

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 17, 2022

Item 11, Report No. 24, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 17, 2022.

11. PROCLAMATION REQUESTS - INTERNATIONAL ARCHIVES DAY, LONGEST DAY OF SMILES AND BIKE TO SCHOOL WEEK

The Committee of the Whole recommends approval of the recommendations contained in the following report of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated May 10, 2022:

Recommendations

1. That June 9, 2022, be proclaimed as “International Archives Day”;
2. That June 19, 2022, be proclaimed as “Longest Day of SMILES”;
3. That May 30 to June 3, 2022, be proclaimed as “Bike to School Week”; and,
4. That the proclamations be posted on the City’s website and the Corporate and Strategic Communications department be directed to promote the above-noted proclamations through the various corporate channels.

Committee of the Whole (2) Report

DATE: Tuesday, May 10, 2022

WARD(S): ALL

TITLE: PROCLAMATION REQUESTS
INTERNATIONAL ARCHIVES DAY, LONGEST DAY OF SMILES
AND BIKE TO SCHOOL WEEK

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

To seek approval for the proclamation requests received for International Archives Day, Longest Day of SMILES and Bike to School Week.

Report Highlights

- Respond to the request received from Enterprise Information Management Services (EIMS) for the date of June 9, 2022.
- Respond to the request received from Operation Smile Canada for June 19, 2022.
- Respond to the request received from Transportation and Fleet Management Services for the week of May 30 to June 3, 2022.

Recommendations

1. That June 9, 2022, be proclaimed as “International Archives Day”;
2. That June 19, 2022, be proclaimed as “Longest Day of SMILES”;
3. That May 30 to June 3, 2022, be proclaimed as “Bike to School Week”; and
4. That the proclamations be posted on the City’s website and the Corporate and Strategic Communications department be directed to promote the above-noted proclamations through the various corporate channels.

Background

International Archives Day

The EIMS Team has annually celebrated this event by posting information and items from the City's Archives on the City's website as well as on social media platforms. Council approving this proclamation would aid in the awareness and recognition of this date on a larger scale.

Longest Day of SMILES

Operation Smile Canada is a volunteer-based global charity that exists to ensure access to safe and effective cleft surgery. The Longest Day of SMILES campaign is a means to raise awareness and funds to help a child born with a cleft condition smile with free cleft surgery and comprehensive care.

By proclaiming the date of June 19, 2022 as the Longest Day of SMILES in Vaughan, the organization hopes it will raise awareness to provide waiting children with exceptional cleft care and a new smile.

This day was approved to be proclaimed in 2021.

Bike to School Week

Bike to School Week is a province-wide campaign designed to encourage students to travel to school via their bicycles rather than by car. It is an initiative under Active School Travel (a program adopted by local municipalities across Ontario, including Vaughan) to improve physical and mental health and social development.

Bike to School Week along with Active School Travel serves to promote and support active and sustainable transportation options for students. Council's approval of this proclamation is an important component in engaging the community to make healthier and more sustainable choices while travelling to and from school.

Previous Reports/Authority

Longest Day of SMILES - [Committee of the Whole - June 1, 2021](#)

Analysis and Options

International Archives Day

The proclamation request meets the requirements of the City's Proclamation Policy, as follows:

- 2.1. For the purposes of section 2, a proclamation may be issued for:
 - 2.1.4. Public awareness campaigns

Longest Day of SMILES

The proclamation request meets the requirements of the City's Proclamation Policy, as follows:

- 2.1. For the purposes of section 2, a proclamation may be issued for:
2.1.3. Charitable and non-profit fundraising campaigns;

Bike to School Week

The proclamation request meets the requirements of the City's Proclamation Policy, as follows:

- 2.1. For the purposes of section 2, a proclamation may be issued for:
2.1.4. Public awareness campaigns

Financial Impact

There is no financial impact expected with respect to these requests.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

Having reviewed the requests, staff is recommending that June 9, 2022, be proclaimed as "International Archives Day"; that June 19, 2022, be proclaimed as "Longest Day of SMILES"; that May 30 to June 3, 2022, be proclaimed as "Bike to School Week"; and, that the proclamations be posted on the City's website and the Corporate and Strategic Communications department be directed to promote the above-noted proclamations through the various corporate channels.

