

Category: Governance

Title: Civic Events Protocol

Policy Number: GOV-160

Approved by: C287-2019, C051-2022, C324-2022

Administered by: Protocol Office, Corporate Events and Protocol

Effective: February 28, 2023

1 Background

High profile City events that involve the Mayor and Members of Council enhance the reputation and image of the City of Brampton. Rules of protocol are required to guide City of Brampton staff, Members of Council, and their staff on what is appropriate for official City events and the protocol related events including ceremonial events, openings, unveilings, and dignitary visits.

2 Purpose

The purpose of this Protocol is to:

- a) Provide direction to City staff and Members of Council and their staff, on governmental etiquette, decorum, and practice
- b) Ensure coordinated and consistent approaches to events, activities, programs, and services that enhance the reputation and image of the City of Brampton.

3 Application and Scope

This Protocol applies to events hosted by the City of Brampton. For non-City hosted events, this Protocol should be used as a guideline on the acceptable protocol.

This Protocol applies to all City departments, the Mayor's Office, and Council Offices.

4 Policy Statements

4.1 Official City Events

4.1.1 Mayor's Attendance

- a) All requests for the Mayor's attendance at, or participation in, functions 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.

If the Mayor is not able to attend an official City event, the Mayor may ask:

- i. A Deputy Mayor to attend in their place;
- ii. If the Deputy Mayor is unable to attend, the Mayor may ask Standing Committee or Committee Section Chair/Vice Chair to attend, if none are available then one of the Councillor(s) of the ward where the event is being held to attend; or
- iii. The relevant Committee Chair depends on the nature of the event if it has a city-wide impact.

4.1.2 Invitations

All Members of Council will be sent a calendar invitation from Corporate Events for official City events or the Protocol Office for protocol related events including flag raisings, openings, ceremonies, and visiting delegations. City departments will send programming related invitations to Mayor and Council directly from their program area.

4.1.3 Speaking Order

The Mayor and Members of Council are hosts of official City events that are ceremonial in nature.

The Mayor will speak first and convey official greetings from the City. The organizing department in consultation with the Protocol Office may determine appropriate speaking roles in consultation with the Mayor's Office. Elected officials speak before other speakers in the following order:

- Mayor, Deputy Mayor or relevant Committee Chair
- Local ward Councillor(s) if the event is not considered city-wide
- Regional Chair
- Area Member of Parliament (MP), and
- Area Member of Provincial Parliament (MPP)

4.1.4 Titles of Address

The Mayor and Members of Council must be addressed formally by their elected office titles.

- For Mayor: His/Her/Their Worship first, followed by Mr. or Madam Mayor (name).
- For Councillor: Regional Councillor (name) or City Councillor (name).

4.1.5 Master of Ceremonies

The Emcee (Master of Ceremony) for City events and ceremonies will be determined by the organizing department in consultation with the Protocol Office. In most cases, a City elected representative including the relevant committee chair will be considered for the role of Emcee at corporate events including ceremonial events such as ground breakings, ribbon cuttings, and openings.

For tourism or festival focused special events, the Protocol Office has the discretion to bring in a professional Emcee (example: Canada Day, New Year's Eve, and Winter Lights).

4.1.6 Processions & Parades

Elected officials appear in parades or processions organized by the City of Brampton in the following order (example: Remembrance Day, Inaugural Council Meeting procession):

- Mayor or Deputy Mayor
- Councillors (appearing in order of the wards they represent order with City Councillor first, followed by regional Councillor)
- Guest(s) of Honour (may include foreign or religious dignitaries)
- Regional Chair
- Federal government representative(s)
- Provincial government representative(s)

4.1.7 Official Seating

Reserved seating and VIP areas at City events will be determined by the Protocol Office or organizing department in consultation with the Protocol Office and will include the Mayor and City Councillors. Other official representatives may be included in specific events as determined by the Protocol Office in consultation with the Mayor's Office.

4.1.8 Flags

The Flags of Canada, Ontario, and Brampton are displayed at all official functions, weather and available space permitting. In consultation with the Protocol Office, and consistent with the Flag Policy GOV –150, flags of other Nations or Provinces may also be displayed where appropriate.

4.1.9 Chain of Office

The Mayor may wear the Chain of Office during ceremonial occasions at the discretion of the Mayor, to acknowledge the responsibilities, authority, and dignity attached to the role of the Head of Council. Examples of events where the Chain of Office is worn include the Inaugural Brampton City Council and Peel Region Council meetings; regular Council meetings, New Year's Levee; official ceremonies, awards, visits, and parades.

