

City of Mississauga

Corporate Report



Date: February 8, 2022

To: Chair and Members of General Committee

From: Paul Mitcham, P.Eng, MBA, City Manager and Chief Administrative Officer

Originator's files:

Meeting date:
March 9, 2022

Subject

2022 Official Openings and Events

Recommendation

That the recommendations outlined in the Corporate Report entitled "2022 Official Openings and Events" dated February 8, 2022 from the City Manager and Chief Administrative Officer be approved.

Executive Summary

- The 2022 official openings and events listed in this report were provided by staff from across the organization and placed into the categories of the Council-approved policy (Appendix 1), adopted on December 14, 2016.
- The 2022 list of official openings and events is intended to help manage expectations and establish equitable approaches regarding size, scope and budget for City openings and events.
- As provincial COVID-19 restrictions are lifting, this report recommends a return to in-person events in 2022, with a contingency of hosting some events virtually should restrictions be reinstated at any point throughout the year.
- With the municipal election taking place in 2022, there will be no Official City Openings/Events scheduled after Labour Day until after voting day.
- In 2022, there are 15 official City openings and events planned including two (2) Category A: Large Scale Projects with Capital Budgets; two (2) Category B: Small Scale Projects with Capital Budgets; two (2) Category C: Openings & Events with No Capital Budgets; two (2) Category D: Major Sports Tournaments; five (5) Category E: Traditional Events. In addition as an FYI, there are five (5) Category F: Ward-Specific events; and eleven (11) Category G: Other events.
- Following the same process from past years, Mayor and Members of Council will be notified by email of any additional 2022 official openings and events as they come

forward and will be provided with confirmed dates for all events listed once they are established.

Background

During the 2016 Budget and Business Planning process, Council adopted the Corporate Report Official Openings' Protocols and Budgets, which included the Council-approved policy (adopted December 14, 2016) for the following seven (7) categories:

- A. Large Scale Projects with Capital Budgets
- B. Small Scale Projects with Capital Budgets
- C. Openings and Events with No Capital Budgets
- D. City Hosted Major Sports Tournaments
- E. Traditional Events
- F. Ward Specific Events – out of scope
- G. Other (non-public buildings, or events where the City is not the lead) – out of scope

Each event category includes required program elements and budget upset limits:

A. Large Scale Projects with Capital Budgets
<ul style="list-style-type: none"> a. Official Opening Ceremony b. Public Event: city-wide public draw OR Public Event: major public works projects <p>Capital Budget: funds two separate items –</p> <ul style="list-style-type: none"> i. plaque / interpretive sign(s) (\$5,000) and ii. opening event with an upset spend limit of \$15,000
B. Small Scale Projects with Capital Budgets
<ul style="list-style-type: none"> a. Official Opening Ceremony b. Public Event: local public draw OR Limited Attendance Events <p>Capital Budget: funds two separate items –</p> <ul style="list-style-type: none"> i. plaque / interpretive sign(s) (\$5,000) and ii. opening event with an upset spend limit of \$5,000
C. Openings & Events With No Capital Budgets (anniversaries, re-namings and dedications)
<ul style="list-style-type: none"> a. Official Opening Ceremony (usually requires a small ceremony or photo op, on occasion a larger event might be planned) b. Limited Attendance Events <p>Budget: existing current budgets of business units involved are used to fund the events.</p>

It is recommended that spending for events in this category follow the budget for Category B events:

- i. plaque / interpretive sign(s) where applicable (approximately \$5,000) and
- ii. opening event with an upset spend limit of \$5,000

Re-naming requests, through a Corporate Report to Council, will identify for approval, the total required budget (plaques, interpretive signs, changes to existing way-finding signs, event costs.)

D. City-Hosted Major Sports Tournaments

Major tournaments to include a signed agreement with organizers. Official openings vary in format and style to ensure organizers' needs are met.

Budget: Corporate Report to Council requesting permission to hold the event requires a full estimate of opening costs (including staff costs) to be built into the application, and approval for any opening costs.

