

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p><i>Current Policy – What Exists Today in the Community Recognition Policy</i></p>	<p><i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i></p>	<p><i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i></p>
<p>POLICY STATEMENT The City of Mississauga’s Community Recognition Program brings public awareness to special occasions and events which enhance the health, welfare, safety and cultural diversity of the community.</p>	<p>POLICY STATEMENT No change.</p>	
<p>PURPOSE The Community Recognition Program is intended to raise awareness and encourage participation in fundraising initiatives, public awareness campaigns and cultural, sport and entertainment programs and activities that foster a spirit of community and contribute to enriching the quality of life in Mississauga.</p> <p>This policy outlines the types of recognition available, the criteria and application process and roles and responsibilities of staff.</p>	<p>PURPOSE No change.</p>	
<p>SCOPE This policy applies to community/non-profit groups and organizations that meet the criteria outlined in this policy.</p> <p>Special achievements and anniversaries of individuals, groups and organizations or businesses are recognized through the City of Mississauga Civic Recognition Program. Refer to Corporate Policy and Procedure – Civic</p>	<p>SCOPE This policy applies to non-profit groups and organizations that meet the criteria outlined in this policy.</p> <p>No change.</p>	

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p><i>Current Policy – What Exists Today in the Community Recognition Policy</i></p>	<p><i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i></p>	<p><i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i></p>
<p>Recognition Program for more information.</p> <p>Requests for recognition activities from City staff, Council or other levels of government will be coordinated in accordance with this policy.</p>	<p>Requests for recognition activities from City staff or other levels of government will be reviewed in accordance with this policy.</p>	<p>Reference to Council has been removed, as there is a new section, “Council Requests”, below.</p>
<p>Council may elect to display a national flag that is related to the promotion of an international City-hosted or joint-partnership event. For more information refer to Corporate Policy and Procedure – Recognition – Flag Protocol at City Facilities – Exceptions.</p>	<p>Council Requests These are requests from elected officials to light the clock tower or raise a flag to recognize a significant local, regional, national or international cause or event. These requests can be submitted directly to Strategic Communications staff for consideration and/or be addressed during General Committee or Council meetings.</p> <p>To ensure the desired date is available, Council requests should be received with as much lead time as possible.</p> <p>No change.</p>	<p>New section to clarify how Council requests are submitted.</p>
<p>LEGISLATIVE REQUIREMENT Any collection, use and disclosure of information</p>	<p>LEGISLATIVE REQUIREMENT No change.</p>	

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p>Current Policy – What Exists Today in the Community Recognition Policy</p>	<p>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</p>	<p>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</p>
<p>under this policy will be undertaken in accordance with the <i>Municipal Freedom of Information and Protection of Privacy Act</i>.</p>		
<p>DEFINITIONS For the purposes of this policy: “Commissioner” means the Corporation’s Commissioner of Corporate Services, Chief Financial Officer and Deputy Treasurer and includes any person who has been authorized, in writing, to temporarily act during absence or vacancy in that office.</p>	<p>DEFINITIONS For the purposes of this policy: “Commissioner” means the Corporation’s Commissioner of Corporate Services and Chief Financial Officer and includes any person who has been authorized, in writing, to temporarily act during absence or vacancy in that office.</p>	
<p>“Director” means the Director, Communications, Corporate Services Department or his/her designate.</p>	<p>“Director” means the Director, Strategic Communications, Corporate Services Department or their designate.</p>	<p>Housekeeping change to reflect the rebrand of Communications to Strategic Communications.</p>
<p>ADMINISTRATION The Community Recognition Program is administered by the Communications Division, Corporate Services Department, with the support of the Facilities and Property Management Division, Corporate Services Department and the Culture Division, Community Services Department.</p>	<p>ADMINISTRATION The Community Recognition Program is administered by the Strategic Communications Division, Corporate Services Department, with the support of the Facilities and Property Management Division, Corporate Services Department and the Culture Division, Community Services Department.</p>	<p>Minor change to reflect the rebrand of Communications to Strategic Communications. This change has been made throughout the policy.</p>
<p>CITY’S ROLE The City’s relationship with community organizations, volunteer groups or other</p>	<p>CITY’S ROLE No change.</p>	

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p>Current Policy – What Exists Today in the Community Recognition Policy</p>	<p>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</p>	<p>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</p>
