

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 22, 2024**

Item 16, Report No. 20 of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 22, 2024.

**16. PROCLAMATION REQUESTS: MENSTRUAL HEALTH DAY, NATIONAL DEAFBLIND AWARENESS MONTH, BRAIN INJURY AWARENESS MONTH, SCHOOL CROSSING GUARD APPRECIATION WEEK AND FILIPINO 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 May 14, 2024:**

**Recommendations**

1. THAT the following be proclaimed:
  1. The day of May 28, 2024, as “Menstrual Health Day”;
  2. The month of June 2024 as “National Deafblind Awareness Month”;
  3. The month of June 2024 as “Brain Injury Awareness Month”;
  4. The week of June 3 to June 7, 2024, as “School Crossing Guard Appreciation Week”, and that this week is proclaimed on an annual basis going forward with dates determined by Transportation and Fleet Management Services;
  5. That the day of June 9, 2024, be proclaimed as “Filipino Day”; and
2. 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, May 14, 2024

**WARD(S):** ALL

**TITLE:** PROCLAMATION REQUESTS:

**MENSTRUAL HEALTH DAY, NATIONAL DEAFBLIND AWARENESS MONTH, BRAIN INJURY AWARENESS MONTH, SCHOOL CROSSING GUARD APPRECIATION WEEK AND FILIPINO DAY**

**FROM:**

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

**ACTION:** DECISION

---

**Purpose**

To seek approval for the above-noted proclamation requests.

**Report Highlights**

- Respond to the proclamation requests received for the months of May and June.

**Recommendations**

1. THAT the following be proclaimed:
  1. The day of May 28, 2024, as “Menstrual Health Day”;
  2. The month of June 2024 as “National Deafblind Awareness Month”;
  3. The month of June 2024 as “Brain Injury Awareness Month”;
  4. The week of June 3 to June 7, 2024, as “School Crossing Guard Appreciation Week”, and that this week is proclaimed on an annual basis going forward with dates determined by Transportation and Fleet Management Services;
  5. That the day of June 9, 2024, be proclaimed as “Filipino Day”; and
2. 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**

### **Menstrual Health Day**

Correspondence was received from The Period Purse on April 19, 2024, making the request for proclamation.

The Period Purse is an organization that works to create equity through access, education, and advocacy. As per information on the organization's website, Menstrual Health Day is a day to reduce the stigma around periods and bring awareness to the work being done towards reaching menstrual equity.

### **National Deafblind Awareness Month**

Correspondence was received from the Canadian Helen Keller Centre/National Deafblind Awareness Committee on February 6, 2024, making the request for proclamation. June is celebrated as National Deafblind Awareness Month, marking the birth month of Helen Keller, who is one of the most famous people who was deafblind. Recognizing this month builds awareness around the distinct experience of Canadians who are deafblind.

Council has previously granted this request.

### **Brain Injury Awareness Month**

Correspondence was received from the Brain Injury Association of York Region (BIAYR) on April 16, 2024, making the request for proclamation. The BIAYR is a non-profit organization providing support, education and advocacy to individuals who have survived brain injury, as well as their families.

June is Brain Injury Awareness Month in Canada. According to BIAYR, approximately 1.5 million Canadians live with the effects of an acquired brain injury.

Council has previously granted this request.

### **School Crossing Guard Appreciation Week**

Correspondence was received from the Transportation and Fleet Management Services at the City of Vaughan on April 17, 2024, making the request for proclamation.

School Guard Appreciation Week provides a venue through which municipalities across Ontario can celebrate, educate, and promote the vital contributions that school crossing guards make to support the community and keep the road network safe.

Council has previously granted this request.

## **Filipino Day**

Correspondence was received from the Filipino-Canadian Association of Vaughan (FCAV) on April 2, 2024, making the request for proclamation. The organization has also requested a flag raising for the same day, which will be reviewed by the City Clerk as per the City's Flag Raising Policy (03.C.11).

Philippine Independence Day, which occurs on June 12, is celebrated each year by Filipinos across the world. This is a national day of the Philippines to commemorate ancestors who sacrificed their lives for sovereignty.

Council has previously granted this request.

## **Previous Reports/Authority**

### **National Deafblind Awareness Month**

[Committee of the Whole \(2\) - May 9, 2023](#)

### **Brain Injury Awareness Month**

[Committee of the Whole \(2\) - May 9, 2023](#)

### **School Crossing Guard Appreciation Week**

[Committee of the Whole \(2\) - May 9, 2023](#)

### **Filipino Day**

[Committee of the Whole \(2\) – April 12, 2022](#)

## **Analysis and Options**

### **Menstrual Health 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 Deafblind Awareness 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

### **Brain Injury Awareness 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

### **School Crossing Guard Appreciation 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

### **Filipino 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:
  - 2.1.1. Arts, culture or heritage commemorations in the City of Vaughan

### **Financial Impact**

There is no financial impact expected in regard to these 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 the following dates be proclaimed:

1. The day of May 28, 2024, as "Menstrual Health Day";
2. The month of June 2024 as "National Deafblind Awareness Month";
3. The month of June 2024 as "Brain Injury Awareness Month";
4. The week of June 3 to June 7, 2024, as "School Crossing Guard Appreciation Week", and that this week is proclaimed on an annual basis going forward with dates determined by Transportation and Fleet Management Services; and
5. That the day of June 9, 2024, be proclaimed as "Filipino Day".