E. Traditional Events

Includes: Mayor's New Year's Levee, Civic Recognition Evening, Civic Committee Recognition Evening (every 4 years), Canada Day (Mississauga Celebration Square), Remembrance Day (Civic Centre ceremony), Light up the Square, Inaugural Council Meeting (every 4 years)

Budget: Funded through Strategic Communications & Initiatives' existing budgets. For events such as Canada Day, Light up the Square and the Mayor's New Year's Levee, some additional costs are borne by Parks and Forestry and/or Mississauga Celebration Square's operating budgets.

F. Ward-Specific Events – Out of Scope

Considered community events where the Council Member's Office is the lead.

Budget: Costs are borne by the Councillor's Office and/or community groups, donations, etc. Staff provides very limited support and only as their capacity allows based on existing work plans; Strategic Communications & Initiatives staff provide only protocol advice.

G. Other – Out of Scope

- a. Openings and events of non-public buildings
- b. Partnership events where the City is not the lead

Budget: Most often, there are no costs to the City. In the unusual event that an opening or event in this category requires funds, the request would be made through a report to Council.

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Each category also has corresponding sound and audio requirements, as outlined in Appendix 2: Audio Visual Support and Costs for Official Events.

For any AV requirements that are contracted out to external vendors, AV Services will liaise with the vendor and manage this relationship on behalf of the business area.

Present Status

Staff continues to use the Council-approved Corporate Policy 06-02-04: Official City Openings/Events when planning all official openings and events. The policy has served to provide greater clarity for staff and Council regarding size and scope for these events as well as costs for plaques, AV support and event ceremonies/celebrations, when applicable.

Official openings and events in an election year

There will be no Official City Openings/Events scheduled after Labour Day until after voting day during the year of a municipal election. Staff will work to ensure no official openings or events take place during this blackout period.

COVID-19 impact on official events

Due to the unanticipated impacts of the COVID-19 pandemic, six official City events were delivered virtually in 2021:

- 2022 Mayor's New Year's Levee
- Official Renaming of Central Library
- COVID Heroes recognition (in lieu of annual Civic Awards of Recognition Evening)
- City Centre Transit Terminal Official Unveiling
- Lakeview Golf Course 125th anniversary
- Canada Day

As gathering restrictions lifted later in the year, five official events were able to proceed in-person:

- Father Saad Official Park Renaming
- Queen Bea Lookout Dedication
- Churchill Meadows Community Centre and Sport Park Opening
- Remembrance Day Civic Centre Ceremony
- Light Up the Square

The remainder of planned 2021 official events were either cancelled or deferred.

Recommendation for 2022 official openings and events

As provincial COVID-19 restrictions are lifting, staff recommend a return to in-person events in 2022, with a contingency of hosting some events virtually should restrictions be reinstated at any point throughout the year.

All indoor and outdoor, in-person official events will follow all provincial health and safety guidelines.

If required, virtual events in 2022 may be delivered as short, pre-recorded, edited videos that are shared on the City's social media channels and would be supported by Strategic Communications & Initiatives, AV and the impacted business area, similar to what was done in 2021.

Comments

In 2022, Mississauga has 15 official City openings and events planned.

List of Council-Approved Official Openings and Events - 2022

A. Large-Scale Projects with Capital Budgets	
In this category, events are large scale, have a city-wide draw and existing capital budget funding, which will be used to an upset limit of \$15,000 for the ceremony and celebration activities. Additional capital funds will be used for any necessary plaques and/or interpretive signage.	
1.	2020 DEFERRED: Saigon Park Official Opening
	<ul style="list-style-type: none"> New park and City's largest stormwater pond; will also include unveiling of new permanent public art installation, A Year in Weather, by Ferruccio Sardell
2.	2021 DEFERRED: Fairwinds Park 524/525 Official Opening and 3 Arches Unveiling
B. Small-Scale Projects with Capital Budgets	
These events are small in scale, have a local/limited attendance draw and existing capital budget funding, which will be used to an upset limit of \$5,000 for the ceremony and celebration activities. Additional capital funds will be used for any necessary plaques and/or interpretive signage.	
1.	Meadowvale Theatre Reopening and Public Art Unveiling
2.	2020 DEFERRED: Fire Station 120 Official Opening
C. Openings & Events With No Capital Budgets (anniversaries, re-namings and dedications)	
The City officially recognizes the 25th, 50th, 75th and 100th anniversaries and subsequent anniversaries at 25 year intervals of City-owned and operated buildings/facilities.	
1.	2020 DEFERRED: Susan Burt Official Room Dedication
2.	Living Arts Centre 25th Anniversary

