

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 28, 2025

Item 18, Report No. 1 of the Committee of the Whole which was adopted without amendment by the Council of the City of Vaughan on January 28, 2025.

18. PROCLAMATION REQUESTS: NATIONAL 211 DAY, WEAR RED CANADA DAY AND RARE DISEASE DAY

The Committee of the Whole recommends approval of the recommendations contained in the following report of the Deputy City Manager, Strategic Initiatives, dated January 21, 2025:

Recommendations

1. THAT the following be proclaimed:
 - a. The day of February 11, 2025, as “National 211 Day”;
 - b. The day of February 13, 2025, as “Wear Red Canada Day”;
 - c. The day of February 28, 2025, as “Rare Disease 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 (1) Report

DATE: Tuesday, January 21, 2025

WARD(S): ALL

TITLE: PROCLAMATION REQUESTS: NATIONAL 211 DAY, WEAR RED CANADA DAY AND RARE DISEASE DAY

FROM:

Micheal Genova, Deputy City Manager, Strategic Initiatives

ACTION: DECISION

Purpose

To seek approval for the above-noted proclamation requests.

Report Highlights

- Respond to the proclamation requests received for the month of February.

Recommendations

1. THAT the following be proclaimed:
 - a. The day of February 11, 2025, as “National 211 Day”;
 - b. The day of February 13, 2025, as “Wear Red Canada Day”;
 - c. The day of February 28, 2025, as “Rare Disease 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

National 211 Day

Correspondence was received from Findhelp Information Services (Findhelp | 211) on December 9, 2024, making the request for proclamation.

211 provides residents of Vaughan and across the country with information and referral to the complete range of government, health, community and social services in their communities. 211 is a free and confidential service that is available 24/7 in 150+ languages by phone. 211 is funded and supported by the United Way Greater Toronto.

Council has previously granted this request.

Wear Red Canada Day

Correspondence was received from The Canadian Women's Heart Health Alliance on December 5, 2024, making the request for proclamation.

Heart disease is the number one killer of women worldwide and the leading cause of premature death in women in Canada. The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health. Wear Red Canada Day is celebrated annually across Canada on February 13 to raise awareness about women's cardiovascular health.

Council has previously granted this request.

Rare Disease Day

Correspondence was received from the Rare Disease Day Organization on November 20, 2024, making the request for proclamation.

Rare Disease Day is a globally coordinated movement focusing on rare diseases. The movement is working towards achieving equity in social opportunity, healthcare, and access to diagnosis and therapies for people living with a rare disease.

Council has previously granted this request.

Previous Reports/Authority

National 211 Day

[Committee of the Whole \(1\) - January 23, 2024](#)

Wear Red Canada Day

[Committee of the Whole \(1\) – October 3, 2024](#)

Rare Disease Day

[Committee of the Whole \(1\) – January 23, 2024](#)

Analysis and Options

National 211 Day

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

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

Wear Red Canada Day

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

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

Rare Disease Day

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

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

Financial Impact

There is no financial impact expected in regards 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 February 11, 2025, as "National 211 Day";
2. The day of February 13, 2025, as "Wear Red Canada Day;" and
3. The day of February 28, 2025, as "Rare Disease 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 Findhelp Information Services (Findhelp | 211).
2. Proclamation Request Letter from Findhelp Information Services (Findhelp | 211).
3. Proclamation Request Letter from The Canadian Women's Heart Health Alliance.
4. Proclamation Request Form from the Rare Disease Day Organization.

Prepared by

Sonia Furtado, Acting Supervisor, City Clerk's Administrative Services, ext. 8329.

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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

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	
<p>THE FOLLOWING HAVE BEEN ATTACHED TO THIS REQUEST (Please note that these are REQUIRED as part of the request approval)</p> <p style="text-align: center;">Completed Annex A Draft Ceremony Agenda (See Page 4)</p> <p style="text-align: center;">Completed Annex B Dignitaries/VIPs Attending/Invited (See Page 5)</p> <p style="text-align: center;">Image of the Flag to be Raised</p>	

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

ANNEX A: DRAFT CEREMONY AGENDA

- Please detail each item of the agenda in order, including the approximate time that it will take place.
- Items may include an Introduction, Official Greetings from the Mayor, Raising of the Flag, etc.; try to provide any additional details that might be helpful such as noting that the anthem should be played when the flag is being raised.
- A sample of the draft ceremony agenda is provided below to help guide you in completing this page:

Time	Item
12:00	Master of Ceremonies provides an introduction and welcomes everyone to the ceremony.
12:05	President of the organization delivers greetings and acknowledges dignitaries.
12:10	Mayor delivers his address to guests.
12:15	Member of Parliament delivers their address to guests.
12:25	Children's choir sings cultural song.
12:35	Organization and dignitaries raise the flag, while the anthem is played.
12:45	Master of Ceremonies thanks everyone and closes the ceremony.