For more information, please contact: Todd Coles, City Clerk

Attachments

1. Correspondence from EIMS, received on March 14, 2022
2. Correspondence from Operation Smile Canada, received on April 4, 2022
3. Correspondence from Transportation and Fleet Management Services, received on April 22, 2022

Prepared by

Julia Bartolomeo, Supervisor, City Clerk's Administrative Services, x8280

Approved by



Wendy Law
Deputy City Manager
Legal and Administrative Services &
City Solicitor

Reviewed by



Nick Spensieri, City Manager

FLAG RAISING & PROCLAMATION REQUEST FORM

I am requesting the following (please select all that apply):

Flag Raising (*Complete Parts 1-3, Parts 5 & 6, Annex A, Annex B*)

Proclamation (*Complete Parts 1-4*)

PART 1: ORGANIZATION DETAILS

ORGANIZATION NAME

ORGANIZATION TYPE

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

FIRST NAME

STREET ADDRESS

APT/UNIT NUMBER

CITY/TOWN

PROVINCE

POSTAL CODE

EMAIL ADDRESS

TELEPHONE NUMBER

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

FIRST NAME

STREET ADDRESS

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PROVINCE

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TELEPHONE NUMBER

PART 4: PROCLAMATION REQUEST DETAILS

CAUSE/EVENT/COMMEMORATION TO BE PROCLAIMED (*Written as you want it to be Declared by Council*)

DAY

WEEK

MONTH

PART 5: FLAG RAISING DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

FLAG TO BE RAISED (*Please attach an image of the flag to this form*)

ANTHEM OR MUSIC TO BE PLAYED (*If required*)

WILL THERE BE A PUBLIC EVENT AT CITY HALL FOLLOWING THE FLAG RAISING CEREMONY?

YES - To book an appropriate space at City Hall and required equipment following the ceremony, please contact Recreation Services by telephone at (905) 832-8500 or by email at RecCSD@vaughan.ca.

NO

PART 6: PUBLIC CEREMONY DETAILS

The City of Vaughan endeavors to accommodate the requestor's preferred date, however it is **NOT GUARANTEED**. To assist in scheduling your public ceremony, we ask you to designate up to 3 alternate dates for booking.

PREFERRED CEREMONY DATE

ALTERNATE CEREMONY DATE 1

ALTERNATE CEREMONY DATE 2

ALTERNATE CEREMONY DATE 3

TIME OF DAY PREFERENCE

AM (09:00 a.m. – 12:00 p.m.)

PM (12:00 p.m. – 4:00 p.m.)

ESTIMATED NUMBER OF ATTENDEES	
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THE FOLLOWING HAVE BEEN ATTACHED TO THIS REQUEST (Please note that these are **REQUIRED** as part of the request approval)

Completed Annex A Draft Ceremony Agenda (See Page 4)

Completed Annex B Dignitaries/VIPs Attending/Invited (See Page 5)

Image of the Flag to be Raised

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ANNEX A: DRAFT CEREMONY AGENDA

Please complete the following agenda, with an estimate of the start and end time, and estimated time at which each item will occur. Items may include speeches from dignitaries, playing of songs or anthems, and any displays or performances that may take place during the ceremony. A sample agenda is available online, [click here to view](#).

TIME	ITEM

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ANNEX B: DIGNITARY/VIPs ATTENDING/INVITED

Please complete the following list, indicating any dignitaries or VIPs (including the Mayor and Members of Vaughan Council) who have or will be invited to participate or attend the flag raising ceremony. We ask that you identify each person's name, and the organization to which they are associated, if applicable.

NOTE: You are responsible for issuing invitations and providing ceremony details to all dignitaries or VIPs if you wish them to attend, **EXCEPT** for the Mayor and Members of Vaughan Council, who will be contacted by city staff if you wish them to attend.

NAME	ORGANIZATION

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FLAG RAISING & PROCLAMATION REQUEST FORM

INSTRUCTIONS FOR COMPLETING THIS FORM

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- Please provide your organization's full official name.
- Select the most appropriate type from the options provided.

PART 2: REQUESTOR DETAILS

- Identify the primary contact for this request on behalf of the organization identified in Part 1.

PART 3: ALTERNATE CONTACT DETAILS

- Please make sure to identify an alternate contact to ensure staff can reach a representative of your organization if the primary contact is unavailable on short notice.

PART 4: PROCLAMATION REQUEST DETAILS

- Identify the occasion being recognized by this proclamation, i.e. national day, independence day, awareness month.
- Please select whether the date to be proclaimed is a specific day, for a week or for an entire month.

PART 5: FLAG RAISING DETAILS

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- It is imperative that you supply a clear image of the flag to ensure staff reviewing the request can ensure that it complies with our policies and protocols.
- Please consult the Protocol Services page online for full details on flag raising ceremonies.
- This request only covers flag raising ceremonies, if you wish to conduct an event to celebrate after the ceremony is concluded you **MUST** contact Recreation Services to book locations and resources for that event.
- Please note that if you require additional resources or time for your ceremony, you will also need to contact Recreation Services to book rooms, spaces and equipment beyond that normally provided by the City of Vaughan.

PART 6: PUBLIC CEREMONY DETAILS

- Provide alternate dates and times to ensure the availability of our space, staff, resources and Council for the ceremony.
- It is imperative that you provide an accurate estimate to ensure we provide appropriate seating and security for the ceremony.
- Ensure that all three documents are attached with your request or it may be denied for completeness.

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- Items may include an Introduction, Official Greetings from the Mayor, Raising of the Flag, etc.; try to provide any additional details that might be helpful such as noting that the anthem should be played when the flag is being raised.
- A sample of the draft ceremony agenda is provided below to help guide you in completing this page:

Time	Item
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12:25	Children's choir sings cultural song.
12:35	Organization and dignitaries raise the flag, while the anthem is played.
12:45	Master of Ceremonies thanks everyone and closes the ceremony.

- Staff will work with you on finalizing the agenda for your ceremony after the request has been submitted.

ANNEX B: DIGNITARY/VIPs ATTENDING/INVITED

- Provide the name and organizations for all dignitaries or VIPs you are inviting to attend the ceremony.
- Dignitaries and VIPs might include the Mayor and Members of Vaughan Council, Members of Parliament, Members of Provincial Parliament, Ambassadors or High Commissioners from foreign embassies or high commissions, CEOs or Presidents of corporations, etc.
- Please note that city staff will only issue invitations and information to the Mayor and Members of Council, you are required to invite and inform all other dignitaries and VIPs listed on this page of your request form.

ATTACHMENT 2

Dear Mayor Maurizio Bevilacqua,

In these unprecedented times, Operation Smile Canada recognizes the importance of engaging community members in ways that enable them to use their passion and creativity to encourage positive change.

As one of the 25 communities that participated last year, Operation Smile Canada is once again inviting you as the Mayor of Vaughan to proclaim June 19th, 2022, as the Longest Day of SMILES® in your community.

The Longest Day of SMILES® encourages community ambassadors to raise awareness and funds to help a child born with a cleft condition smile and change their life with free, safe, cleft surgery and comprehensive care. From sun-up to sun-down, from coast to coast to coast, Canadians are dedicating June 19th, 2022, and the time leading up to it, to helping children SMILE.

Operation Smile Canada is a volunteer-delivered global medical charity that exists to ensure everyone has access to safe, effective surgery that they need wherever they live in the world. Surgery that will change a child's life forever... help families, communities, countries, regions and yes, the world.

By proclaiming June 19th, 2022, as the Longest Day of SMILES® in Vaughan and challenging other mayors to do the same, you can provide waiting children with exceptional cleft care and a hopeful future with a new smile.

Our Community Engagement & Fundraising team is happy to support you and your community should you choose to participate with us.

To confirm your participation or to request more info, please email Candy Keillor, Community Engagement Specialist candy.keillor@operationsmile.org

To learn more about the transformational impact of Operation Smile Canada, visit: operationsmile.ca

We look forward to collaborating with you and your team to make this the best Longest Day of SMILES® yet! Together we can make a difference one smile at a time!

Keep Smiling,

Candy Keillor

Candy Keillor (she/her)
Community Engagement Specialist

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DAY

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12:25	Children's choir sings cultural song.
12:35	Organization and dignitaries raise the flag, while the anthem is played.
12:45	Master of Ceremonies thanks everyone and closes the ceremony.

- Staff will work with you on finalizing the agenda for your ceremony after the request has been submitted.

ANNEX B: DIGNITARY/VIPs ATTENDING/INVITED

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ORGANIZATION TYPE

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DAY

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