

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 26 2024

Item 12, Report No. 10 of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on March 26, 2024.

12. PROCLAMATION REQUESTS: INFORMATION MANAGEMENT MONTH, AUTISM AWARENESS MONTH, NATIONAL ANIMAL CONTROL OFFICER APPRECIATION WEEK, WORLD PI (PRIMARY IMMUNODEFICIENCIES) WEEK, GBS/CIDP AWARENESS MONTH, WORLD MATERNAL MENTAL HEALTH DAY AND FIRST RESPONDERS 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 March 19, 2024:

Recommendations

- 1) THAT the following be proclaimed:
 - a) the month of April as “Information Management Month” on an annual basis going forward;
 - b) the month of April 2024 be proclaimed as “Autism Awareness Month”;
 - c) the week of April 14 to April 20, 2024 as “National Animal Control Officer Appreciation Week”;
 - d) the week of April 22 to April 29, 2024 as “World PI (Primary Immunodeficiencies) Week”;
 - e) the month of May as “GBS/CIDP Awareness Month”;
 - f) the day of May 1, 2024 as “World Maternal Mental Health Day”; and
 - g) May 1 as “First Responders Day” on an annual basis going forward.
- 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, March 19, 2024

WARD(S): ALL

TITLE: PROCLAMATION REQUESTS:

INFORMATION MANAGEMENT MONTH, AUTISM AWARENESS MONTH, NATIONAL ANIMAL CONTROL OFFICER APPRECIATION WEEK, WORLD PI (PRIMARY IMMUNODEFICIENCIES) WEEK, GBS/CIDP AWARENESS MONTH, WORLD MATERNAL MENTAL HEALTH DAY AND FIRST RESPONDERS 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 April and May.

Recommendations

1. THAT the following be proclaimed:
 - a) the month of April as “Information Management Month” on an annual basis going forward;
 - b) the month of April 2024 be proclaimed as “Autism Awareness Month”;
 - c) the week of April 14 to April 20, 2024 as “National Animal Control Officer Appreciation Week”;
 - d) the week of April 22 to April 29, 2024 as “World PI (Primary Immunodeficiencies) Week”;

- e) the month of May as “GBS/CIDP Awareness Month”;
- f) the day of May 1, 2024 as “World Maternal Mental Health Day”; and
- g) May 1 as “First Responders Day” on an annual basis going forward.

- 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

Information Management Month

The EIMS division of the Office of the City Clerk submitted a request for proclamation to annually re-occur every April. This proclamation is dedicated to raising awareness and education around the importance of information management. Council has previously granted this request.

Autism Awareness Month

Waves of Changes for Autism in partnership with Autism Ontario, submitted a request for proclamation to recognize April as Autism Awareness Month. Council has previously granted this request.

A flag raising and illumination has also been requested to commemorate Autism Awareness Month. As per the City’s Flag Protocol Policy 03.C.11 and the City’s Illumination Policy 03.C.12, the City Clerk will review these requests accordingly.

National Animal Control Office Appreciation Week

Vaughan Animal Services submitted a request for proclamation to recognize the week of April 14 to April 20, 2024. The week is designated to show appreciation to animal control officers who are dedicated to helping pets and people in the community.

World PI (Primary Immunodeficiencies) Week

Immunity Canada submitted a request for proclamation to recognize the week of April 22 to April 29, 2024. World PI Week is a global campaign held every year during this week, aimed at raising awareness for primary immunodeficiencies (PI) and increasing public understanding of these conditions.

The organization hopes that by raising awareness by proclaiming this week, people will better understand what it is like to be immune compromised including the importance of getting a timely diagnosis and access to life-saving treatment. Council has previously granted this request.

GBS/CIDP Awareness Month

The GBS/CIDP Foundation of Canada submitted a request for proclamation for the month of May. This month has been internationally designated as “GBS/CIDP Awareness Month” to educate and raise awareness on these rare conditions. Earlier diagnosis, treatment and access to rehabilitation services can improve the chances of avoiding permanent lifelong residual damage of the nerves due to these conditions.

Council has previously granted this request.

World Maternal Mental Health Day

The Canadian Perinatal Mental Health Collaborative submitted a request for proclamation for May 1, 2024.

Since 2016, World Maternal Mental Health Day is commemorated on the first Wednesday of May every year. Organizations across the world unite in an effort to raise awareness about maternal mental health; in many countries, as many of 1 in 5 new mothers experience some type of perinatal mood and anxiety disorder (PMADs). These illnesses frequently go unnoticed and untreated, often with tragic and long-term consequences to both mother and child.

First Responders Day

Vaughan Fire & Rescue Services (VFRS) submitted a request for proclamation to annually re-occur on the date of May 1.

May 1 is recognized nationally to focus on the important work of first responders including paramedics, communications officers, nurses and other health care staff.

Previous Reports/Authority

Information Management Month

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

Autism Awareness Month

[Committee of the Whole \(2\) – March 8, 2022](#)

World Pi (Primary Immunodeficiencies) Week

[Committee of the Whole \(2\) – April 18, 2023](#)

GBS/CIDP Awareness Month

[Committee of the Whole \(2\) – April 18, 2023](#)

Analysis and Options

All of the proclamation requests meet 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 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 be proclaimed:

- a) the month of April as "Information Management Month" on an annual basis going forward;
- b) the month of April 2024 as "Autism Awareness Month";
- c) the week of April 14 to April 20, 2024 as "National Animal Control Officer Appreciation Week";
- d) the week of April 22 to April 29, 2024 as "World PI (Primary Immunodeficiencies) Week";
- e) the month of May as "GBS/CIDP Awareness Month";
- f) the day of May 1, 2024 as "World Maternal Mental Health Day"; and
- g) May 1 as "First Responders Day" on an annual basis going forward.

