

Request Form

Proclamations and Flag Raisings



NORTH BAY
ONTARIO • CANADA

Section 1: Organization information

Organization name: _____

Organization website (optional): _____

Contact name: _____
First Last

Contact address: _____
Street name and number Suite/number

City/town Province/territory

Phone number: _____

Email address: _____

I confirm that I am the official representative of the Organization requesting the flag raising: Yes

On behalf of my organization, I am requesting:

- Both a proclamation and a flag raising – *please fill out Sections 2 and 3*
- A proclamation only – *please fill out Section 2 only*
- A flag raising only – *please fill out Section 3 only*

Section 2: Proclamation request

Requested day or days: _____

Please provide a brief description of what you're recognizing and why it's important for the proclamation text:

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Section 3: Flag raising request

Organizations are responsible for supplying their own flags.

- Flags should be 36in x 72in (90cm x 180cm) and must be in good condition
- Flags must be submitted to the Mayor's Office at least 10 business days in advance of the event
- It is the responsibility of the requesting organization to pick up its flag after the event.

Flags will be flown for one business day in accordance with the City's Flag Raising Guideline.

Requested day: _____

Requested ceremony time: _____

Purpose of flag raising:

Is the Mayor requested to attend the flag raising? Yes No

Requests are confirmed on a first come, first served basis, at the City's discretion. Requests will not be approved for political parties/organizations, commercial entities or in celebration of corporate events, intent that is contrary to City policies or by-laws, or organizations requesting flag raisings that support hatred, violence or racism.

Organizations are responsible for supplying their own sound equipment, if so desired.

Completed forms can be scanned and emailed to linda.cook@northbay.ca, dropped off in-person, or deposited in the drop box located at the main entrance of City Hall.

Requests must be submitted at least 30 days in advance.

If you are requesting a flag raising, be advised that should your request be confirmed, it will be forwarded to the City's Community Services department to arrange for a use permit for Leger Square.

For office use only			
Flag received by Mayor's Office	<input type="checkbox"/>	Staff:	Date:
Flag picked up by Maintenance	<input type="checkbox"/>	Staff:	Date:
Email notice to Organization:	<input type="checkbox"/>	Date:	

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to process your request. Questions about this collection of personal information should be directed to the City Clerk at 200 McIntyre Street East, North Bay or at 705-474-0626 ext. 2510.