

## Comparison of Current and Proposed Policy – Placing Advertisement with the City

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<i>Current Policy – What Exists Today in Placing Advertisement with the City</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>
<b>POLICY TITLE</b> Placing Advertisement with the City	<b>POLICY TITLE</b> Advertising and Sponsorship with the City	Title revised to reflect the inclusion of Sponsorship.
<b>POLICY STATEMENT</b> The City of Mississauga permits advertising on City Property, at City Programs and in City Media only under the conditions outlined in this policy.	<b>POLICY STATEMENT</b> The City of Mississauga permits Advertising and/or Sponsorship on City Property, at City Programs and in City Media only under the conditions outlined in this policy.	Revised to include Sponsorship; no other changes.
<b>PURPOSE</b> The purpose of this policy is to ensure that all third party advertising and sponsorship opportunities are consistent with the City’s corporate values, image and strategic goals. Advertising and sponsorship opportunities shall be undertaken with a view to ensuring that advertising on City Property, at City Programs and in City Media is appropriate and meets specific criteria.  This policy also outlines and identifies the roles and responsibilities of staff in administering all advertising in the City, including the signing authority for advertising agreements on behalf of the City and the process for reviewing advertising decisions.	<b>PURPOSE</b> The purpose of this policy is to ensure that all third party Advertising and Sponsorship opportunities are consistent with the City’s corporate values, image and strategic goals. Advertising and Sponsorship opportunities shall be undertaken with a view to ensuring that Advertising and Sponsorship on City Property, at City Programs and in City Media is appropriate and meets specific criteria.  This policy also outlines and identifies the roles and responsibilities of staff in administering all Advertising and Sponsorship in the City, including the signing authority for Advertising and Sponsorship agreements on behalf of the City and the process for reviewing Advertising decisions.	Revised to include Sponsorship; no other changes.

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<p><b>SCOPE</b></p> <p>This policy only applies to advertising from external advertisers:</p> <ul style="list-style-type: none"> <li>• On City Property</li> <li>• At City Programs, and</li> <li>• In City Media</li> </ul>	<p><b>SCOPE</b></p> <p>This policy only applies to Advertising and Sponsorship from external advertisers:</p> <ul style="list-style-type: none"> <li>• On City Property</li> <li>• At City Programs, and</li> <li>• In City Media</li> </ul>	<p>Revised to include Sponsorship; no other changes.</p>
<p>For information on the process and criteria for recognizing sponsorship contribution through naming or renaming of a facility, refer to Corporate Policy and Procedure - Property and Facilities - Facility Planning - Facility Naming.</p> <p>For information on advertising on road allowances, refer to Corporate Policy and Procedure - Property and Facilities - Use of Public Property - Portable Signs on Road Allowances.</p>	<p>For information on the process and criteria for naming or renaming of a facility where a Sponsorship or donation agreement doesn't exist, refer to Corporate Policy and Procedure - Property and Facilities - Facility Planning - Facility Naming.</p> <p>No change.</p> <p>This policy does not apply to Advertising or Sponsorship that is arranged as part of an official City opening or event or ward event.</p>	<p>Clarified that the Facility Naming policy is for naming outside of sponsorship.</p> <p>Added for clarity, as an official event may be cosponsored by an external partner.</p>
<p><b>DEFINITIONS</b></p> <p>For the purposes of this policy:</p> <p>“Advertising” means any paid or in-kind communications that are utilized to influence, educate or inform the public. This includes all forms of advertising and sponsorship.</p>	<p><b>DEFINITIONS</b></p> <p>For the purposes of this policy:</p> <p>“Advertising” means any paid or in-kind communications that are utilized to influence, educate or inform the public. This includes all forms of third party advertising.</p>	<p>Revised to remove sponsorship, as it is now a separate section in the policy, definition, and to clarify “third party” advertising.</p>