D. Category D: City Hosted Major Sports Tournaments	
Major tournaments to include a signed agreement with organizers. Official openings vary in format and style to ensure organizers' needs are met.	
1.	Ontario ParaSport Games
2.	Ontario Summer Games
E. Traditional Events	
Included in this section are annual official ceremonies/events organized and executed by the Strategic Communications & Initiatives Division, in partnership with other business areas including Culture.	
1.	Civic Recognition Awards Evening – community
2.	Canada Day
3.	Remembrance Day
4.	Light Up the Square
5.	Civic Recognition Awards Evening – Committees
6.	Inaugural Council
7.	2023 Mayor's New Year's Levee
If Members of Council wish to celebrate Canada Day or Remembrance Day separate from the Mississauga Celebration Square event and Civic Centre event respectively, it would be considered a Ward-Specific Event and fall within Category F of the Official Openings and Events policy.	
F. Ward-Specific Events – Out of Scope	
Events in this category are considered out of scope of "official openings." Since these events are out of scope, they are provided as an FYI only.	
1.	2020 DEFERRED: Public Art: Meadowvale Pedestrian Bridges (Ward 9)
2.	Pheasant Run (Ward 8)
3.	Off-Road Trail 2 (Ward 1, 2, 7)
4.	Cooksville Community Garden Opening (Ward 7)
G. Other – Out of Scope	
Events described below are considered out of scope of "official openings." Since these	

events are out of scope, they are provided as an FYI only.

1. **2020 DEFERRED: LRT Construction Ground Breaking Ceremony* – Led by Metrolinx and the Province**
2. **Kariya 40th anniversary – gift ceremony**
3. **Internet of Things Intelligent Cities Summit**
4. **Raising of the Mississaugas of the Credit First Nation Flag in Council Chambers**
5. **Opening of Malton Makerspace**
6. **Carmen Corbasson Community Centre Redevelopment groundbreaking**
7. **Malton Hub groundbreaking**
8. **Central Library Parking Garage -Electric Vehicle (EV) charging station installation**
9. **National Indigenous People's Day Celebration**
10. **National Day for Truth and Reconciliation** (Note: The National Day for Truth and Reconciliation (September 30) falls within the election blackout period this year. This date is set by the Federal Government and cannot be changed.)

Engagement and Consultation

To compile the list of 2022 official openings and events, Strategic Communications & Initiatives consulted with City directors, affected business areas as well as internal stakeholders including AV.

The above recommendations were made thoughtfully. Consideration of COVID-19, as well as the health and safety of City staff and residents, were important factors.

Financial Impact

Official openings and events have pre-determined budget limitations within each of the categories outlined in the [Official City Openings/Events policy](#). These event budgets come from the existing operating budgets of the lead business areas.

Conclusion

Staff based the recommendations within this report on consultation with internal stakeholders, COVID-19 health and safety guidelines and concern for the health and safety of both City staff and residents.

Once direction from General Committee is received, Strategic Communications & Initiatives staff is ready to implement the approved approach, in partnership with other internal stakeholders.

Attachments

Appendix 1: [Official City Openings/Events Policy 06-02-04](#)

Appendix 2: Audio Visual Support and Costs for Official Events



Paul Mitcham, P.Eng, MBA, City Manager and Chief Administrative Officer

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