

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 20, 2021

Item 11, Report No.46, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on October 20, 2021.

11. PROCLAMATION REQUESTS – FIRE PREVENTION MONTH AND NATIONAL PASTA MONTH

The Committee of the Whole recommends approval of the recommendations contained in the following report of the Deputy City Manager, Administrative Services and City Solicitor, dated October 13, 2021:

Recommendations

1. That October 2021 be proclaimed as Fire Prevention Month;
2. That October 2021 be proclaimed as National Pasta Month; and
3. That the proclamations be posted on the City's website and the Corporate and Strategic Communications department be directed to promote the above-noted proclamations through the various corporate channels.

Committee of the Whole (2) Report

DATE: Wednesday, October 13, 2021

WARD(S): ALL

TITLE: PROCLAMATION REQUESTS – FIRE PREVENTION MONTH
AND NATIONAL PASTA MONTH

FROM:

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

ACTION: DECISION

Purpose

To seek approval for proclamation requests for Fire Prevention Month and National Pasta Month

Report Highlights

- Respond to requests from Vaughan Fire and Rescue Services and National Pasta Month
- Proclamations are for the month of October

Recommendations

1. That October 2021 be proclaimed as Fire Prevention Month;
2. That October 2021 be proclaimed as National Pasta Month; and
3. That the proclamations be posted on the City's website and the Corporate and Strategic Communications department be directed to promote the above-noted proclamations through the various corporate channels.

Background

Fire Prevention Month

Correspondence was received from Vaughan Fire and Rescue Services on September 29, 2021 requesting a proclamation.

The goal of Fire Prevention Month is to raise fire safety awareness, and help ensure that your family and your home are protected. Vaughan Fire uses education as one of their lines of defense.

National Pasta Month

Correspondence was received from National Pasta Month on October 1, 2021 requesting a proclamation.

National Pasta Month is a registered not-for-profit, that celebrates the love of pasta globally with a variety of programming opportunities and events that support local restaurants and businesses. This year they are focusing their fundraising campaign to support local food banks.

Previous Reports/Authority

Not applicable.

Analysis and Options

Fire Prevention Month

The proclamation request meets the requirements of the City's Proclamation Policy as follows:

"An official and ceremonial statement made by or under the authority of Council, recognizing a cause, event or commemoration of significance to the City of Vaughan and its citizens.

2.1. For the purposes of section 2, a proclamation may be issued for:

2.1.4. Public awareness campaigns;"

National Pasta Month

The proclamation request meets the requirements of the City's Proclamation Policy as follows:

"An official and ceremonial statement made by or under the authority of Council, recognizing a cause, event or commemoration of significance to the City of Vaughan and its citizens.

2.1. For the purposes of section 2, a proclamation may be issued for:

2.1.3. Charitable and non-profit fundraising campaigns;

2.1.4. Public awareness campaigns;"

Financial Impact

There is not expected financial impact with respect to these requests.

Broader Regional Impacts/Considerations

Not applicable

Conclusion

Having reviewed the requests, staff is recommending that October 2021 be proclaimed as Fire Prevention Month and National Pasta Month, that that the proclamations be posted on the City's website and that Corporate and Strategic Communications department be directed to promote the proclamations through the various corporate channels.

For more information, please contact: Todd Coles, City Clerk, ext. 8281

Attachments

1. Correspondence from the Deputy Fire Chief, Vaughan Fire and Rescue Services, received September 29, 2021.
2. Correspondence from the Executive Director, National Pasta Month, dated September 30, 2021.

Prepared by

Shari Gouzvaris, Supervisor, City Clerk's Administrative Services, ext. 8280

Approved by



Wendy Law
Deputy City Manager
Administrative Services & City Solicitor

Reviewed by



Nick Spensieri, City Manager

FLAG RAISING & PROCLAMATION REQUEST FORM

I am requesting the following (please select all that apply):

Flag Raising (*Complete Parts 1-3, Parts 5 & 6, Annex A, Annex B*)

Proclamation (*Complete Parts 1-4*)

PART 1: ORGANIZATION DETAILS

ORGANIZATION NAME

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	
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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

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.

City of Vaughan Clerk's Office
2141 Major Mackenzie Drive
Vaughan, ON
L6A 1T1



September 30th, 2021

Dear City of Vaughan,

We would like to put in a request for the proclamation and deputation for the official launch of National Pasta Month across Canada in the City of Vaughan on October 1st, 2021. National Pasta Month is celebrated globally during the month of October annually from October 1st to 31st and promotes the love of Pasta with a variety of programming opportunities and events that will support local restaurants and businesses and will contribute to a fundraising campaign to support local charities annually.

National Pasta Month is a registered Ontario not-for-profit corporation, founded in Thornhill, Ontario with head offices in the City of Vaughan with aspirations in developing an iconic annual fundraising program that can be duplicated nationally and raises millions for charities similar to Tim Horton's Camp Day, McHappy Day, Movember and the Ice Bucket Challenge.

National Pasta Month has been developed in Ontario and co-organized by National Pasta Month Inc., Arcadia Music Group, Arcadia Music Festival, Philippine Heritage Band and Concerts Festivals & Events Alliance Inc.

Arcadia Live Productions Inc. and Philippine Heritage Band are long time approved Community Service Organization (CSO) by the City of Vaughan and have been volunteering and fundraising with the community for 40 years including annual partners with City wide cultural programs and events such as Heritage month programming and Vaughan Culture Days.

We thank you in advance for your assistance. Please kindly contact us for any questions or with instructions on how to proceed with this project.

Regards,

Pat Di Rauso,
Executive Director, National Pasta Month
Email: Pat@truefinancial.com
Office: 1-437-231-3591
Cell: [REDACTED]