

Council Event Protocol

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**Department:** Office of the COO**Division:** Strategic & Enterprise Services**Section:** Festivals and Special Events**Approved By:** [SOP Approved By], 3/9/2016**Purpose:**

The purpose of this document is to outline the protocol and procedure for all corporate involving the Mayor or Members of Council.

**Scope:**

This protocol applies to all City departments, the Mayor's Office, and Council Office requesting the attendance of the Mayor and/or Member of Council at an eligible event.

**Definitions & Acronyms:**

CAO – Chief Administrative Officer of the City of Brampton

ELT – Executive Leadership Team at the City of Brampton

FSEO – Festivals and Special Events Office at the City of Brampton

Member of Council – a City or Regional Councillor

MP – Member of Parliament (Federal)

MPP – Member of Provincial Parliament

SOP – Standard Operating Procedure

**Procedure:**1.0 General

1. All requests for the Mayor's attendance at, or participation in, functions or events must be submitted in writing to the Office of the Mayor by the appropriate City department or external organization sponsoring or hosting the activity a minimum of four weeks prior to the event.
2. If the Mayor is not able to attend a function, the following is the precedence order:



- a. Acting Mayor
  - b. One of the ward Councillors- if the event is geographically focused
  - c. The relevant Committee Chair if the event is functionally focused
  - d. The relevant Committee Vice-Chair- if the function is functionally-focused
  - e. Another available Councillor
3. When the Mayor attends a function that is of interest to a local Ward City and Regional Councillor and/or located in their ward, the applicable City and Regional Councillor will also be asked to attend by the Mayor.
  4. The Mayor's Chain of Office shall be worn during Council meetings, all events, official openings, parades etc. as often as possible at the discretion of the Mayor.
  5. The Mayor and Members of Council must be addressed formally by their elected office titles in all written correspondence and at all events or functions, including social events where members of the public are present.
  6. When the scheduled event is a City function, the Mayor and all attending Councillors are to be included in any pictures which are taken

### 2.0 Order of Speakers

1. The CAO is designated as the Master of Ceremonies for any Corporate, City-sponsored, City co-sponsored or related event or activity where the City has a vested interest. If the CAO is not available to perform this role, he/she shall designate an alternate from the ELT.
2. The Mayor or Acting Mayor will speak first and convey official greetings from the City followed by any other applicable remarks.
3. Other speakers will follow the Mayor as appropriate or applicable in the following order; MP, MPP, Regional Councillor, City Councillor.
4. Subject to the nature of the event and attending dignitaries, the general order of precedence for speaking will be the federal government, provincial government and municipal government.

### 3.0 Official Openings and Park/Plaque Dedications

The City Councillor for the Ward in which the property is located chairs the opening. Elected officials speak before other speakers, in the following order:



1. Mayor or Acting Mayor;
2. Regional Chairman or Regional Councillor representing the ward (if applicable);
3. Area MP; and
4. Area MPP

#### 4.0 City Parades/Events/Processions

Elected officials appear in parades/events/processions in the following order:

1. Mayor;
2. Members of Council (riding in or on a common vehicle, or appearing in order of the wards they represent);
3. Regional Chairman;
4. Provincial government representative; and
5. Federal government representative.

#### 5.0 Municipally Sponsored Banquets/Award Dinners

1. The Mayor, Acting Mayor or City or Regional Councillor as designated by the Mayor is seated at the head table and is called upon to convey greetings from the City of Brampton.
2. When the Mayor, Acting Mayor or designated City or Regional Councillor is also the main speaker at the banquet, he/she is seated in the centre of the head table adjacent to the podium location.

#### 6.0 Flag Raisings

1. The Mayor, Acting Mayor or a City or Regional Councillor shall officiate at all flag raisings.
2. Flags of Canada, Ontario and Brampton are flown at all official functions. The flag of Canada shall be located in the centre, the flag of Ontario on the left, and City of Brampton flag on the right.

#### 7.0 Private Functions/Events

The protocol for these events is determined by the host organizations and/or individuals in charge of the event in consultation with the Office of the Mayor. If the Mayor, Acting Mayor or a Member of Council are invited as speakers, it is appropriate that they be invited to speak according to the Order of Speakers indicated in Section 1.0 and 2.0 of this Procedure.



Council Event Protocol

Whenever possible, and with the consent of the host organization and/or individuals in charge of the event, invitations for private functions/events should be shared with all Members of Council.

8.0 Exceptions

Should the Prime Minister, Premier, Her Majesty the Queen and/or the Official Representative of Her Majesty the Queen attend an event, their placement and participation is controlled by protocol associated with the offices they hold. Staff from their respective offices will assist with proper arrangements and identify any special requirements. The official protocols established by these respective offices shall take precedence over protocol and procedures in this SOP.

<b>Related Documents:</b>	

**Accountability:**

The Manager of Festivals and Special Events is responsible for ensuring that all events and other related activities are in compliance with this SOP.

The Manager of Festivals and Special Events is responsible for reviewing and updating this SOP as required.

The FSEO is responsible for:

1. Upon notice of an event or function, develop a comprehensive program proposal
2. Organize event in consultation with the Office of the Mayor, City departments, provincial and federal protocol offices and/or other groups as required.
3. Prepare, organize and implement all protocol and/or special recognition materials as appropriate.
4. Upon completion of an event or function, evaluate results and prepare appropriate acknowledgements.
5. Provide ongoing protocol advice and support to the Mayor, Members of Council and City departments as required.



Council Event Protocol

6. Provide advice and/or assist community groups and other stakeholders with standard protocol requirements related to City sponsored events and official flag raisings etc. as appropriate.

<b>Contacts:</b>			
<b>Name:</b>	<b>Role:</b>	<b>Department/Area:</b>	<b>Contact #</b>
	Manager, Festivals and Special Events	Office of the COO	

<b>Director(s) Approval – Version Number X</b>			
<b>Director(s) name/Title</b>	<b>Dept</b>	<b>Date Approved</b>	<b>Signature</b>
Thomas Plant	Strategic and Enterprise Services	May 24, 2016	

