

# Town of Whitby Flag Raising Requests (Policy CA 110)

## FAQs

**Q. When do I need to submit my application for a flag raising?**

A. Requests must be submitted on the prescribed application form at least 4 weeks in advance of the flag raising to the Office of the Town Clerk, [clerk@whitby.ca](mailto:clerk@whitby.ca). Flag raising application forms can be found on the Town's website at [www.whitby.ca/flagraising](http://www.whitby.ca/flagraising).

**Q. When are flags raised?**

A. If you wish to hold a flag raising ceremony, please contact staff in the Office of the Mayor and Council to request a time and Council representation. If a flag raising time has not been requested, flags are raised before 9:00 am on the date approved without ceremony.

**Q. When must I submit the flag to the Town for raising?**

A. Flags must be submitted to the Office of the Town Clerk no later than 7 days prior to the flag raising. Flags must be 3ft x 6ft (.90 x 1.80 metres) and rope and grommet. The Office of the Clerk is located at the Whitby Municipal Building, 575 Rossland Road East. Office hours are 8:30am to 4:30pm, Monday to Friday.

**Q. How do I request a flag raising ceremony?**

A. Flag raising ceremonies must be booked in advance and are subject to availability. Please contact the Office of the Mayor and Council at 905.430.4300 ext. 2203 or [council@whitby.ca](mailto:council@whitby.ca) to confirm the time and Council representation.

**Q. Where do flag raising ceremonies take place?**

A. Flag raising ceremonies take place at Whitby Town Hall (The Whitby Municipal Building), 575 Rossland Road East. The flag pole is located at the front of the building and can accommodate up to 15 attendees. Please ensure the number of attendees is accurately estimated on the application form so that we can best assist you. Due to space limitations, there are no opportunities for any other ceremony components such as refreshments, set up of tables, chairs, etc.

**Q. What if I want to have more than 15 attendees at the ceremony?**

A. Please ensure to let us know when there are more than 15 attendees anticipated at a flag raising ceremony so that staff can verify if Celebration Square at the Whitby Public Library is available on the approved date of your flag raising. Flag raisings at this location are subject to availability.

**Q. What is the order of the flag raising ceremony?**

A. Flag raising ceremonies are brief (usually less than 15 minutes) and take place rain or shine. Attendees are requested to gather 5 minutes in advance of the ceremony in front of Town Hall on the walkway near the flag pole. Space is limited. Once all are assembled, representatives are welcome to say a few words prior to the flag raising and you are welcome to take photographs.

**Q. How do I arrange for media or communications of the flag raising?**

A. You are welcome to invite the media to attend. Any media or communications to announce the flag raising ceremony are the sole responsibility of the organization requesting the flag raising.

**Q. Where do I park for flag raising ceremonies at the Municipal Building?**

A. Parking for attendees is available at the rear of the Municipal Building. Attendees are not permitted to park in the turn circle at the front of the Municipal Building as this laneway is reserved for deliveries and residents dropping off materials to the Town. To access the flag pole area, enter the building through the back doors and proceed up the ramp to the lobby and through the front doors. The flag pole is located outside at the front entrance of the Municipal Building at the turn circle.