manner;
 - v) the "Every Child Matters Flag" to be flown on September 30th of each year to recognize the National Day for Truth and Reconciliation (National Orange Shirt Day); and
 - vi) the "Our London Family" flag will be flown at City Hall on June 6 each year.
- b) The following guidelines shall be observed for the flying of flags permitted under 4.1 a) iv):
- i) the organization's flag will fly in connection with a particular event by an organization;
 - ii) no flags of commercial, religious or political organizations shall be permitted, except as otherwise provided under s.4.1;
 - iii) no flags of a group or organization whose undertakings or philosophy are contrary to City of London policies or by-laws, or espouse hatred, violence or racism shall be permitted;
 - iv) organizations shall be required to submit requests for their organization's flag to fly on an annual basis;
 - v) a flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less;
 - vi) flags shall only be changed and lowered on those business days that City Hall is open; and
 - vii) requests to use the community flagpole will be confirmed on a first come first served basis.

4.6 General

- a) The City Clerk will administer the policy for the flying of flags at City Hall.
- b) The following guidelines shall apply to resolving conflicts arising from this policy:
- i) conflicts between the dates requested for flags to be flown by two or more organizations or nations on the Community Flag Pole shall be settled in favour of the organization which first made its request; and,
 - ii) in the event that a request appears to be in conflict with any of the criteria outlined in this policy the Mayor, in consultation with the City Manager's Office, or designate, may use discretion to approve or deny a community flag request. The Mayor's decision will be final.