

# Community Flag Flying and Raising Form

Name of Requesting Organization \*

Royal Canadian Legion Branch No. 6 Owen Sound

## Contact Information

Name \*

Ed Yates

Email Address \*

[REDACTED]

Home/Cell Phone Number \*

[REDACTED]

Work Phone Number

Please enter your work phone number

## Flag Raising and Lowering Date

Please note that the raising and lowering of the flags must take place on a regular business day between 9 a.m. and 4 p.m.

Community flag-flying requests will be approved for a maximum duration of seven (7) days unless the Community Flagpole is available for longer, in which case the duration may extend to a maximum of fourteen (14) days at the discretion of the City Manager.

Date of Flag Raising (flags are not typically raised/lowered on weekends or holidays): \*

10/25/2024



Date of Flag Lowering \*

11/11/2024



Are you having a Ceremony? \*

Yes

No

Is your ceremony private? (no invitation will be extended to City Council or City Staff to attend if so). \*

Yes

No

Date of the Ceremony \*

10/25/2024



Ceremony Start Time (between 9 a.m. and 4 p.m.) \*

10:00 AM



The ceremony will require: (please note equipment is not available if ceremony is planned for weekend or holiday)

- A Microphone and Speaker System - free to use and highly recommended for ceremonies with speeches
- Greetings from a member of Council

## Annually Recurring Flag Raisings

Please note that community flag-flying requests can now be submitted once for recurring events, provided the groups will notify the City if or when flag-flying shall discontinue.

The group submitting the request will still be responsible for providing the physical flag annually. The specified date of the raising will be continued annually, unless City staff are directed to shift the date each year.

### Would you like to submit your flag flying request to happen annually?

- Yes, please repeat on an annual basis.
- No, this one time only.

### Would you be requiring a public ceremony each year as well?

- Yes, we will have a ceremony with each flag raising.
- No, we will not be planning a future ceremony.

### Purpose of the Event or Occasion \*

Oct 25 2024 marks beginning of annual poppy campaign leading up to Remembrance Day.

### Details of the Event or Occasion \*

see above.

**Description of your organization or individual including a brief history and any other relevant information**

\*

Royal Canadian Legion - Veteran Support and Community support

**Picture of Flag to be Raised \***

**File Name**



Legion Poppy Flag.jpg

59.6 KB

By submitting this form, you affirm that the facts set forth in it are true and complete. All Community Flag requests must adhere to the [Flag Flying, Proclamations and Public Awareness Campaigns Policy](#).

The personal information on this form is collected under the authority of the Municipal Act, 2001, 227 and City Policy CMA34. The information is used for the community flag raising process including, but not limited to, evaluating requests for community flags and contacting the requestor.

**City Manager Approval - signature & date**



**Date on Council Consent Agenda**

NOV 4, 2024



**LEST WE FORGET**