Additionally, staff recommends 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 The Period Purse
2. Proclamation Request Form from Canadian Hellen Keller Centre/National Deafblind Awareness Committee
3. Proclamation Request Form from BIAYR
4. Proclamation Request Form from Transportation and Fleet Management Services, City of Vaughan
5. Proclamation Request from FCAV

### **Prepared by**

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

## 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**

The Period Purse

**ORGANIZATION TYPE**

Not-for-profit

### PART 2: REQUESTER DETAILS

**LAST NAME OR SINGLE NAME**

Sinclair

**FIRST NAME**

Lianne

**STREET ADDRESS**

1460 The Queensway

**APT/UNIT NUMBER**

111

**CITY/TOWN**

Etobicoke

**PROVINCE**

ON

**POSTAL CODE**

M8Z 1S4

**EMAIL ADDRESS**

Advocacy@theperiodpurse.com

**TELEPHONE NUMBER**

[REDACTED]

### PART 3: ALTERNATE CONTACT DETAILS

**LAST NAME OR SINGLE NAME**

Kaftarian

**FIRST NAME**

Danielle

**STREET ADDRESS**

1460 The Queensway

**APT/UNIT NUMBER**

111

**CITY/TOWN**

Etobicoke

**PROVINCE**

ON

**POSTAL CODE**

M8Z 1S4

**EMAIL ADDRESS**

Danielle@theperiodpurse.com

**TELEPHONE NUMBER**

[REDACTED]

## PART 4: PROCLAMATION REQUEST DETAILS

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

Menstrual Health Day (May 28, 2024)

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>	
--------------------------------------	--

**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

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 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

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

<b>PART 1: ORGANIZATION DETAILS</b>
<ul style="list-style-type: none"><li>• Please provide your organization's full official name.</li><li>• Select the most appropriate type from the options provided.</li></ul>
<b>PART 2: REQUESTOR DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the primary contact for this request on behalf of the organization identified in Part 1.</li></ul>
<b>PART 3: ALTERNATE CONTACT DETAILS</b>
<ul style="list-style-type: none"><li>• 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.</li></ul>
<b>PART 4: PROCLAMATION REQUEST DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the occasion being recognized by this proclamation, i.e. national day, independence day, awareness month.</li><li>• Please select whether the date to be proclaimed is a specific day, for a week or for an entire month.</li></ul>
<b>PART 5: FLAG RAISING DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the occasion being recognized by this flag raising ceremony, i.e. national day, independence day, awareness month.</li><li>• 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.</li><li>• Please consult the Protocol Services page online for full details on flag raising ceremonies.</li><li>• This request only covers flag raising ceremonies, if you wish to conduct an event to celebrate after the ceremony is concluded you <b>MUST</b> contact Recreation Services to book locations and resources for that event.</li><li>• 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.</li></ul>
<b>PART 6: PUBLIC CEREMONY DETAILS</b>
<ul style="list-style-type: none"><li>• Provide alternate dates and times to ensure the availability of our space, staff, resources and Council for the ceremony.</li><li>• It is imperative that you provide an <u>accurate</u> estimate to ensure we provide appropriate seating and security for the ceremony.</li><li>• Ensure that all three documents are attached with your request or it may be denied for completeness.</li></ul>

## 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**

Canadian Helen Keller Centre/National Deafblind Awareness Committee

**ORGANIZATION TYPE**

Not-for-profit

### PART 2: REQUESTER DETAILS

**LAST NAME OR SINGLE NAME**

Simpson

**FIRST NAME**

Lee

**STREET ADDRESS**

[REDACTED]

**APT/UNIT NUMBER**

[REDACTED]

**CITY/TOWN**

[REDACTED]

**PROVINCE**

[REDACTED]

**POSTAL CODE**

[REDACTED]

**EMAIL ADDRESS**

lsimpson@chkc.org

**TELEPHONE NUMBER**

[REDACTED]

### 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*)

National Deafblind Awareness Month (June)

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>	
--------------------------------------	--

**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

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 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

