

March 5, 2022

Marie-Pierre Lavoie  
Chair,  
Conseil scolaire francophone de la Colombie-Britannique  
100-13511 Commerce Parkway  
Richmond, BC V6V 2J8

Dear Chair Lavoie,

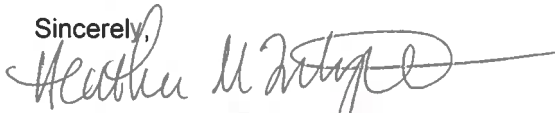
Thank you for sending the Francophone flag of British Columbia to Mayor Alto to raise in March. Unfortunately, we do not have a community flagpole that is available for such requests so I am returning your flag.

We do, however, offer light ups to community groups and organizations. You are invited to request a City Hall light up (maximum of 2 colours) for the period of one day by emailing [bookaroom@victoria.ca](mailto:bookaroom@victoria.ca) with the following information:

- **Name of organization:**
- **Contact name:**
- **Address:**
- **Phone number:**
- **E-mail:**
- **Date(s) of event:**
- **Date of lighting (we only light up for one day per group):**
- **What colour(s) are you requesting? (limit of 2):**
- **Description of cause/event:**
- **Website we can use in our Social Media Post:**
- **Social Media themes/hashtags:**

I look forward to working with you to celebrate the francophone community. Don't hesitate to reach out with any questions.

Sincerely,



**Heather McIntyre, She/her**

Protocol and Correspondence Coordinator  
Communications and Engagement