



Filipino Canadian Association of Vaughan

7894 Dufferin St., Vaughan, Ont., L4K 1R6, Tel.: (905) 881-4600, email: fcav@rogers.com, url: www.fcav.ca

February 22, 2022

Mr. Todd Coles
City Clerk, City of Vaughan
2141 Major Mackenzie Drive
Vaughan, Ont., L6A 1T1

Dear Mr. Coles:

I would like to respectfully request permission to raise the Philippine flag to commemorate the 124th Anniversary of Philippine Independence on Saturday, June 11, 2022, at 10:00 a.m., Vaughan City Hall. Likewise, I would like to request that Saturday, June 11 be proclaimed "Filipino Day". The exact day, June 12, is a national day of the Philippines and we remember our ancestors who sacrificed their lives to give us the precious gift of sovereignty.

Every year, Filipinos around the world celebrate Philippine Independence Day. Here in the City of Vaughan "Filipino Day" was proclaimed and the Philippine flag was raised to celebrate the Philippine Independence Day in 2019 & previous years. Last year, due to COVID-19, we were not able to do it. This year, we would like to raise the Philippine flag. It should be noted that the City of Vaughan is a twin city of Baguio, Philippines.

Following the flag raising, I would like to request permission to use the Multi-Purpose Room, Garden Room and Courtyard for program, entertainment, and lunch (Filipino food) provided by the members of the Planning Committee (Philippine Heritage Band, MCBN/ Pinoy Radio Inc., Solid Rock Indigenous Group, Maple Baptist Church, and the Filipino Canadian Association of Vaughan). The Committee will pay any overages incurred for the event. I would like the event to end at 2:00 p.m.

On behalf of the Filipino Day Planning Committee, thank you and I look forward to hearing from you.

Very truly yours

President

cc.: His Worship, Maurizio Bevilacqua, P.C., Mayor, City of Vaughan
Hon. Orontes Castro, Consul General, Philippine Consulate, Toronto

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

Filipino-Canadian Association of Vaughan (FCAV)

ORGANIZATION TYPE

Not-for-profit

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

Insigne

FIRST NAME

Erlinda

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

CITY/TOWN

[REDACTED]

PROVINCE

ON

POSTAL CODE

[REDACTED]

EMAIL ADDRESS

fcav@rogers.com

TELEPHONE NUMBER

[REDACTED]

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

Benesa

FIRST NAME

Hermogena

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

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*)

Saturday, June 11 to be proclaimed "Filipino Day" to celebrate the National Day of the Philippines.



DAY



WEEK



MONTH

PART 5: FLAG RAISING DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

To raise the Philippine flag to commemorate the 124th Anniversary of Philippine Independence

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

See attached Philippine Flag

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

Canadian National Anthem and Philippine National Anthem

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

6/11/22

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

200

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

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
9:30 am	Mini Parade Line-up in the parking lot and photo opportunity.
10:00 am	Mini Parade Starts.
10:15 am	Master of Ceremonies announce Flag raising: FCAV raise the flag while PHB
10:30 am	Master of Ceremonies provides introduction and welcomes everyone.
10:35 am	Erlinda, pres, FCAV delivers greetings and acknowledges dignitaries.
10:40 am	Consul General, Mayor, Members of Parliament and Members of Provincial P;
11:10 am	Entertainment.
11:50 am	Closing Remarks, PHB.
11:55 am	Master of Ceremonies thanks everyone, closes the ceremony and announce I
12:00 noon	Lunch.
2:00 pm	End.

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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
Hon. Orontes V. Castro	Consul General, Philippine Consulate Toronto
His Worship, Maurizio Bevilacqua	P.C., Mayor, City of Vaughan
Melissa Lantsman,	Member of Parliament, Thornhill
Francesco Sorbara,	Member of Parliament, Vaughan-Woodbridge
Anna Roberts	Member of Parliament, King-Vaughan
Hon. Stephen Lecce,	Minister of Education
Mario Ferri	Deputy Mayor, City of Vaughan
Gino Rosati	Regional and Local Councillor, City of Vaughan
Linda Jackson	Regional and Local Councillor, City of Vaughan
Iafrate, Carella, De Francesca, Racco, Shefman	Councillors, City of Vaughan
President/Head/Chair/Leaders	Various Associations - Ten (10)

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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.