<p>organizations under this program is one of support only. Such support does not constitute civic endorsement and will not be seen to represent or imply any partnership.</p>		
<p>ACCOUNTABILITY Communications Division Communications staff are responsible for</p> <ul style="list-style-type: none"> • Reviewing all applications for compliance with the criteria outlined in this policy • Ensuring a previous request has not been processed for that calendar year (maximum of one per year) • Approving all applications, in consultation with other departments/divisions and the Commissioner, where necessary • Notifying applicants of the outcome of their application • Notifying the Mayor and Members of Council of approved recognition activities 	<p>ACCOUNTABILITY Strategic Communications Division Strategic Communications staff are responsible for:</p> <ul style="list-style-type: none"> • No change. • Ensuring a previous request has not been processed by the same group in the previous 12 months (maximum of one request per 12-month period) • Ensuring a previous request for the same cause has not been processed in the previous 12 months (maximum of one request per cause over a 12-month period) • Ensuring the submitted/requested flag aligns with the flag raising request • Evaluating all applications, in consultation with other departments/divisions, the Director and the Commissioner, where necessary • No change. • No change. 	<p>Housekeeping change to reflect the rebrand of Communications to Strategic Communications.</p> <p>The bullet has been clarified to one request in a 12 month period (e.g. June to June), and not a calendar year (Jan. to Dec.) Additional clarification that each cause will only be recognized once in a 12-month period.</p> <p>Additional bullet to ensure the correct flag is displayed. Minor revision for clarity, as all applications are reviewed but not all may be approved.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p>Current Policy – What Exists Today in the Community Recognition Policy</p>	<p>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</p>	<p>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</p>
<ul style="list-style-type: none"> • Scheduling and completing all digital and social media messaging, and • Advising applicable departments/divisions as required to prepare and complete approved requests 	<ul style="list-style-type: none"> • Scheduling and completing all approved social media messaging, and • No change. 	<p>Minor revision for clarity.</p>
<p>Director The Director is responsible for ensuring applicable staff is aware of and trained on this policy.</p>	<p>Director The Director is responsible for:</p> <ul style="list-style-type: none"> • No change • Approving all requests as evaluated by staff, and • Escalating to the Commissioner as required 	<p>Revised to reflect current practice, whereby all requests are approved by the Director.</p>
<p>CRITERIA The following criteria must be met:</p> <ol style="list-style-type: none"> 1. Groups/organizations must be Mississauga based or have an identifiable presence in the Mississauga Community 2. The group/organization is able to <ol style="list-style-type: none"> a) Demonstrate that the event/occasion is either of interest or benefit to the City as a whole Or b) Supports a municipal, regional, provincial or federal government program or initiative. 3. The group/organization is not for profit Or 	<p>CRITERIA The request must meet all the following criteria:</p> <ol style="list-style-type: none"> 1. The group/organization is a registered charity or not-for-profit and is not a commercial or business operation. Charities must include their nine-digit 	<p>Bullets removed, as the intent is demonstrated in bullet #5 of the revised policy.</p> <p>Bullet expanded for clarity.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p><i>Current Policy – What Exists Today in the Community Recognition Policy</i></p>	<p><i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i></p>	<p><i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i></p>
<p>Is aligned with Health Canada’s Calendar of Health Promotion Days</p> <p>Or Represents a nation whose flag is recognized by Global Affairs Canada</p> <p>4. The group/organization’s core values do not conflict with the City’s core values, vision or strategic goals or do not adversely impact on the City’s identity</p> <p>5. The group/organization and event must help foster a spirit of community and a climate of understanding and contribute to and enrich the quality of life in Mississauga</p>	<p>registration number.</p> <p>2. The group must have a presence in Canada.</p> <p>3. For health-related causes, the event/activity must be aligned with Health Canada’s Calendar of Health Promotion Days or it can be reasonably determined that the cause/event/activity could significantly impact the community.</p> <p>4. For national flag raisings, the flag that is being raised must represent a nation whose flag is recognized by Global Affairs Canada</p> <p>5. For non-national flag raisings, the imagery on the flag must clearly represent the cause</p> <p>6. No change.</p> <p>7. The group/organization/event must raise awareness and encourage participation in fundraising initiatives, public awareness campaigns and/or cultural, sport and</p>	<p>There are now separate bullets for health related causes and national flag raisings. The criteria for health related causes has been expanded beyond the Health Canada Calendar of Health Promotion Days.</p> <p>Additional bullet for clarity.</p> <p>Revised for consistency to reflect wording from the Purpose section.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p><i>Current Policy – What Exists Today in the Community Recognition Policy</i></p>	<p><i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i></p>	<p><i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i></p>