Additionally, staff recommend 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 EIMS, Office of the City Clerk
2. Proclamation Request Form from Waves of Changes for Autism in partnership with Autism Ontario
3. Proclamation Request Form from Vaughan Animal Services
4. Proclamation Request Form from Immunity Canada
5. Proclamation Request Form from GBS/CIDP Foundation of Canada
6. Proclamation Request Form from Canadian Perinatal Mental Health Collaborative
7. Proclamation Request Form from VFRS

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



Gus Michaels, on behalf of
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 | |
|--------------------------------------|--|

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 |
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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

- 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

Waves of Changes for Autism in partnership with Autism Ontario

ORGANIZATION TYPE

Charitable

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

Contardi

FIRST NAME

Ellen

STREET ADDRESS

260 Edgeley Blvd

APT/UNIT NUMBER

Unit 32

CITY/TOWN

Vaughan

PROVINCE

ON

POSTAL CODE

L4K 4A5

EMAIL ADDRESS

Ellen@wavesofchanges.ca

TELEPHONE NUMBER

[REDACTED]

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

Di Benedetto

FIRST NAME

David

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

[REDACTED]

CITY/TOWN

[REDACTED]

PROVINCE

[REDACTED]

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*)

Autism Awareness Month

DAY

WEEK

MONTH

PART 5: FLAG RAISING DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

Autism Awareness Month

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

Waves of Changes and Autism Ontario Flag (New flag will be provided this year)

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

4/3/23

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

60

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 |
|----------|---|
| 9:45 AM | Members of Council and Guests Gather in Courtyard |
| 10:00 AM | Official Ceremony Begins |
| 10:05 AM | Remarks from Mayor Del Duca |
| 10:15 AM | Remarks from Ellen Contardi, President, Waves of Changes for Autism |
| 10:20 AM | Remarks from Laura Webb, York Chapter, Autism Ontario |
| 10:25 AM | Flag Raising |
| 10:30 AM | Official Photo |
| 10:35 AM | Ceremony Ends |
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ANNEX B: DIGNITARY/VIPs ATTENDING/INVITED

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| NAME | ORGANIZATION |
|------------------------|-----------------------------------|
| Ellen Contardi | Waves of Changes for Autism |
| Laura Webb | York Chapter, Autism Ontario |
| MP Francesco Sobara | Member of Parliament |
| MP Anna Roberts | Member of Parliament |
| MP Melissa Lantsman | Member of Parliament |
| MPP Michael Tibollo | Member of Provincial Parliament |
| MPP Steven Lecce | Member of Provincial Parliament |
| MPP Laura Smith | Member of Provincial Parliament |
| Chief Andrew Zvanitajs | City of Vaughan Fire Chief (VFRS) |
| TBD | York Regional Police Services |
| | |

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PART 2: REQUESTOR DETAILS

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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

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- 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.
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PART 6: PUBLIC CEREMONY DETAILS

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- 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

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- A sample of the draft ceremony agenda is provided below to help guide you in completing this page:

| Time | Item |
|-------|--|
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| 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.

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 | |
|--------------------------------------|--|

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

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| 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

- 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

IMMUNITY CANADA

ORGANIZATION TYPE

Charitable

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

DIMONDO

FIRST NAME

ANGELA

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

CITY/TOWN

[REDACTED]

PROVINCE

[REDACTED]

POSTAL CODE

[REDACTED]

EMAIL ADDRESS

[REDACTED]

TELEPHONE NUMBER

[REDACTED]

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

Goulstone

FIRST NAME

Whitney

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

CITY/TOWN

[REDACTED]

PROVINCE

[REDACTED]

POSTAL CODE

[REDACTED]

EMAIL ADDRESS

info@immunitycanada.org

TELEPHONE NUMBER

250-381-7134

PART 4: PROCLAMATION REQUEST DETAILS

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

WORLD PI (PRIMARY IMMUNODEFICIENCIES) WEEK APRIL 22-29, 2024

DAY

WEEK

MONTH

PART 5: FLAG RAISING DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

In 2024, the focus is about access to care for all PI patients, everywhere – to make early diagnosis & a

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.)

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

GBS/CIDP Foundation of Canada

ORGANIZATION TYPE

Charitable

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

Galaski

FIRST NAME

Nancy

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

CITY/TOWN

[REDACTED]

PROVINCE

[REDACTED]

POSTAL CODE

[REDACTED]

EMAIL ADDRESS

ngalaski@gbscidp.ca

TELEPHONE NUMBER

[REDACTED]

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

FIRST NAME

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*)

DAY

WEEK

MONTH

PART 5: FLAG RAISING DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

GBS and CIDP Awareness Month

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

N/A

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

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PREFERRED CEREMONY DATE

ALTERNATE CEREMONY DATE 1

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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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| ESTIMATED NUMBER OF ATTENDEES | |
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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.

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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.
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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 |
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- 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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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 Perinatal Mental Health Collaborative

ORGANIZATION TYPE

Not-for-profit

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

Di Nuzzo

FIRST NAME

Nancy

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

CITY/TOWN

[REDACTED]

PROVINCE

[REDACTED]

POSTAL CODE

[REDACTED]

EMAIL ADDRESS

ntd.volunteer@gmail.com

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*)

World Maternal Mental Health Day

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 | |
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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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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.
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- Staff will work with you on finalizing the agenda for your ceremony after the request has been submitted.

ANNEX B: DIGNITARY/VIPs ATTENDING/INVITED

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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

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TIME OF DAY PREFERENCE

AM (09:00 a.m. – 12:00 p.m.)

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| | |
|--------------------------------------|--|
| ESTIMATED NUMBER OF ATTENDEES | |
|--------------------------------------|--|

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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| TIME | ITEM |
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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 |
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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.