

Corporate Policy and Procedure



Policy No. 06-02-01
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Effective Date 2009 06 03
Supersedes 1976 01 26

TAB: PUBLIC RELATIONS
SECTION: EVENTS
SUBJECT: PROTOCOL

POLICY STATEMENT Organizers of corporate or community events involving the Mayor or Members of Council shall observe the rules of protocol as outlined in this policy.

MAYOR'S ATTENDANCE All requests for the Mayor's attendance at, or participation in, functions associated with the Mayor's office, must be submitted in writing to the Mayor's office or Communications Division, Corporate Services Department. If the Mayor is not able to attend a function, the Acting Mayor may be asked to attend.

When the Mayor attends a function that is of concern to the ward councillor, the councillor is also asked to attend.

VISITORS TO COUNCIL The Mayor may officially welcome persons or groups to Council. In addition, in the event that a group visits Council, the councillor representing the ward in which the group resides may also welcome them.

PARADES/PROCESSIONS Elected officials appear in parades 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.

**OFFICIAL OPENINGS,
SOD TURNINGS,
CORNERSTONE LAYING** The 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;

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2. Regional Chairman;
3. area MPP; and
4. area MP.

MUNICIPALLY SPONSORED BANQUETS

The Mayor, Acting Mayor or designated councillor is located at the head table and is called upon to bring greetings from the City of Mississauga.

When the Mayor, Acting Mayor or designated councillor is also the main speaker at the banquet, he/she is located in the centre of the head table adjacent to the podium location.

FLAGS

Flags of Canada, Ontario and Mississauga are flown at all official functions. Viewers of the ceremonies will see the flag of Canada in the centre, Ontario on the left, and Mississauga on the right.

CHAIN OF OFFICE

The Mayor's Chain of Office is worn during Council meetings, official openings, parades, etc. as often as possible at the discretion of the Mayor.

EXCEPTIONS

Should the Prime Minister and/or 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.

REFERENCE:

1974 12 09
Resolution 43 - 1976 01 26
2009 06 03 – housekeeping change to clarify last sentence

LAST REVIEW DATE:

May, 2009

CONTACT:

For more information, contact Communications Division, Corporate Services Department.