

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2024

Item 15, Report No. 5, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2024.

15. PROCLAMATION REQUESTS - EPILEPSY AWARENESS MONTH & PURPLE DAY AND VAUGHAN DOWN SYNDROME 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 13, 2024:

Recommendations

1. THAT March 2024 be proclaimed as “Epilepsy Awareness Month” and March 26, 2024, be proclaimed as “Purple Day”;
2. THAT March 21, 2024, be proclaimed as “Vaughan Down Syndrome Day”; and
3. THAT the proclamations be posted on the City’s website and that the Communications, Marketing and Engagement department be directed to promote the above noted proclamations through the various corporate channels.

Committee of the Whole (2) Report

DATE: Tuesday, February 13, 2024

WARD(S): ALL

TITLE: PROCLAMATION REQUESTS
EPILEPSY AWARENESS MONTH & PURPLE DAY AND
VAUGHAN DOWN SYNDROME 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 Epilepsy Awareness Month & Purple Day and Vaughan Down Syndrome Day.

Report Highlights

- Respond to the request received from Epilepsy York Region (EYR).
- Respond to the request received from Down Syndrome Association of York Region (DSAYR).

Recommendations

1. THAT March 2024 be proclaimed as “Epilepsy Awareness Month” and March 26, 2024, be proclaimed as “Purple Day”;
2. THAT March 21, 2024, be proclaimed as “Vaughan Down Syndrome Day”; and
3. THAT the proclamations be posted on the City’s website and that the Communications, Marketing and Engagement department be directed to promote the above noted proclamations through the various corporate channels.

Background

Epilepsy Awareness Month & Purple Day

The request for proclamation was received in the Office of the City Clerk from EYR on January 17, 2024. EYR is a non-profit organization which supports individuals and their families living with epilepsy.

The organization has also requested an illumination and flag raising, which will be reviewed by the City Clerk as per the City's Illumination Policy (03.C.12) and Flag Protocol Policy (03.C.11).

Council has previously granted the request to proclaim Epilepsy Awareness Month & Purple Day in past years.

Vaughan Down Syndrome Day

The request for proclamation was received in the Office of the City Clerk from the DSAYR on January 26, 2024. The DSAYR is committed to promoting a positive image of people with Down syndrome as being valued members of communities.

The organization has also requested an illumination and flag raising, which will be reviewed by the City Clerk as per the City's Illumination Policy (03.C.12) and Flag Protocol Policy (03.C.11).

Council has previously granted the request to proclaim Down Syndrome Day in past years.

Previous Reports/Authority

Epilepsy Awareness Month & Purple Day

[Committee of the Whole \(2\) – February 14, 2023](#)

Vaughan Down Syndrome Day

[Committee of the Whole \(2\) – March 8, 2023](#)

Analysis and Options

Epilepsy Awareness Month & Purple Day

The proclamation request meets the requirements of the City's Proclamation Policy 03.C.10, as follows:

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

Vaughan Down Syndrome Day

The proclamation request meets the requirements of the City's Proclamation Policy 03.C.10, 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 regard to these proclamation requests.

Operational Impact

The Communications, Marketing and Engagement team will oversee the promotion of these proclamations on corporate channels.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

Having reviewed the requests, staff is recommending that March 2024 be proclaimed as "Epilepsy Awareness Month" and March 26, 2024 be proclaimed as "Purple Day", that March 21, 2024 be proclaimed as "Vaughan Down Syndrome Day", and, that the proclamations be posted on the City's website and that the Communications, Marketing and Engagement 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. Proclamation Request Form from EYR
2. Proclamation Request Form from the DSAYR

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

Epilepsy York Region

ORGANIZATION TYPE

Not-for-profit

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

Ng

FIRST NAME

Tina

STREET ADDRESS

6356 Main Street

APT/UNIT NUMBER

CITY/TOWN

Whitchurch-Stouffville

PROVINCE

ON

POSTAL CODE

L4A1G9

EMAIL ADDRESS

tng@epilepsyork.org

TELEPHONE NUMBER

(905) 640-8000

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

Cozza

FIRST NAME

Claudia

STREET ADDRESS

6356 Main Street

APT/UNIT NUMBER

CITY/TOWN

Whitchurch-Stouffville

PROVINCE

ON

POSTAL CODE

L4A1G9

EMAIL ADDRESS

ccozza@epilepsyork.org

TELEPHONE NUMBER

(905) 640-8000

PART 4: PROCLAMATION REQUEST DETAILS

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

Epilepsy Awareness Month - March & Purple Day - March 26th

DAY

WEEK

MONTH

PART 5: FLAG RAISING DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

Epilepsy Awareness Month - March & Purple Day - March 26th

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

Purple Day Flag

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

N/A

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

3/26/24

ALTERNATE CEREMONY DATE 1

3/25/24

ALTERNATE CEREMONY DATE 2

3/21/24

ALTERNATE CEREMONY DATE 3

3/22/24

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

10

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.

FLAG RAISING & PROCLAMATION REQUEST FORM

INSTRUCTIONS FOR COMPLETING THIS FORM

PART 1: ORGANIZATION DETAILS

- 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.
- 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.

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

DOWN SYNDROME ASSOCIATION OF YORK REGION

ORGANIZATION TYPE

Charitable

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

FRANCESSANGELI

FIRST NAME

ANNA

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

ON

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*)

VAUGHAN DOWN SYNDROME DAY - MARCH 21, 2024

DAY

WEEK

MONTH

PART 5: FLAG RAISING DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

WORLD DOWN SYNDROME DAY - MARCH 21, 2024

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

DSAYR - WORLD DOWN SYNDROME DAY FLAG

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

N/A

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

1/26/24

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

20

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
10:00AM	DSAYR REP TO WELCOME THE GROUP & DIGNITARIES
10:05AM	DSAYR REP TO EXPLAIN THE DAY OF AWARENESS
10:10AM	DSAYR YOUTH WITH DOWN SYNDROME TO ADDRESS THE GROUP
10:20AM	DIGNITARY TO ADDRESS THE GROUP
10:25AM	RAISE THE FLAG

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<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.
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