<p>6. The content of the requested message for the campaign, initiative, program or activity</p> <p>a) May not be in conflict with any applicable laws, City by-laws or policies</p> <p>b) Does not have the potential to incite violence and hatred</p> <p>c) Does not present demeaning or derogatory portrayals of individuals or groups</p> <p>d) Is not of questionable taste in style, substance or presentation method</p> <p>e) Does not minimize and/or detract from the image of the City and/or its employee</p> <p>f) Is not a matter that represents the personal conviction of an individual</p> <p>g) In light of generally prevailing community standards, is not likely to cause deep or widespread offence</p>	<p>entertainment programs and activities that foster a spirit of community and contribute to enriching the quality of life in Mississauga</p> <p>8. In addition, the community recognition request:</p> <p>a) No change.</p> <p>b) Does not advance the political interest of any particular party or group</p> <p>c) No change.</p> <p>d) No change.</p> <p>e) No change.</p> <p>f) No change.</p> <p>g) Is not a matter that represents personal conviction</p>	<p>Added to assist in decision making.</p> <p>Revised to remove “of an individual”, as the criteria may apply to groups. Last bullet removed, as it is difficult to quantify.</p>
	<p>CITY RESERVED PERIOD The following days are reserved for internal, City programming and may not be booked for any</p>	<p>New section to address operational needs and goals.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p>Current Policy – What Exists Today in the Community Recognition Policy</p>	<p>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</p>	<p>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</p>
	<p>community recognition activities. The reserved dates listed below can be changed or modified by the City of Mississauga at any time, without notice. Please note that the reserved dates may also include the two preceding days.</p> <p>The City’s Strategic Communications team can be contacted to determine availability. Please note that some of the dates listed below will change from year to year.</p> <ul style="list-style-type: none"> a) January 1 – New Year’s Day b) February – Family Day (Ontario) c) February 14 - Hazel McCallion Day and Valentine’s Day d) March 17 – St. Patrick’s Day e) April 28 – National Day of Mourning f) May (the second Sunday in May) – Mother’s Day g) May (the last Monday preceding May 25) - Victoria Day h) June (third Sunday in June) – Father’s Day i) July 1 – Canada Day j) September (the first Sunday in September) – Labour Day k) October (second Monday in October) – Thanksgiving Day l) October 31 – Halloween m) November 11 – Remembrance Day n) November – The City of Mississauga’s 	

<i>Current Policy – What Exists Today in the Community Recognition Policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	<p>Light up the Square event</p> <p>o) December 31 – New Year’s Eve</p>	
	<p>STATE OF MOURNING</p> <p>Certain days also represent the mandatory dimming of the Civic Centre clock tower. The dimming of the clock tower is in line with the half-masting of Civic Centre flags and/or flags flying at all City-owned facilities, as is done on the Peace Tower in Ottawa. The City will light the Civic Centre clock tower, office tower and façade in a dimmed white light at dusk on the following days in recognition of:</p> <ul style="list-style-type: none"> • April 28 - National Day of Mourning, to recognize those who have been injured or killed in the workplace • June 23 - National Day of Remembrance for Victims of Terrorism • Second Sunday of September - Fallen Firefighters Memorial Day, to recognize all firefighters who died in the line of duty during the previous year • September 29 - National Police and Peace Officers’ National Memorial Day, to recognize those who have made the ultimate sacrifice in the performance of their duties 	<p>New section. There are currently two annual planned days when the City lowers flags at all facilities, as outlined in Flag Protocol at City Facilities Policy 06-04-03; Remembrance Day, November 11, and the National Day of Mourning (April 28) To coincide with and enhance recognition of these days, a policy addition focused on State of Mourning recognition is recommended. As part of this recognition, the clock tower, office tower and Civic Centre façade will be lit starting at 8 p.m. During Community Recognition lightings only the clock tower portion of the Civic Centre is illuminated, so this enhancement will focus on having more of the Square and Civic Centre lit.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<i>Current Policy – What Exists Today in the Community Recognition Policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	<ul style="list-style-type: none"> • November 11 - Remembrance Day, to honour the memory of all Canadians who served their country in times of war • December 6 - National Day of Remembrance and Action on Violence Against Women 	
