

Flag and Proclamation Request Form

This form is used to request that the City of Campbell River recognize a community event or cause with a flag raising or proclamation.

Submission Deadline: All requests must be submitted at least two (2) months prior to the first date of recognition. Requests will not be issued if the recognition date has passed.

Approval Authority: The City Manager has the authority to approve or deny requests.

Eligibility Criteria: Proclamations will demonstrate an interest in or relationship to the City of Campbell River, including but not limited to: arts/culture celebrations, charitable campaigns, civic promotions, public awareness campaigns, or honouring special achievements.

Flag Requirements: Eligible groups must be a non-profit, non-religious, and non-partisan community organization.

- **Location/Duration:** Flags are flown on the Community Flag Pole in Spirit Square for a maximum of one (1) week.
- **Specifications:** Organizations must provide their own flags, in good condition, sized 36" x 72" (91.4 cm x 182.9 cm).

Flag Etiquette and Priority: The Canadian Flag always holds the position of priority. When multiple flags are displayed, the Canadian Flag will be positioned on the left (as seen by the observer) or in the centre position.

Responsibility: The applicant is responsible for all media dissemination and for inviting City officials to any associated events. The City does not endorse the views of groups whose flags are displayed.

Certificates and Publicity: A formal certificate is available from the Office of the Mayor upon request. Approved proclamations may be listed in City publications or on social media at the City's discretion.

Contact Information			
First Name:		Last Name:	
Organization Name:			
Address:			
Phone Number:		E-mail:	
Organization Type: <input type="checkbox"/> Non – Profit <input type="checkbox"/> Community Group <input type="checkbox"/> Other:		Request Type: <input type="checkbox"/> Proclamation (Official recognition of an event or cause) <input type="checkbox"/> Guest Flag Display (Flying a flag at Spirit Square) <input type="checkbox"/> Both	
Proclamation Details: Title of Proclamation: Requested Date(s) of Recognition:		Flag Display Details (Max one (1) week in duration): Requested Start Date: Requested End Date:	

Purpose/Description (including template proclamation):

Organization Eligibility Confirmation

- I confirm this organization is non-partisan and non-religious.
- I confirm we will provide a flag meeting the required dimensions.
- I confirm that the first day to be recognized has not already passed.
- I acknowledge that the City may post this proclamation on the City website or social media at its discretion.

Coordination and Certificate Request

- I wish to invite the Mayor/Council to an event (Provide details below).

- I request a formal certificate of proclamation from the Office of the Mayor.

Submission Instructions

To submit the Flag and Proclamation Request Form, download and save the completed PDF, then submit it by attaching it to an email to front.reception@campbellriver.ca or drop it off at City Hall. Please note that the submit button may not work in all web browsers.

The City of Campbell River is collecting this personal information pursuant to s. 26 of the *Freedom of Information and Protection of Privacy Act*, for the following purpose:

26(c) - the information relates directly to and is necessary for a program or activity of the public body.

If you have any questions about this collection of personal information, please contact the City's Privacy Head at foippa@campbellriver.ca or 250-286-5700.