



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.*

*One or more Members of Town Council will attend the flag raising and the Mayor or designate, if available.*

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](mailto: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.

*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 @ 705-445-1030 ext. 3262*

**For Office Use:** Please ensure all information regarding community flag raising requests is forwarded to the Office of the Mayor for coordination. All requests for certificate/proclamation presentation by Council shall be reviewed by the Office of the Mayor.

*\* The Town reserves the right to refuse or defer any Proclamation or Community Flag Raising Request at any time.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_