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

ANNEX B: DIGNITARY/VIPs ATTENDING/INVITED

- Provide the name and organizations for all dignitaries or VIPs you are inviting to attend the ceremony.
- Dignitaries and VIPs might include the Mayor and Members of Vaughan Council, Members of Parliament, Members of Provincial Parliament, Ambassadors or High Commissioners from foreign embassies or high commissions, CEOs or Presidents of corporations, etc.
- Please note that city staff will only issue invitations and information to the Mayor and Members of Council, you are required to invite and inform all other dignitaries and VIPs listed on this page of your request form.

February 11, 2025 – National 211 Day Requests for the City of Vaughan

Included in This Document are the Following:

1. National 211 Day Proclamation Request
2. National 211 Day Lighting Request: Vaughan City Hall
3. National 211 Day Event Details and Key Messaging

Organization: Findhelp Information Services (Findhelp | 211)

Registered Charity #: 118870666RR001

What is 211?

211 provides residents of Vaughan with information and referral to the complete range of government, health, community and social services in their communities. 211 is a free and confidential service available 24/7 in 200+ languages by phone. Service is also available online at 211Central.ca and via text, chat and email. 211 is funded and supported by the United Way Greater Toronto. Residents of Vaughan can contact 211 for information and referral to:

- Health Services & Mental Health Supports
- Income Support & Financial Assistance
- Food Banks, Meal Programs & Grocery Delivery
- Housing Help & Emergency Shelter
- Support Services for Seniors & Persons with Disabilities
- [And more...](#)

211 recognizes the diverse needs of the residents of Vaughan and provides specialized support for individuals, families, youth, seniors, persons with disabilities, Indigenous, Black, LGBTQ2S+ and newcomer communities. 211 strengthens our human services system and helps residents of Vaughan get the help they need, when they need it, making their pathway to care a guided and trusted one. For more information, visit 211Central.ca.

Event: National 211 Day, February 11, 2025

What is 211 Day? Every year on February 11, United Ways and 211s across Canada celebrate [National 211 Day](#). National 211 Day is a public awareness initiative for the award-winning 211 service that helps guide individuals and families through the complex network of human services by phone, online, text, chat and email.

211 Day Proclamation Request: We're requesting February 11, 2025 to be proclaimed as 'National 211 Day' in the City of Vaughan.

211 Day Lighting Request: We're requesting the Vaughan City Hall in the City of Vaughan to be lit up on February 11, 2025 in celebration of National 211 Day.

Requested Date of Special Lighting: February 11, 2025

Requested Lighting Colours: Red

Other Iconic Destinations & Landmarks that have participated in the 211 Day United Glow lighting: CN Tower, Niagara Falls

How Lighting Benefits Event/Cause: For National 211 Day 2025, we're making illumination requests for landmarks in the regions we serve, including the Vaughan City Hall. Our goal is to raise awareness for the free, confidential 211 service on National 211 Day through outreach, social media promotion and public relations. Our hope is that the illumination of landmarks will provide us with an additional opportunity to talk about 211 service which is available to all Canadians for free if they ever need help dealing with life's challenges.

Lighting Promotion/Communications Materials: We will be using the illumination of landmarks as a story telling device in our newsletters and social media on and around National 211 Day. We hope to capture photos of each of the illuminated landmarks for social media purposes on the evening of February 11, 2025 as well.

211 Day Social Media Hashtag: #211Day | **Handle/Tag:** @Findhelp211

Suggested Key Messaging for Mayor Steven Del Duca and City of Vaughan:

1. On February 11, we celebrate National #211Day to raise awareness about the 211 service in our communities. Residents of Vaughan can call 211 for a free, confidential referral to community and social supports. Available 24/7 in 200+ languages. Learn more at 211Central.ca
2. Residents of Vaughan looking for food, housing, mental health resources and other community or social services can contact 211 for a free, confidential referral to supports nearby. On February 11, we celebrate National #211Day. Learn more: 211Central.ca

If you have any questions, please contact Salman Allidina, Digital Communications Coordinator at Findhelp | 211 at sallidina@findhelp.ca.

Thank you!

ATTACHMENT 3

From: Clerks@vaughan.ca
To: [Sonia Furtado](#)
Subject: FW: [External] Proclamation Request - Wear Red Canada 2025
Date: Monday, January 06, 2025 9:32:23 AM
Attachments: [Vaughn - WRC 2025- Government Proclamation Wording Template - EN_FR.docx](#)

From: Ana Spasojevic [REDACTED]
Sent: Thursday, December 5, 2024 9:52 AM
To: Clerks@vaughan.ca; Julia Bartolomeo <Julia.Bartolomeo@vaughan.ca>
Cc: admin@cwhha.ca
Subject: [External] Proclamation Request - Wear Red Canada 2025

CAUTION! This is an external email. Verify the sender's email address and carefully examine any links or attachments before clicking. If you believe this may be a phishing email, please use the Phish Alert Button.