	<p>OBSERVING TRAGIC EVENTS</p> <p>The Mayor or Acting Mayor may direct that the clock tower be lit to recognize a sudden and significant local, national or international tragic event that impacts the community. These lightings may displace or interrupt a previously scheduled recognition activity. In this case, the requesting organizations/individual will be given as much notice as possible about any changes to their previously scheduled lighting. Strategic Communications staff will work with the requestor to reschedule their lighting.</p> <p>Note: The City may choose to recognize anniversaries of tragic events through tower lighting/dimming on the first, fifth, 10th and subsequent anniversaries at five-year intervals thereafter.</p>	<p>New section. When unplanned, tragic events take place, the Mayor or Acting Mayor may provide direction to acknowledge the incident through a clock tower lighting or dimming. Past examples of this include the Humboldt bus accident, the Riya Rajkumar tragedy and the New Zealand Mosque shootings.</p> <p>Authority to initiate these lightings would be limited to the Mayor or Acting Mayor. Lightings for unplanned, tragic events will be focused on the clock tower only, similar to Community Recognition lightings. The colour used will be dimmed white, unless otherwise requested by the Mayor or Acting Mayor.</p>
<p>TYPES OF RECOGNITION</p> <p>Community/non-profit groups and organizations may qualify for one of the following types of recognition, as appropriate</p> <ol style="list-style-type: none"> 1. Community flag raising (on a flag pole 	<p>TYPES OF RECOGNITION</p> <p>Non-profit groups and organizations may qualify for one of the following types of recognition:</p> <ol style="list-style-type: none"> 1. Community flag raising - on a flag pole 	<p>Reference to “community” has been removed; groups that qualify under the criteria may not be strictly “community” groups.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<i>Current Policy – What Exists Today in the Community Recognition Policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>designated by the City on Mississauga Celebration Square and digitally on the Mississauga Celebration Square screens, as available and in rotation with scheduled programming)</p> <p>2. Lighting of the City Hall Clock Tower</p>	<p>designated by the City on Mississauga Celebration Square (MCS)</p> <p>2. Lighting of the Civic Centre clock tower</p>	<p>The reference to digital display is covered in the Flag Raising section below so has been removed here.</p> <p>Minor change to reflect Civic Centre instead of City Hall.</p>
<p>Recognition requests will be reviewed and evaluated in the order they are received.</p> <p>Community/non-profit groups and organizations will be limited to one request per year.</p> <p>A flag raising and lighting request may occur on the same day; but two flag raisings or two lightings will not be permitted on the same day.</p> <p>Flags will remain in place for one day (up to 24 hours) and take place on the requested date, as</p>	<p>No change.</p> <p>A cause will only be recognized once per 12-month period even if the request was made by a different organization.</p> <p>Non-profit groups and organizations will be limited to one community recognition (flag raising OR tower lighting) request per 12-month period.</p> <p>A flag raising and lighting request may occur on the same day if the causes are different, with the exception of the City’s recognition of Pride in Mississauga. In this case, both a flag raising and tower lighting for the same cause can take place on the same day. However, two flag raisings or two lightings will not be permitted on the same day.</p> <p>Flags will remain in place for one day (up to 24 hours) and take place on the approved date.</p>	<p>Clarified the limitation of one recognition per 12-month period for each cause.</p> <p>Revised to clarify that “one request” includes both flag raising and lighting of the tower. “Community” removed.</p> <p>Clarified that the causes must be different, with the exception of recognition of Pride.</p> <p>Minor revision to indicate “approved date” instead of “requested date”.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p><i>Current Policy – What Exists Today in the Community Recognition Policy</i></p>	<p><i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i></p>	<p><i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i></p>
<p>per the application submitted. Lightings will occur for one evening and take place on the approved date.</p>	<p>Lightings will occur for one evening and take place on the approved date.</p>	
