



# Flag Raising Request Form

Requests must be received at least 2 weeks prior to the date the flag is to be flown.

Requests may be mailed to: Town of Golden, P.O. Box 350, Golden, BC, V0A 1H0 or e-mailed to [tlo@golden.ca](mailto:tlo@golden.ca) Telephone enquiries should be directed to the Director of Corporate Services at (250) 344-2271, ext 235 during regular business hours Monday to Friday 8:30 am to 4:30 pm.

## Request details

Name of organization	
Nature of organization	
<input type="checkbox"/> Charitable organization _____ (Registration number)	<input type="checkbox"/> Not-for-profit organization _____ (Registration number)
Jurisdiction of organization	
<input type="checkbox"/> International	<input type="checkbox"/> National
<input type="checkbox"/> Provincial	<input type="checkbox"/> Local
Description of associated event (maximum 300 characters)	
Date(s) of event (maximum 300 characters)	
Date flag to be raised	Number of days to be flown
Flag details (please attach a photo/diagram of the flag) (maximum 300 characters)	

## Contact information

Contact name		Date submitted
Contact address		
Contact city	Contact province	Contact postal code
Contact daytime telephone number / extension	Contact e-mail address	

## PLEASE READ CAREFULLY

### Community Flag Pole

- a. The following flags shall be permitted to be flown at Spirit Square on the Community Flag Pole installed at the south-end of 8th Avenue North:
  - i. the Town of Golden flag at such times as there is no flag of a charitable or non-profit organization to be flown as provided for in 1(a)(ii); and
  - ii. to celebrate achievement, the flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; an

organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the Town of Golden in a positive manner.

- iii. The following guidelines shall be observed for the flying of flags permitted under 1(a)(ii), above:
  - 1. flag raisings shall be in connection with a particular event by an organization;
  - 2. no flags of commercial, religious or political organizations shall be permitted;
  - 3. no flags of a group or organization whose undertakings or philosophy are contrary to the Town of Golden policies or bylaws, or espouse hatred, violence or racism shall be permitted;
  - 4. an organization's flag shall be flown no more than twice per calendar year for a period not exceeding seven continuous days or for the duration of the associated event or commemoration, whichever is less
  - 5. organizations shall be required to submit flag raising requests by application pro forma no less than fourteen days in advance of the date to be flown;
  - 6. flags shall only be raised and lowered on those business days that the Town Office is open.
- b. The following guidelines shall apply to resolving conflicts arising from requests:
  - i. conflicts between the dates requested for flags to be flown by two or more organizations on the Community Flag Pole shall be settled in favour of the organization which first made its request;
  - ii. in the event there is a dispute between an organization and the Manager of Legislative Services as to the eligibility of a request, the Manager of legislative Services will consult with the Provincial Protocol Office and Council.

This information is collected by the Town of Golden in accordance with the *Municipal Flag Protocol Policy* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing this request to use the Community Flag Pole.

Should you have any questions about the collection of this personal information, please contact the Director of Corporate Services at (250) 344-2271 ext. 235.