



## Schedule A

# Application for Flag Raising Town of Three Rivers 172 Fraser Street, Montague

**Completed form to be submitted to the CAO at least four weeks before the event.**

A special request from an agency or organization located in the Town of Three Rivers wishing to raise their flags at 172 Fraser Street to mark an event will be reviewed by the CAO and Mayor, processed by the CAO, and signed by the Mayor. If approved, the special request will be noted on the next Council agenda under the Presentations and Delegations section for information only.

*Note: As per the Town of Three Rivers Flag Policy TR23-03:*

- There will be no presentations or delegations at Council with respect to flag raising requests.
- At no time will the Town of Three Rivers display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.
- The Town of Three Rivers reserves the right to choose which flags may or may not be flown

Organization name					
Contact name					
Address					
City		Province		Postal code	
Phone		Email			
Requested event or occasion					
Explanation or purpose of the event					

Description of the applicant organization	
(Include any local, national, or international affiliation, brief history, and any other relevant information)	
Description of flag to be raised (Note: the flag should be no larger than 36 inches x 72 inches) (Include brief physical description, colours, symbols, and any other relevant information)	

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Signature Date

Please submit the completed form to the Town of Three Rivers CAO office  
 172 Fraser Street, Montague, PE C0A 1R0  
 Email: [dmacdonald@threeriverspei.com](mailto:dmacdonald@threeriverspei.com)

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**Internal Use Only**

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CAO Date

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Mayor Date

- Internal distribution:
- \_\_\_\_\_ Corporate Services
  - \_\_\_\_\_ Community Services
  - \_\_\_\_\_ Facility Management
  - \_\_\_\_\_ CAO

**Protection of Privacy** - The personal information requested on this form is collected under the authority of Section 11(1)(b) of the Bylaw to Regulate Access to Information and Protection of Personal Information, Three Rivers Bylaw 2020-02, and will be protected under Section 16 of that Bylaw. It will be used for the purpose of processing flag requests.

Direct any questions about this collection to Access to Information and Protection of Privacy Coordinator, 172 Fraser Street, PO Box 546, Montague, PE C0A 1R0 Phone: (902) 838-2528.