<p>1. Flag Raising The City of Mississauga will raise flags for community/non-profit groups and organizations that meet the criteria in this policy. The requestor will be responsible to provide the flag.</p> <p>Requests will be reviewed and evaluated in the order they are received. Flag raisings will be done on a flag pole designated by the City on Mississauga Celebration Square and digitally on the Mississauga Celebration Square screens, as available and in rotation with scheduled programming.</p>	<p>1. Flag Raising The City of Mississauga will raise flags for non-profit groups and organizations that meet the criteria in this policy. The requestor will be responsible for providing a physical flag, along with an identical digital copy.</p> <p>Requests will be reviewed and evaluated in the order they are received. Flag raisings will take place on a flag pole designated by the City on MCS. The flag raising will be recognized digitally on MCS media screens, as space is available and in rotation with scheduled programming.</p> <p>The approved flag must be dropped-off to the Welcome Desk, located in the Mississauga Civic Centre, from 8:30a.m. to 4:30p.m. Monday to Friday, no later than one week before the event. Flags must be picked-up at the same location no later than ten business days following the event. Flags that are not retrieved within this time period will be disposed of by staff privately and in a respectful manner.</p>	<p>“Community” removed. Clarified that the requestor must provide both a physical and digital flag.</p> <p>Minor wording changes for clarity, no change to intent or process.</p> <p>Provided detail on where the physical flag is to be dropped off/picked. Clarified this is the requestor’s responsibility, as there have been cases in the past where the flag was not retrieved and was left with Communications or other City staff involved with the flag-raising. Some groups were relying on Communications to provide the flag the next year if the flag raising was an annual request.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<i>Current Policy – What Exists Today in the Community Recognition Policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Flags will remain in place for one day (up to 24 hours) and will occur on the requested date, as per the submitted application.</p>	<p>Flags will remain in place for one day (up to 24 hours) and will occur on the approved date.</p>	<p>Revised to clarify the “approved” date, not the “requested” date.</p>
	<p>In the event that the Welcome Desk is not available, the flag must be provided to staff at the designated flag pole on Mississauga Celebration Square thirty minutes prior to the flag raising event. The requestor may arrange to retrieve the flag from Facility and Property Management staff when it is lowered 24 hours later or, if this is not possible, the flag will be retained by Facility and Property Management staff until such time as the Welcome Desk reopens. Organizations will be notified when the Welcome Desk is open or other arrangements can be made for the requestor to retrieve the flag. Flags that are not retrieved within ten business days of notification will be disposed of by staff privately and in a respectful manner.</p>	<p>New section to address the current and any future situations when the Welcome Desk is closed.</p>
	<p>Flags will remain in place for one day (up to 24 hours) and will occur on the approved date.</p> <p>In the event that there is a half-masting planned for the day following a flag raising, which wouldn’t allow the community flag to be flown for 24 hours, Strategic Communications staff will advise the requestor as soon as possible.</p>	

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p><i>Current Policy – What Exists Today in the Community Recognition Policy</i></p>	<p><i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i></p>	<p><i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i></p>
<p>Support Provided Depending on availability, the City’s support may consist of one or more of the following.</p> <p>Communications staff will be responsible for:</p> <ul style="list-style-type: none"> • Working with the Culture Division to advise of the date and confirm availability of Mississauga Celebration Square • Coordinating with the Facilities and Property Management team to advise of the date, confirm resources and provide them the flag • Working with the requestor and the Culture Division to prepare a virtual display on Mississauga Celebration Square digital screens, as available and in rotation with scheduled programming (image to be provided by the requestor) • Social media messaging for the designated day or first day of week/month of the designated period • Updating the flag raising listing on the Community Recognition Program web page (as each is approved) and • Advising Mayor and Council of flag raisings 	<p>Support Provided The support of City staff will consist of the following:</p> <p>Strategic Communications staff will be responsible for:</p> <ul style="list-style-type: none"> • No change. • Coordinating with the Facilities and Property Management team to advise of the flag raising date, confirm resources and date of the flag delivery • Preparing a virtual display on MCS digital screens in rotation with scheduled programming (image to be provided by the requestor) • Coordinating social media messaging for the designated day on the City’s corporate Twitter channel. Hashtags and website links to be provided by the requestor • Updating the online Community Recognition Program listing, and • Advising Mayor and Council of upcoming flag raisings 	<p>Removed the caveat “depending on availability”, as the City will complete all approved requests.</p> <p>Minor revision for clarity.</p> <p>Preparation of the virtual display is completed by Strategic Communications.</p> <p>Revised to include reference to links to social media that the requestor must provide.</p> <p>Revised for ease of reading, no change to process.</p> <p>Clarified that advance notice is given.