

Proclamation & Flag Raising Request

Please review the Flag and Proclamation Policy ADM-013 on this page prior to completing the request from.

Requests are to be submitted to the Clerk at least 4 weeks in advance of the occasion.

Name of Organization _____

Contact Name _____

Address _____

Phone Number _____

Email _____

A. Proclamation Request (Name/ Title of Occasion)

Date(s) to be Proclaimed

Proposed Wording for Proclamation

B. Flag Raising

Does the flag raising request correspond with the proclamation request?

☐ Yes

☐ No

If NO, provide reason or occasion for flag raising request and description or image of flag.

Requested period flag to be flown

From To

Do you wish for the Mayor or Councillors to attend the flag raising?

(please note attendance will depend on availability)

☐ Yes

☐ No

C. Civic Centre Illumination

Does the facility illumination request correspond with the proclamation request?

☐ Yes

☐ No

If NO, provide reason or occasion for facility illumination request.

Requested period of illumination?

From To

Lighting Colour(s) (explain purpose and/or meaning of selected colour(s))

Appendix B

Please provide a description of the organization making the submission and the reason for the request.

Signature _____

Date _____

Please note that as per the Flag and Proclamation Protocol Policy, requests are included on the Council Agenda which is a public document. There should be no expectation of protection of privacy when submitting this application.

For Office Use Only

Date Request Received _____

Date Considered by Council _____ (meeting date)

Date Approved / Denied _____

Additional Comments _____
