

Category: Governance

## **Civic Events Protocol**

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Approved by: Council Resolution # C051-2022 – March 2, 2022  
Administered by: Events & Protocol, Strategic Communication, Tourism & Events  
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## **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:

- 2.1 Provide direction to City staff and Members of Council and their staff, on governmental etiquette, decorum, and practice.
- 2.2 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. Official City Events**

### **4.1 Mayor's Attendance**

- 4.1.1 All requests for the Mayor's attendance or participation in functions must be submitted in writing to the Mayor by the appropriate City department or external organization sponsoring or hosting the activity a minimum of four weeks prior to the event.
- 4.1.2 If the Mayor is not able to attend an Official City Event, then the following applies:
  - a) The Mayor may ask the Deputy Mayor to attend in their place.
  - b) If the Deputy Mayor is unable to attend, the Mayor may ask the Standing Committee or Committee Section Chair or Vice Chair to attend. If none are available, then one of the Councillors of the ward where the event is being held may be asked to attend.
  - c) The relevant Committee Chair may be asked to attend, depending on the nature of the event and if it has a City-wide impact.

- 4.1.3 For virtual events, the event will be considered to be held at City Hall and relevant Ward Councillors will be offered opportunity to bring remarks on behalf of the City if the Mayor, Deputy Mayor, or relevant Committee Chairs are not available.

## 4.2 Invitations

- 4.2.1 All Members of Council will be sent a calendar invitation from Events & Protocol for Official City Events and protocol-related events including flag-raising, openings, ceremonies, and visiting delegations. City departments will send programming-related invitations to the Mayor and Council directly from their program area.

## 4.3 Speaking Order

- 4.3.1 The Mayor and Members of Council are hosts of Official City Events that are ceremonial in nature.
- 4.3.2 Land Acknowledgment and opening prayer or ceremony, if applicable, are included in the program in the following sequence:
  - a) Brief welcome from emcee.
  - b) Land Acknowledgment (given by non-indigenous person).
  - c) Opening prayer or ceremony by an Elder or Knowledge Keeper, if appropriate.
- 4.3.3 The Mayor will speak first and convey official greetings from the City. In absence of the Mayor's ability to bring official remarks, Events and Protocol will connect with Deputy Mayor to bring official remarks. In absence of both Mayor and Deputy Mayor to bring remarks the Chair of the relevant committee will be contacted.
- 4.3.4 The organizing department, in consultation with Events & Protocol, may determine appropriate speaking roles in consultation with the Mayor's Office. Elected officials speak before other speakers in the following order:
  - a) Mayor, Deputy Mayor, or relevant Committee Chair
  - b) Local Ward Councillors (if the event is not considered City-wide or if the individuals noted in 'a)' are not available to bring remarks)
  - c) Regional Chair
  - d) Area Members of Parliament (MP)
  - e) Area Members of Provincial Parliament (MPP)

#### 4.4 Titles of Address

- 4.4.1 The Mayor and Members of Council must be addressed formally by their elected office titles:
  - a) For Mayor: His/Her/Their Worship first, followed by Mister or Madam Mayor (name).
  - b) For Councillor: Regional Councillor (name) or City Councillor (name).
- 4.4.2 Elders and Knowledge Keepers may have their own preferences with regards to the titles and names they use. It is best to ask in advance how each person would like to be introduced. Names may include those recognized by the government and traditional names.
  - a) The Chief can be referred to by Chief (first name, last name).
  - b) Elders can be referred to as Elder (first name, last name).
  - c) Knowledge Keepers may go by the first and last name, a traditional name, or other name of significance.

#### 4.5 Master of Ceremonies

- 4.5.1 The Emcee (Master of Ceremony) for City events and ceremonies will be determined by the organizing department in consultation with Events & Protocol. In most cases, a City-elected representative including the relevant committee chair will be considered for the role of Emcee at ceremonial events such as funding announcements, renamings, and grand opening events.
- 4.5.2 If the Mayor and Deputy Mayor are not available to bring official remarks on behalf of the City, then a relevant committee chair may emcee and provide official remarks.
- 4.5.3 For tourism or festival focused special events, Events & Protocol have the discretion to bring in a professional Emcee (e.g., Heritage Months, Canada Day, New Year's Eve, Winter Lights, etc.).