4.2 Intergovernmental Events

4.2.1 Should Her Majesty the Queen and/or Official Representative, the Prime Minister of Canada, the Premier of Ontario, the Governor General, and/or the Lieutenant Governor or other visiting dignitary request a visit with the Mayor, the Mayor's Office will advise the Protocol Office.

4.2.2 All Members of Council and other relevant City staff will be notified by the Protocol Office.

4.2.3 The official protocols established by the respective offices noted above shall take precedence over the City of Brampton protocol and procedures. Staff from the respective offices will work with the Protocol Office to identify any special requirements and proper arrangements for the visit.

4.3 Events with External Funding Partners

4.3.1 External funding partner events may celebrate a facility/site groundbreaking or opening or promote programs, which were constructed, developed, or significantly funded through a partnership with an outside organization or other levels of government.

4.3.2 Where the City is host of a partnership event, the Mayor will bring greetings from the City or perform in a formal role as required. A representative of the partnership organization will speak after the Mayor.

4.3.3 The Communications Schedule of a partnership agreement or transfer

payment agreement takes precedence over this Protocol.

4.3.4 The Protocol Office will coordinate with external partners to coordinate a partnership event and initiate a cross-departmental rapid response team when necessary including but not limited to staff from Government Relations, Strategic Communications, Festivals and Special Events, Facilities Services, and Security Services.

4.4 Community Events

Community events are organized by an external organization where the Mayor and Members of Council are invited, guests. Generally, the Mayor brings greetings from the City and speaks immediately after the master of ceremonies' opening remarks and introductions, followed by the Councillor(s), if applicable, and then other speaking guests. The program agenda is at the discretion of the community event organizer.

4.5 Municipal Campaign Black-Out Period

During the municipal election period after the start of nominations, the current Members of Council will fulfill their role at events as required. Direct political campaigning by an elected official or candidate at an official City event is prohibited.

4.6 Transition Period for Members-elect

During a municipal election period after Election Day, the City acknowledges that members-elect may wish to attend official City events or other events to celebrate, recognize, and show support to City residents. The role of members-elect is limited to being a guest or public participant with no formal role. The current term Members of Council will fulfill any formal role at official City events or other events held after a municipal election and before a new term's Members of Council are sworn in following the protocols outlined herein.

5 Definitions

5.1 "Communication Schedules" refers to schedules in a partnership agreement or transfer payment agreement, which outline the event and communication requirements of funding partners.

5.2 “Community Events” refers to events organized by an external organization where the Mayor and Members of Council are invited, guests

5.3 “Deputy Mayor” refers to a non-elected position(s) within the Brampton City Council, established by Council Resolution and Procedure By-law 160-2004 as amended. The Deputy Mayor fulfills the presiding and some administrative and ceremonial duties and responsibilities of the Mayor or Head of Council when the Mayor is unavailable or absent.

5.4 “External Funding Partners” refers to stakeholders who have sponsored a program or project with the City of Brampton, including other levels of government, institutions, and private sector partners.

5.5 “Official City Events” include but are not limited to signature corporate or city-wide events, official openings, park/plaque dedications, municipally sponsored banquets/award dinners, civic recognitions, parades, or other Council endorsed events. They are held in Brampton and have a citywide impact; are identified in a project or department work plan and/or are endorsed by the Senior Corporate Leadership Team and/or Council. An official City event includes an opening ceremony component. The ceremony includes:

An official invitation sent to the Protocol Office approved guest lists by the Protocol Office using the City’s official invitation template.

All or some of the following elements: agenda, speakers, speaking notes, ribbon cutting, plaque unveiling.

5.6 “Protocol” generally refers to the official procedure or rules of governing city-wide events and other official functions associated with the Mayor’s Office and Members of Council, including diplomatic occasions. The exception is referenced herein to “this Protocol” which refers to the document.

6. References and Resources

This Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publically available.

External references

N/A

References to related bylaws, Council policies, and administrative directives

[Flag Policy GOV-150](#)

[Use of Corporate Resource Policy – Gov - 120](#)

References to related corporate-wide procedures, forms, and resources

N/A

Revision History

Date	Description
2019/07/10	New. Approved by Council Resolution C287-2019 and replaces Council Event Protocol of March 2016.
2022/04/10	Updated to include Deputy Mayor position as approved by Council Resolution C051-2022.
2023/02/03	Updated to remove Acting Mayor position as approved by Council Resolution C324-2022
2025/04/10	Next Scheduled Review