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<i>Current Policy – What Exists Today in the Community Recognition Policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Facility and Property Management will be responsible for:</p> <ul style="list-style-type: none"> • Raising and lowering of flags on designated flag pole on Mississauga Celebration Square • Providing on-site technical support to facilitate speeches during the flag raising ceremony wherever possible 	<p>Facility and Property Management staff will be responsible for:</p> <ul style="list-style-type: none"> • Retrieving the flag from the Welcome Desk once it has been dropped off by the requestor • No change. • Retrieving and returning the portable audio visual unit from the Tech Hub, Information Technology, Civic Centre, and • Returning the flag to the Welcome Desk to be picked-up by the requestor 	<p>Additional bullet to clarify FPM responsibilities and current process.</p> <p>Additional bullet to clarify FPM responsibilities and current process.</p> <p>The bullet was removed, as this is not current practice.</p> <p>Additional bullet to clarify FPM responsibilities and current process.</p>
<p>Culture will be responsible for:</p> <ul style="list-style-type: none"> • Including virtual display on Mississauga Celebration Square screens, as available and in rotation with scheduled programming 	<p>Culture staff will be responsible for:</p> <ul style="list-style-type: none"> • Confirming the availability of MCS and the digital media screens on the requested date, and • Providing support as required in coordinating the virtual display on the digital media screens 	<p>Revised to reflect current practice.</p>
	<p>Security Services staff will be responsible for:</p> <ul style="list-style-type: none"> • Making Security Officers available during the flag raising if a security risk has been identified by Strategic Communications 	<p>Added to clarify</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<p>Current Policy – What Exists Today in the Community Recognition Policy</p>	<p>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</p>	<p>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</p>
<p>2. Lighting The City of Mississauga will light the Civic Centre Clock Tower for community/non-profit groups and organizations that meet the criteria in this policy.</p> <p>Requests will be reviewed and evaluated in the order they are received.</p> <p>Lightings will occur for one evening and will take place on the approved date, as per the application submitted.</p>	<p>2. Lighting The City of Mississauga will light the Civic Centre Clock Tower for non-profit groups and organizations that meet the criteria in this policy.</p> <p>No change.</p> <p>Lightings will occur for one evening and will take place on the approved date. All lightings will take place from dusk to dawn the following morning.</p>	<p>Minor change; removed “community”, as some groups may not be local.</p> <p>Revised to clarify the “approved” date, not the “requested” date and to note the duration.</p>
<p>Support Provided Depending on availability, the City’s support may consist of one or more of the following. Communications staff will be responsible for:</p> <ul style="list-style-type: none"> • Working with the Culture Division to advise of the date and confirm availability of Mississauga Celebration Square • Working with the requestor and the Culture Division to prepare a virtual display on Mississauga Celebration Square digital screens, as available and in rotation with scheduled programming (image to be provided by the requestor) 	<p>Support Provided The support of City staff may consist of one or more of the following: Strategic Communications staff will be responsible for: No change.</p> <ul style="list-style-type: none"> • Preparing a virtual display on MCS digital screens, as available and in rotation with scheduled programming 	<p>Removed the caveat “depending on availability”, as the City will complete all approved requests.</p> <p>Revised to reflect Communications role in preparing the virtual display. The requestor is not required to provide an image.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

Current Policy – What Exists Today in the Community Recognition Policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
<ul style="list-style-type: none"> • Social media messaging for the designated day or first day of week/month of the designated period • Updating the Clock Tower lighting listing on the Community Recognition Program web page (as each is approved) and • Advising Mayor and Council (monthly) of the Clock Tower lighting schedule, and • Posting on social media (e.g. the City’s Corporate Twitter and Facebook channels) to acknowledge the lighting recognition/ activation 	<ul style="list-style-type: none"> • Coordinating social media messaging for the designated day. Hashtags and website links to be provided by the requestor • Updating the online Community Recognition Program listing • Advising Mayor and Council of upcoming Clock Tower lightings, and • Posting on social media (e.g. the City’s Corporate Twitter channel) to acknowledge the lighting 	<p>Revised to include reference to links to social media that the requestor must provide.</p> <p>Revised for ease of reading, no change to process.</p> <p>Minor revision for clarity; updates may not be monthly.</p> <p>Revised to reflect current practice to post on Twitter only.</p>
