

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 22, 2023**

Item 12, Report No. 9, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on February 22, 2023.

#### **12. PROCLAMATION REQUESTS - ARCHIVES AWARENESS WEEK, INFORMATION MANAGEMENT MONTH, AND EPILEPSY AWARENESS MONTH AND PURPLE DAY**

**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 February 14, 2023:**

##### **Recommendations**

1. THAT the first week in the month of April be proclaimed as “Archives Awareness Week” going forward on an annual basis;
2. THAT the month of April 2023 be proclaimed as “Information Management Month”;
3. THAT the month of March 2023 be proclaimed as “Epilepsy Awareness Month” and March 26, 2023 as “Purple Day”; 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

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**DATE:** Tuesday, February 14, 2023      **WARD(S):** ALL

**TITLE:** PROCLAMATION REQUESTS  
ARCHIVES AWARENESS WEEK, INFORMATION  
MANAGEMENT MONTH, AND EPILEPSY AWARENESS MONTH  
AND PURPLE DAY

**FROM:**

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

**ACTION:** DECISION

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**Purpose**

To seek approval for the proclamation requests received for Archives Awareness Week, Information Management Month, and Epilepsy Awareness Month and Purple Day.

**Report Highlights**

- Respond to the requests received from the City of Vaughan Enterprise Information Management Services (EIMS) division.
- Respond to the request received from Epilepsy York Region.

**Recommendations**

1. THAT the first week in the month of April be proclaimed as “Archives Awareness Week” going forward on an annual basis;
2. THAT the month of April 2023 be proclaimed as “Information Management Month”;
3. THAT the month of March 2023 be proclaimed as “Epilepsy Awareness Month” and March 26, 2023 as “Purple Day”; 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**

### **Archives Awareness Week**

The EIMS division has annually celebrated this event by posting information and items from the City's Archives on the City of Vaughan website and social media platforms.

In 2022, a proclamation was requested to aid in the awareness of these events on a larger scale. This year, a request has been made to proclaim this week on an annual basis.

### **Information Management Month**

The EIMS division submitted this request for proclamation for April 2023. This month is dedicated to raising awareness and education around the importance of information management.

### **Epilepsy Awareness Month and Purple Day**

Correspondence was received from Epilepsy York Region requesting a proclamation for the month of March 2023 and March 26, 2023, and an illumination of City Hall on March 26 (the illumination has been approved by the City Clerk, as per the City's Illumination Policy). The month of March, and specifically Purple Day (which is on March 26), have been celebrated internationally to raise awareness surrounding epilepsy. This proclamation request has been approved by Council in past years.

## **Previous Reports/Authority**

### **Archives Awareness Week**

[Council - March 22, 2022](#)

### **Epilepsy Awareness Month and Purple Day**

[Committee of the Whole \(2\) - March 8, 2021](#)

## **Analysis and Options**

### **Archives Awareness 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

### **Information Management Month**

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

### **Epilepsy Awareness Month and Purple 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 with respect to these requests.

### **Broader Regional Impacts/Considerations**

None.

### **Conclusion**

Having reviewed the requests, staff is recommending that the first week in the month of April be proclaimed as "Archives Awareness Week" going forward on an annual basis, that the month of April 2023 be proclaimed as "Information Management Month", that the month of March 2023 be proclaimed as "Epilepsy Awareness Month" and March 26 as "Purple Day", 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, ext. 8281

### **Attachments**

1. Correspondence from City of Vaughan EIMS, received on November 15, 2022
2. Correspondence from City of Vaughan EIMS, received on December 7, 2022
3. Correspondence from Epilepsy York Region, received on January 20, 2023

### **Prepared by**

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

**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

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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](mailto: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.)**

<b>ESTIMATED NUMBER OF ATTENDEES</b>	
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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

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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

- 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

- 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.

## 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.
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- 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.

## FLAG RAISING & PROCLAMATION REQUEST FORM

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

**Proclamation** (*Complete Parts 1-4*)

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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*)

**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](mailto: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**

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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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# FLAG RAISING & PROCLAMATION REQUEST FORM

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**Proclamation** (*Complete Parts 1-4*)

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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**

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

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<b>ESTIMATED NUMBER OF ATTENDEES</b>	
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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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# FLAG RAISING & PROCLAMATION REQUEST FORM

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### PART 5: FLAG RAISING DETAILS

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- 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.