



Clerk's Office
COMMUNITY FLAG RAISING
Request Form

Application Guidelines

The Town of Petawawa will fly, on existing community flagpoles, flags of non-profit or charitable organizations; for up to two-weeks upon the online submission of the group or organization. Requests are reviewed and approved by the Town Clerk in accordance with the Town of Petawawa's Community Flag Raising policy, By-Law 1604/23. There will be no presentations or delegations at council meetings with respect to flag raising requests.

Requests will not be approved for:

- Political parties or organizations
- Religious organizations or in celebration of religious events
- Commercial entities or in celebration of corporate events
- Belong to nations not recognized by the Government of Canada
- Intent that is contrary to Town policies or bylaws
- Organizations requesting flag raisings that espouse hatred, violence or racism
- Organizations that have already flown a courtesy flag during the same calendar year

Requests for Flag-Raising must be submitted at least 30 days in advance by a Town of Petawawa resident, Town of Petawawa property owner or Town of Petawawa resident on behalf of an organization. Please select the applicable submission option:

Required fields are marked with asterisks (*)

Please select the applicable submission option: *

I am a Town of Petawawa resident and/or property owner submitting this request as an individual.

I am a Town of Petawawa resident and/or property owner submitting this request on behalf of an organization.

First Name* _____ Last Name* _____

Organization or Community Group Name * _____

Email* _____ Phone* _____

Address* _____

Organization's Website _____

Please indicate which category your request falls under* _____

Preferred flag raising date* _____ Preferred flag raising time* _____

Purpose of Flag Raising*

(max 255 characters)



Does this request require a flag raising ceremony? * Yes No

Do you require the Mayor to attend a flag raising ceremony? * Yes No

If the Mayor is not available, would you like a Town Councillor to attend to represent the Town? * Yes No

Other Information

(max 255 characters)

Personal information on this form is collected under the authority of Section 10(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended and will be used to contact you concerning your service request and or inquiry to the Town of Petawawa. Questions about this collection should be directed to the Clerk's Department at choward@petawawa.ca or at 613-687-5536.

CLERKS DEPARTMENT USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Request is approved in accordance with the Town of Petawawa's Community Flag Raising Policy, By-Law 1604/23.
Request for denial (if applicable): <input type="checkbox"/> Request is for political party or organization <input type="checkbox"/> Request is for religious organization <input type="checkbox"/> Request is contrary to Municipal policy or by-law <input type="checkbox"/> Request has no direct relationship with the Municipality <input type="checkbox"/> Other _____ _____ _____	
_____ Municipal Clerk's Signature	_____ Date

