



POLICY NUMBER: A09-C2017-02
Flag Policy & Protocol
Public Awareness Campaigns & Proclamations Request Form

CONTACT INFORMATION:

Name(s):

Phone Number:

Mailing Address:

E-mail:

PROCLAMATION REQUEST:

Date of Submission:

Title of Proclamation Event:

Date(s) to be Proclaimed:

Brief summary of Proclamation to be recognized:

[Optional] Include details or materials to support your request.

COMMUNITY FLAG RAISING REQUEST:

Event/Campaign Request Flag Raising:

Date(s) Requested for Flag Raising:

Please note – flags will be raised for a period of up to 2 weeks, and if no additional requests are received the flag can remain for an additional 2 weeks, for a maximum of 4 weeks per year.

Flag Details: *[Including Image]*

Flag must have a top toggle attachment – no pole flags – and dimensions to not larger than 36” X 72” (Standard). Flag to be delivered to the Office of the Mayor one [1] week prior to the flag raising date.

COMMUNITY CLOCK TOWER LIGHTING: (Starting July 1, 2021 through December 31, 2021)

Event/Campaign Request:

Date(s) requesting the clock tower lighting:

*Please note – The clock tower will be lit on the evening of the **approved** date. If no additional requests are received during this time frame, the clock tower can be lit for an additional 6 days (1 week).*

Lighting Details – Please select the colour you would like the Town Clock Tower lit. Please note, colours are based on Town lighting inventory. Should your preferred colour not be available, a staff member will notify you prior to the lighting date.

Blue Green Red Pink Purple Orange

Please submit completed request forms to:

Mail:

Town of Collingwood

Attention: Jenny Haines

Office of the Mayor

97 Hurontario Street, Box 157

Collingwood, ON L9Y 3Z5

Fax: 705-445-2448

Email: officeofthemayor@collingwood.ca

Forms to be received a minimum of four (4) weeks in advance of the date requested. Applicants will be notified by the Office of the Mayor within one (1) week of receiving recognition request.

NOTICE OF COLLECTION:

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of reviewing and responding to your request. By submitting this application, the applicant agrees this application or any relevant information to the request may be posted to the Town of Collingwood website and included on a public Council Agenda for information. Questions about this collection should be directed to Clerk Services at clerk@collingwood.ca or 705-445-1030.

The Town reserves the right to refuse or defer any Proclamation, Clock Tower Lighting or Community Flag Raising Request at any time.

Signature:

Date: