

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 28, 2022

Item 43, Report No. 30, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on June 28, 2022.

43. PROCLAMATION REQUESTS - WASTE REDUCTION WEEK, MONTH OF REMEMBRANCE, WORLD CEREBRAL PALSY (CP) DAY AND NATIONAL INJURY PREVENTION DAY

The Committee of the Whole recommends approval of the recommendations contained in the report of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated June 21, 2022:

Recommendations

1. That October 17 to 23, 2022 be proclaimed as “Waste Reduction Week” and this week be proclaimed annually on a reoccurring basis in following years;
2. That the month of November 2022 be proclaimed as “Month of Remembrance”;
3. That October 6, 2022, be proclaimed as “World Cerebral Palsy (CP) Day”;
4. That July 5, 2022, be proclaimed as “National Injury Prevention Day”; and,
5. 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, June 21, 2022

WARD(S): ALL

TITLE: PROCLAMATION REQUESTS

**WASTE REDUCTION WEEK, MONTH OF REMEMBRANCE,
WORLD CEREBRAL PALSY (CP) DAY AND NATIONAL INJURY
PREVENTION DAY**

FROM:

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

ACTION: DECISION

Purpose

To seek approval for the proclamation requests received for Waste Reduction Week, Month of Remembrance, World Cerebral Palsy (CP) Day and National Injury Prevention Day.

Report Highlights

- Respond to the request for proclamation received from Environmental Services for the week of October 17 to 23.
- Respond to the request for proclamation received from Enterprise Information Management Services (EIMS) for the month of November.
- Respond to the request for proclamation received from Flex for Access for October 6.
- Respond to the request for proclamation received from Parachute Canada for July 5.

Recommendations

1. That October 17 to 23, 2022 be proclaimed as “Waste Reduction Week” and this week be proclaimed annually on a reoccurring basis in following years;
2. That the month of November 2022 be proclaimed as “Month of Remembrance”;
3. That October 6, 2022, be proclaimed as “World Cerebral Palsy (CP) Day”;

4. That July 5, 2022, be proclaimed as “National Injury Prevention Day”; and,
5. 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

Waste Reduction Week

Waste Reduction Week in Canada takes place from October 17 to 23 and focuses on resource efficiency and waste reduction. This national program promotes individual and collective environmental efforts and achievements, while encouraging innovative ideas and solutions for waste reduction.

As per background information provided by Environmental Services in the request, the City of Vaughan is committed to the goals of the York Region SM4RT Living Plan which upholds the “4Rs” in waste management: reduce the amount of waste generated in the Region, reuse items instead of discarding them, recycle as many materials as possible into new products, and recover energy from waste that cannot be managed in other ways.

Council has previously granted this request for proclamation.

Month of Remembrance

The EIMS division of the Office of the City Clerk requested a proclamation for November 2022 to be recognized as Remembrance Month. This proclamation would be a part of the City’s annual events for Remembrance Month and is a means to commemorate the service and sacrifice of Vaughan citizens and their families.

Council has previously granted this request for proclamation.

World CP Day

Flex for Access Inc. is a registered non-profit organization for Cerebral Palsy, adaptive fitness, and sport promotion awareness. The organization uses fitness and sport as a means of helping others manage Cerebral Palsy and other physical disabilities and injuries.

Council has previously granted this request for proclamation.

The request for proclamation was accompanied by a request to illuminate City Hall on October 6, 2022 which has been approved by the City Clerk, as per the City’s Illumination Policy.

National Injury Prevention Day

Parachute Canada submitted a proclamation request for National Injury Prevention Day, which is recognized by Health Canada as a national health promotion day. This is a day to raise awareness around the importance of injury prevention and aid Canadians to live long lives through education and advocacy. This will be the 6th year which this day is nationally recognized.

This proclamation would help raise awareness around National Injury Prevention Day.

Previous Reports/Authority

Waste Reduction Week

[Committee of the Whole – September 26, 2017](#)

Month of Remembrance

[Committee of the Whole – September 14, 2021](#)

World CP Day

[Committee of the Whole – September 14, 2021](#)

Analysis and Options

Waste Reduction 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

Month of Remembrance

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:
 - 2.1.5. Civic commemorations or celebrations

World CP 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

National Injury Prevention 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

Financial Impact

There is no financial impact expected in regards to these requests.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

Having reviewed each request, staff is recommending that: October 17 to 23, 2022 be proclaimed as "Waste Reduction Week" and this week be proclaimed annually on a reoccurring basis in following years; that the month of November 2022 be proclaimed as "Month of Remembrance"; that October 6, 2022 be proclaimed as "World Cerebral Palsy (CP) Day"; that July 5, 2022 be proclaimed as "National Injury Prevention Day"; and, finally, 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, ext. 8281

Attachments

1. Correspondence from Environmental Services Department, received on January 27, 2022
2. Correspondence from EIMS, Office of the City Clerk, received on March 21, 2022
3. Correspondence from Flex for Access, received on April 6, 2022
4. Correspondence from Parachute Canada, received on May 19, 2022

Prepared by

Julia Bartolomeo, Supervisor, City Clerk's Administrative Services, ext. 8280

Approved by

A handwritten signature in black ink, appearing to read "Wendy Law", with a stylized, cursive script.

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

Reviewed by

A handwritten signature in black ink, appearing to read "Nick Spensieri", with a stylized, cursive script.

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

APT/UNIT NUMBER

CITY/TOWN

PROVINCE

POSTAL CODE

EMAIL ADDRESS

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	
<p>THE FOLLOWING HAVE BEEN ATTACHED TO THIS REQUEST (Please note that these are REQUIRED as part of the request approval)</p> <p style="text-align: center;">Completed Annex A Draft Ceremony Agenda (See Page 4)</p> <p style="text-align: center;">Completed Annex B Dignitaries/VIPs Attending/Invited (See Page 5)</p> <p style="text-align: center;">Image of the Flag to be Raised</p>	

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, and will be used for the purpose of processing requests to conduct flag raisings at Vaughan City Hall. Questions about this collection of personal information should be directed to the Office of the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, 905-832-8504.

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

PART 1: ORGANIZATION DETAILS
<ul style="list-style-type: none">• Please provide your organization's full official name.• Select the most appropriate type from the options provided.
PART 2: REQUESTOR DETAILS
<ul style="list-style-type: none">• Identify the primary contact for this request on behalf of the organization identified in Part 1.
PART 3: ALTERNATE CONTACT DETAILS
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Identify the occasion being recognized by this flag raising ceremony, i.e. national day, independence day, awareness month.• 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
<ul style="list-style-type: none">• 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 <u>accurate</u> 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.

ANNEX A: DRAFT CEREMONY AGENDA

- Please detail each item of the agenda in order, including the approximate time that it will take place.
- 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
12:00	Master of Ceremonies provides an introduction and welcomes everyone to the ceremony.
12:05	President of the organization delivers greetings and acknowledges dignitaries.
12:10	Mayor delivers his address to guests.
12:15	Member of Parliament delivers their address to guests.
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.

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Proclamation (*Complete Parts 1-4*)

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ORGANIZATION NAME

ORGANIZATION TYPE

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LAST NAME OR SINGLE NAME

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STREET ADDRESS

APT/UNIT NUMBER

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EMAIL ADDRESS

TELEPHONE NUMBER

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

FIRST NAME

STREET ADDRESS

APT/UNIT NUMBER

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PROVINCE

POSTAL CODE

EMAIL ADDRESS

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

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PART 6: PUBLIC CEREMONY DETAILS
<ul style="list-style-type: none">• 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 <u>accurate</u> 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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ANNEX B: DIGNITARY/VIPs ATTENDING/INVITED

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- 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 3



Dear Ms. Bartolomeo, Mr. Coles, and the Council Office to Hon. Mayor Bevilacqua,

My name Jess Silver. I am the Founder and Executive Director of Flex for Access Inc., a Registered Non-Profit Organization for Cerebral Palsy, adaptive fitness, and sport promotion awareness and using fitness and sport as a means of management of CP and other physical disabilities and injuries. The organization has a local, National and Global impact on creating opportunities for adaptive fitness and sport education and actionable opportunity in the mainstream. (www.flexforaccess.ca)

In addition to being the Non-Profit Organization's Founder and Executive Director, I am also an individual who has Cerebral Palsy myself, medical writer, adaptive athlete, and I use my lived experience to inspire, educate others and create newfound understandings of the condition. I would like to request that October 6, 2022, which is World CP Day, be proclaimed World CP Day and have Vaughan City Hall be lit up Green which is the colour of awareness and growth of education for Cerebral Palsy.

I would like for Vaughan City Hall, to be lit up Green in support of Cerebral Palsy to educate and empower others to develop new ways of understanding CP not as limiting, but to understand that every individual encounters adversity and needs to be given opportunities to feel part of the larger society, empowered and to develop strength.

I would appreciate it if my request be taken into consideration as more awareness must be allocated to CP which affects 70 million individuals and counting, globally.

Thank you very much,

Best Regards,



Jess Silver

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

FLEX FOR ACCESS

ORGANIZATION TYPE Non-Profit organization

Public Institution

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

SILVER

FIRST NAME

JESSICA

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

CITY/TOWN

[REDACTED]

PROVINCE

ON

POSTAL CODE

[REDACTED]

EMAIL ADDRESS

flexforaccess@gmail.com

TELEPHONE NUMBER

[REDACTED]

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

BELMONTE

FIRST NAME

MAURIZIO

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

[REDACTED]

CITY/TOWN

[REDACTED]

PROVINCE

ON

POSTAL CODE

[REDACTED]

EMAIL ADDRESS

[REDACTED]

TELEPHONE NUMBER

[REDACTED]

PART 4: PROCLAMATION REQUEST DETAILS

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

World Cerebral Palsy (CP Awareness Day) Oct 6th

☒ 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.)

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Proclamation (*Complete Parts 1-4*)

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ORGANIZATION NAME

ORGANIZATION TYPE

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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*)

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NO

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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	
<p>THE FOLLOWING HAVE BEEN ATTACHED TO THIS REQUEST (Please note that these are REQUIRED as part of the request approval)</p> <p style="text-align: center;">Completed Annex A Draft Ceremony Agenda (See Page 4)</p> <p style="text-align: center;">Completed Annex B Dignitaries/VIPs Attending/Invited (See Page 5)</p> <p style="text-align: center;">Image of the Flag to be Raised</p>	

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, and will be used for the purpose of processing requests to conduct flag raisings at Vaughan City Hall. Questions about this collection of personal information should be directed to the Office of the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, 905-832-8504.

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

PART 1: ORGANIZATION DETAILS
<ul style="list-style-type: none">• Please provide your organization's full official name.• Select the most appropriate type from the options provided.
PART 2: REQUESTOR DETAILS
<ul style="list-style-type: none">• Identify the primary contact for this request on behalf of the organization identified in Part 1.
PART 3: ALTERNATE CONTACT DETAILS
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Identify the occasion being recognized by this flag raising ceremony, i.e. national day, independence day, awareness month.• 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
<ul style="list-style-type: none">• 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 <u>accurate</u> 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.

ANNEX A: DRAFT CEREMONY AGENDA

- Please detail each item of the agenda in order, including the approximate time that it will take place.
- 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
12:00	Master of Ceremonies provides an introduction and welcomes everyone to the ceremony.
12:05	President of the organization delivers greetings and acknowledges dignitaries.
12:10	Mayor delivers his address to guests.
12:15	Member of Parliament delivers their address to guests.
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.