#### 4.6 Processions & Parades

- 4.6.1 Elected officials appear in parades or processions organized by the City of Brampton in the following order (e.g., Remembrance Day, Inaugural Council Meeting procession, etc.):
  - a) Mayor or Deputy Mayor
  - b) Councillors (appearing in order of the wards they represent order with CityCouncillor first, followed by regional Councillor)

- c) Guests of Honour (may include foreign or religious dignitaries)
- d) Regional Chair
- e) Federal government representatives
- f) Provincial government representatives

#### 4.7 Official Seating

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

#### 4.8 Flags

- 4.8.1 The Flags of Canada, Ontario, and Brampton are displayed at all official functions, weather and available space permitting. In consultation with Events & Protocol, and consistent with the Flag Policy GOV-150, flags of other nations or provinces may also be displayed where appropriate.

#### 4.9 Chain of Office

- 4.9.1 The Mayor may wear the Chain of Office during ceremonial occasions, at their discretion, 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.

### 5. Intergovernmental Events

- 5.1 Should His Majesty the King or Official Representative, the Prime Minister of Canada, the Premier of Ontario, the Governor General, the Lieutenant Governor, or other visiting dignitary request a visit with the Mayor, the Mayor's Office will advise Events & Protocol.
- 5.2 All Members of Council and other relevant City staff will be notified by Events & Protocol.
- 5.3 The official protocols established by the respective offices noted above shall take precedence over the City of Brampton's protocol and procedures. Staff

from the respective offices will work with Events & Protocol to identify any special requirements and proper arrangements for the visit.

## **6. Events with External Funding Partners**

- 6.1 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.
- 6.2 Where the City is the 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.
- 6.3 The Communications Schedule of a partnership agreement or transfer payment agreement takes precedence over this Protocol.
- 6.4 Events & Protocol 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, Facilities Operations & Maintenance, and Security Services.

## **7. 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 Emcee's opening remarks and introductions, followed by the Councillors, if applicable, and then other speaking guests. The program agenda is at the discretion of the community event organizer.

## **8. 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.

## **9. 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.

## 10. Monitoring and Compliance

10.1 This policy will be enforced by Events and Protocol and the Strategic Communications, Events & Tourism division. Adherence to this policy will ensure processes are streamlined and consistent.

10.2 Consequences of non-compliance

10.2.1 Failure to follow this Protocol may result in damage to reputation and loss of trust in City practices wherein community partners and other levels of government may lose confidence in City processes affecting their relationship with the City.

## 11. Definitions

11.1 **Communication Schedules** – Schedules in a partnership agreement or transfer payment agreement, which outline the event and communication requirements of funding partners.

11.2 **Community Events** – Events organized by an external organization where the Mayor and Members of Council are invited guests

11.3 **Deputy Mayor** – A non-elected position 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.

11.4 **External Funding Partners** – Stakeholders who have sponsored a program or project with the City of Brampton, including other levels of government, institutions, and private sector partners.

11.5 **Official City Events** – Include, but are not limited to, signature corporate or City-wide events, official openings, park/plaque dedications, municipally sponsored banquets and award dinners, civic recognitions, parades, or other Council-endorsed events. They are held in Brampton, have a City-wide impact, and are identified in a project or department work plan. They may be endorsed by the Corporate Leadership Team or Council. An Official City Event includes an opening ceremony component. The ceremony includes:

11.5.1 An official invitation sent to Events & Protocol with approved guest lists by Events & Protocol using the City's invitation template.

11.5.2 All or some of the following elements:

- a) Agenda
- b) Speakers
- c) Speaking notes
- d) Plaque unveiling

11.6 **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.

## 12. References and Resources

This Protocol 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 publicly available.

12.1 References to related bylaws, Council policies, and administrative directives

- [Flag Policy GOV-150](#)
- [Use of Corporate Resources Policy GOV-120](#)

## 13. 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 to conform with Council Resolution C324-2022.
2024/02/28	Updated to include the role of Indigenous Elders along with placement of Land Acknowledgement and Indigenous elements within City-led events.
2025/02/14	Updated grammatical errors, inconsistencies in language, and outdated terminology
2028/02/14	Next Scheduled Review