



# FLAG RAISING APPLICATION

(Please complete and submit your completed form to the City Clerk at [clerks@richmondhill.ca](mailto:clerks@richmondhill.ca) at least three weeks in advance of the occasion)

## Organization/Group Information

<b>Organization /Group Name</b>			
<b>Contact First Name</b>		<b>Contact Last Name</b>	
<b>Telephone Number</b>		<b>Email Address</b>	
<b>Street Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>

## Flag Raising Request Details

**Note:** Community flagpoles will **not** be used to fly flags of Political Parties; Religious Groups; in support of fundraising drives that are political or religious in nature; or in support of groups, organizations, or events that promote beliefs contrary to the Community Flag Raisings and Flag Protocol Policy or any City Policy.

**Please Indicate the Name of the Flag to be Raised:**

**Purpose of the Flag Raising Request:**

National Holiday:
  Celebration of Multi-cultural and/or Civic Events:

Support of Fundraising Drive(s):
  Other (please specify below):

**Please provide more information on the purpose of the Flag Raising (nature of the celebration/event, relationship to the City of Richmond Hill, etc.):**

**Date(s) Requested for the Flag to be Flown (flags will be flown for up to one (1) week)**

## Flag Raising Ceremonies

**Note:** The City may not be able to arrange a Flag Raising Ceremony for all approved Community Flag Raisings. Ceremonies will only be held if the Mayor and Members of Council are available. Approved Community Flags will still be flown even if there is no ceremonial raising.

<b>Please indicate if you are requesting a Flag Raising Ceremony</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, please provide details on when you want the Flag Raising Ceremony to occur (Possible dates, times etc.)</b>  	
<b>Are you requesting a Member of Council to attend? Select all that apply</b> <input type="checkbox"/> Mayor <input type="checkbox"/> Regional and Local Councillor(s) (Please specify): <input type="checkbox"/> Ward Councillor(s) (Please specify):	
<b>Additional Information/Comments</b>  	
<b>Applicant's Signature</b>	<b>Date</b>

Flags must be provided to the City of Richmond Hill's Municipal Offices located at 225 East Beaver Creek Road, **one (1) week** prior to the requested flag raising date. Organizations/Groups are responsible for picking up their flags.

The personal information on this form is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25. The information will be used and/or disclosed to process, administer and/or other tasks associated with processing this flag raising application. Questions about this collection can be directed to the Director, Legislative Services/City Clerk, 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4, (905) 771-8800, [clerks@richmondhill.ca](mailto:clerks@richmondhill.ca).