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

<b>PART 1: ORGANIZATION DETAILS</b>
<ul style="list-style-type: none"><li>• Please provide your organization's full official name.</li><li>• Select the most appropriate type from the options provided.</li></ul>
<b>PART 2: REQUESTOR DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the primary contact for this request on behalf of the organization identified in Part 1.</li></ul>
<b>PART 3: ALTERNATE CONTACT DETAILS</b>
<ul style="list-style-type: none"><li>• 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.</li></ul>
<b>PART 4: PROCLAMATION REQUEST DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the occasion being recognized by this proclamation, i.e. national day, independence day, awareness month.</li><li>• Please select whether the date to be proclaimed is a specific day, for a week or for an entire month.</li></ul>
<b>PART 5: FLAG RAISING DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the occasion being recognized by this flag raising ceremony, i.e. national day, independence day, awareness month.</li><li>• 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.</li><li>• Please consult the Protocol Services page online for full details on flag raising ceremonies.</li><li>• This request only covers flag raising ceremonies, if you wish to conduct an event to celebrate after the ceremony is concluded you <b>MUST</b> contact Recreation Services to book locations and resources for that event.</li><li>• 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.</li></ul>
<b>PART 6: PUBLIC CEREMONY DETAILS</b>
<ul style="list-style-type: none"><li>• Provide alternate dates and times to ensure the availability of our space, staff, resources and Council for the ceremony.</li><li>• It is imperative that you provide an <u>accurate</u> estimate to ensure we provide appropriate seating and security for the ceremony.</li><li>• Ensure that all three documents are attached with your request or it may be denied for completeness.</li></ul>

## 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**

Brain Injury Association York Region

**ORGANIZATION TYPE**

Not-for-profit

### PART 2: REQUESTER DETAILS

**LAST NAME OR SINGLE NAME**

Khachadurian

**FIRST NAME**

Manya

**STREET ADDRESS**

1136 Centre Street Suite 354

**APT/UNIT NUMBER**

Suite 354

**CITY/TOWN**

Thornhill

**PROVINCE**

ON

**POSTAL CODE**

L4J 3M8

**EMAIL ADDRESS**

Manya@biayr.org

**TELEPHONE NUMBER**

[REDACTED]

### PART 3: ALTERNATE CONTACT DETAILS

**LAST NAME OR SINGLE NAME**

Vovan

**FIRST NAME**

Sonia

**STREET ADDRESS**

1136 Centre Street Suite 354

**APT/UNIT NUMBER**

Suite 354

**CITY/TOWN**

Thornhill

**PROVINCE**

ON

**POSTAL CODE**

L4J 3M8

**EMAIL ADDRESS**

Sonia@biayr.org

**TELEPHONE NUMBER**

## PART 4: PROCLAMATION REQUEST DETAILS

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

Brain Injury Awareness Month in the month of June

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>	
--------------------------------------	--

**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

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 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

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

<b>PART 1: ORGANIZATION DETAILS</b>
<ul style="list-style-type: none"><li>• Please provide your organization's full official name.</li><li>• Select the most appropriate type from the options provided.</li></ul>
<b>PART 2: REQUESTOR DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the primary contact for this request on behalf of the organization identified in Part 1.</li></ul>
<b>PART 3: ALTERNATE CONTACT DETAILS</b>
<ul style="list-style-type: none"><li>• 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.</li></ul>
<b>PART 4: PROCLAMATION REQUEST DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the occasion being recognized by this proclamation, i.e. national day, independence day, awareness month.</li><li>• Please select whether the date to be proclaimed is a specific day, for a week or for an entire month.</li></ul>
<b>PART 5: FLAG RAISING DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the occasion being recognized by this flag raising ceremony, i.e. national day, independence day, awareness month.</li><li>• 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.</li><li>• Please consult the Protocol Services page online for full details on flag raising ceremonies.</li><li>• This request only covers flag raising ceremonies, if you wish to conduct an event to celebrate after the ceremony is concluded you <b>MUST</b> contact Recreation Services to book locations and resources for that event.</li><li>• 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.</li></ul>
<b>PART 6: PUBLIC CEREMONY DETAILS</b>
<ul style="list-style-type: none"><li>• Provide alternate dates and times to ensure the availability of our space, staff, resources and Council for the ceremony.</li><li>• It is imperative that you provide an <u>accurate</u> estimate to ensure we provide appropriate seating and security for the ceremony.</li><li>• Ensure that all three documents are attached with your request or it may be denied for completeness.</li></ul>

## 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

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](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>	
--------------------------------------	--

**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

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 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

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.

# ATTACHMENT 5



## Filipino-Canadian Association of Vaughan (FCAV)

7894 Dufferin St. Vaughan, Ont., L4K 1R6, Tel: (905) 881-4600, email: [fcav@rogers.com](mailto:fcav@rogers.com), website: [www.fcav.ca](http://www.fcav.ca)

---

April 2, 2024

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 celebrate the 126<sup>th</sup> Anniversary of Philippine Independence on Sunday, June 09, 2024, at 10:00 a.m., Vaughan City Hall. Likewise, I would like to request that Sunday, June 09 be proclaimed "Filipino Day". The specific 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 independence.

Every year, Filipinos around the world pay tribute to Philippine Independence Day. Here in the City of Vaughan "Filipino Day" was proclaimed and the Philippine flag was raised to observe the Philippine Independence Day in 2023 & previous years. 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., Christian Family Global Church, BIBBAK, 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 1:30 p.m.

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

Yours sincerely,

President

.cc: His Worship, Steven Del Duca, Mayor, City of Vaughan  
Consul General Angelica Escolano, Philippine Consulate, Toronto