Dear Mayor Steven Del Duca,

Heart disease is the number one killer of women worldwide and the leading cause of premature death in women in Canada. Globally, cardiovascular diseases affect 1 out of 3 women, yet women everywhere are under-studied, under-diagnosed, under-treated, and under-aware when it comes to their cardiovascular health. Worse, considering that 80% of a woman's risk factors are within her control, heart disease is largely preventable.

Wear Red Canada is celebrated annually across Canada on February 13th to raise awareness about women's cardiovascular health. Organized events held across the country serve as a reminder for everyone, especially women, to be mindful, curious and proactive in the management of their heart health and wellness.

I write to you today, as our elected Mayor and an advocate for improving health outcomes for women in Vaughn, to request your assistance in proclaiming **February 13 as *Wear Red Canada day* in Vaughn.**

We would also request a 2-3 minute pre-recorded video message to all of Canada on behalf of the city of Vaughn. We will provide you with all the needed briefing documents and remain at your disposal to answer any questions.

We want to see improved awareness of the greatest health risk to women in our communities, and, most importantly, fewer women dying prematurely from heart disease—and we believe we can achieve this with your help.

Thank you for your time, for reading, and for your consideration. Please find attached suggested proclamation language for your review.

Yours sincerely,

Ana Spasojevic

Wear Red Canada Volunteer Team Member

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

RARE DISEASE DAY <https://www.rarediseaseday.org>

ORGANIZATION TYPE

Not-for-profit

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

DiNardo

FIRST NAME

Flaviana

POSITION

participant

STREET ADDRESS

[REDACTED]

APT/UNIT NUMBER

CITY/TOWN

Vaughan

PROVINCE

ON

POSTAL CODE

[REDACTED]

EMAIL ADDRESS

[REDACTED]

TELEPHONE NUMBER

[REDACTED]

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

FIRST NAME

POSITION

STREET ADDRESS

APT/UNIT NUMBER

CITY/TOWN

PROVINCE

POSTAL CODE

ON

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)*

Rare Disease Day is the globally-coordinated movement on rare diseases, working towards equity in social opportunity, healthcare, and access to diagnosis and therapies for people living with a rare disease.

Since its creation in 2008, Rare Disease Day has played a critical part in building an international rare disease community that is multi-disease, global, and diverse - but united in purpose. I am hopefully requesting that the Vaughan Municipal Building be illuminated in the Rare Disease Colors: T-pink, O-blue, R-green, O-purple, N-pink, O-green, T-pink, O-blue. Hopefully from 4:00 pm. throughout the evening when the illumination will be more visible.



DAY



WEEK



MONTH

PART 5: FLAG RAISING DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

RARE DISEASE DAY

Rare Disease Day is the globally-coordinated movement on rare diseases, working towards equity in social opportunity, healthcare, and access to diagnosis and therapies for people living with a rare disease.

Since its creation in 2008, Rare Disease Day has played a critical part in building an international rare disease community that is multi-disease, global, and diverse - but united in purpose.

Last February 2024, the campaign was a huge success and it went viral. A spokesperson presented on CP24 Breakfast TV. Honorable Olivia Chow officially named February 28th as RARE DISEASE DAY in the City Of Toronto. Many illuminated landmarks can be viewed on the web site.

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

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

the preferred actual date is Friday February 28, 2025

WILL THERE BE A PUBLIC EVENT AT CITY HALL FOLLOWING THE FLAG RAISING CEREMONY?



YES - Please note additional permits, fees and charges may apply for extended use of the space and other resources.



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

11/20/2024

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

STAKEHOLDER SPEAKER

Please indicate below who (if anyone) from your organization will deliver remarks on behalf of your organization during the ceremony. Requests will be reviewed by the Mayor in consultation with City staff.

SPEAKER 1:**SPEAKER 2:****SPEAKER 3:**

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*)

☐

Attached 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.

In accordance with the Flag Protocol Policy, any persons other than the Mayor who may speak at a flag raising ceremony must be vetted by the Mayor's Office. Please indicate in the table below if you are requesting that an invited dignitary deliver remarks during the ceremony.

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	REQUEST TO SPEAK

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

Once completed, submit this form to protocol@vaughan.ca

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.
- Flag images and music files must be submitted to protocol@vaughan.ca a minimum of 5 business days before the date of the flag raising ceremony.
- 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.
- Requests for invited dignitaries (other than the Mayor) to speak at a flag raising ceremony must be noted here and will be determined at the discretion of the Mayor.