<p>Culture staff will be responsible for:</p> <ul style="list-style-type: none"> • Managing the lighting equipment set-up and activation, and • Including a virtual display on Mississauga Celebration Square screens, as available and in rotation with scheduled programming 	<p>Culture staff will be responsible for:</p> <ul style="list-style-type: none"> • No change. • Providing on-call support should there be any challenges during the lighting, and • Providing support as required in coordinating the virtual display on the digital media screens 	<p>Bullet added to distinguish support for the lighting.</p> <p>Revised to reflect current practice, as Strategic Communications now completes the virtual display.</p>
	<p>Security Services staff will be responsible for:</p> <ul style="list-style-type: none"> • Making security officers available during the lighting if a security risk has been identified by Strategic Communications 	<p>New section to clarify the role of Security Services.</p>
<p>APPLICATION PROCESS Applications for flag raisings and lightings are</p>	<p>APPLICATION PROCESS The process for applications for flag raisings and</p>	<p>Requests for flag raisings and lightings</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<i>Current Policy – What Exists Today in the Community Recognition Policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>available online on the Community Recognition Program web page. (The application in alternative formats is available upon request.) Staff will review each application against the established criteria.</p> <p>Requests for flag raisings and lightings must be received no later than six weeks before the requested recognition date to allow for adequate review, planning and scheduling.</p> <p>Exceptions to the timelines may be approved by the Commissioner.</p>	<p>lightings is available online on the Community Recognition Program web page. (The application in alternative formats is available upon request.) Staff will review each application against the established criteria.</p> <p>Requests for flag raisings and lightings must be received at least four weeks before the requested recognition date to allow for adequate review, planning and scheduling. Requests can be submitted no earlier than 12 months before the requested recognition date.</p> <p>No change.</p>	<p>may now be submitted up to four weeks before the requested date, instead of six.</p> <p>Clarified that requests can only be made 12 months in advance.</p>
<p>The applicant will be advised by email confirmation that their request has been approved, including the date that the organization will be recognized. Incomplete applications, including the absence of any required images and promotional messages, will not be finalized and will require the applicant to submit a new application.</p>	<p>No change.</p>	
	<p>The requesting organization will be responsible to extend invitations to prospective attendees, including the Mayor and/or Members of Council. The requesting organization is also responsible for booking a room within the Civic Centre to</p>	<p>This is the current practice and has been added to the policy for clarity and transparency.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<i>Current Policy – What Exists Today in the Community Recognition Policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	continue their recognition activity, if applicable.	
	The City of Mississauga will work to ensure approved community recognition requests are fulfilled on the agreed upon date; however, activities may be cancelled or rescheduled at the City’s discretion at any time. In this case, the requesting group will be notified as early as possible.	Added for clarity, as unforeseen circumstances may arise.
<p>Decision Making Process In the event that a request appears to be in conflict with any of the criteria outlined in this policy, applicable staff will conduct an objective and impartial analysis of the request in relation to the criteria.</p> <p>Staff involved in the analysis will make a recommendation, in writing, to the Commissioner to either decline or approve the request. The Commissioner’s decision will be final and will be communicated to the applicant in a timely manner.</p>	<p>Decision Making Process No change.</p> <p>Staff involved in the analysis will make a recommendation, in writing, to the Mayor or Acting Mayor to either decline or approve the request. The Mayor’s decision will be final and will be communicated to the applicant in a timely manner.</p> <p>Recognition activities are issued at the discretion of the City of Mississauga. Requests will be reviewed and evaluated in the order they are received. The City of Mississauga will work to ensure approved community recognition</p>	<p>In the event that a request appears to be in conflict with any of the criteria outlined in this policy, applicable staff will conduct an objective and impartial analysis of the request in relation to the criteria.</p> <p>The Mayor or Acting Mayor will now make the final decision.</p> <p>This information currently appears on eCity so has been included here for consistency.</p>

Comparison of Current and Proposed Policy – Community Recognition Policy – 06-04-04

<i>Current Policy – What Exists Today in the Community Recognition Policy</i>	<i>Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	<p>requests are fulfilled on the agreed upon date; however, activities may be cancelled or rescheduled at the City’s discretion at any time. In this case, the requesting group will be notified as early as possible.</p>	