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“City Program” means any activity which is operated by the City and includes any City events.	No change.	
“City Media” means any outlet used by the City to carry and deliver advertisements and includes but is not limited to, direct mail; print (e.g. newspaper, brochure, flyer, magazine); digital media (e.g. web, e-mail, social media, mobile media); television; radio; billboard or message board.	No change.	
“City Property” means all City-owned and controlled properties and facilities, including but not limited to, indoor and outdoor recreation fields; parkland; gardens; open space and boulevards; buildings and rooms; furniture; equipment and fixtures; vehicles; buses; fleet vehicles; and bus shelters.	No change.	
“Panel” means the Advertising Review Panel as established by Council that is charged with the responsibility to review advertisements as requested.	No change.	
“Sponsorship” means a mutually beneficial arrangement between the City and an external company, organization or person(s) where the external company, organization or person(s) contributes funds, goods or services to the City in return for recognition, acknowledgement or other	“Sponsorship” means a mutually beneficial arrangement between the City and an external company, organization or person(s) where the external company, organization or person(s) contributes funds, goods or services to the City to offset the cost of City programs and/or in return for	Included that Sponsorship may offset the cost of City programs and that naming rights are included.

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promotional consideration.	recognition, acknowledgement or other promotional consideration. Sponsorship includes naming rights, which is the exclusive right to name a City Property under the specific terms of an agreement.	
<b>POSITION STATEMENT</b> The placement of any advertising on City Property, at City Programs and/or in City Media does not represent or imply any partnership with the City; the City's endorsement of any product, service, person(s), company, organization, beliefs, views or any contents contained in the advertisement; and does not constitute information or communication by or on behalf of the City.	<b>POSITION STATEMENT</b> The placement of any Advertising or Sponsorship on City Property, at City Programs and/or in City Media does not represent or imply any partnership with the City; the City's endorsement of any product, service, person(s), company, organization, beliefs, views or any contents contained in the Advertising or Sponsorship; and does not constitute information or communication by or on behalf of the City.	Revised to include Sponsorship; no other changes.
<b>CRITERIA</b> Advertising at the City must meet all of the following criteria: <ul style="list-style-type: none"> <li>• The advertising does not conflict with the City's core values, vision or strategic goals or does not adversely impact on the City's identity</li> <li>• The advertising adheres to the Canadian Code of Advertising Standards</li> <li>• The advertising is not in conflict with any applicable laws, City by-laws or policies</li> <li>• The advertising does not breach or conflict</li> </ul>	<b>CRITERIA</b> Advertising and Sponsorship at the City must meet all of the following criteria: <ul style="list-style-type: none"> <li>• The Advertising or Sponsorship does not conflict with the City's core values, vision or strategic goals or does not adversely impact on the City's identity</li> <li>• No change.</li> <li>• The Advertising or Sponsorship is not in conflict with any applicable laws, City by-laws or policies</li> <li>• The Advertising or Sponsorship does not</li> </ul>	Revised to include Sponsorship; no other changes, with the exception of the last bullet, which has been expanded to indicate that cannabis and tobacco advertising is not permitted.

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<p>with any existing City advertising agreements and/or contracts</p> <ul style="list-style-type: none"> <li>• There are no adverse effects on public safety</li> <li>• The advertising does not incite violence and hatred</li> <li>• The advertising does not present demeaning or derogatory portrayals of individuals or groups</li> <li>• The advertising is not of questionable taste in style, content or presentation method</li> <li>• The advertising does not minimize and/or detract from the image of the City and/or its employees</li> <li>• In light of generally prevailing community standards, the advertising is not likely to cause deep or widespread offence</li> <li>• Alcohol advertising will not be permitted at events geared to children or youth</li> </ul> <p>The proposed location of the advertising may have an impact when determining whether or not the criteria have been met.</p>	<p>breach or conflict with any existing City Advertising or Sponsorship agreements and/or contracts</p> <ul style="list-style-type: none"> <li>• There are no adverse effects on public safety</li> <li>• The Advertising or Sponsorship does not incite violence and hatred</li> <li>• The Advertising or Sponsorship does not present demeaning or derogatory portrayals of individuals or groups</li> <li>• The Advertising or Sponsorship is not of questionable taste in style, content or presentation method</li> <li>• The Advertising or Sponsorship does not minimize and/or detract from the image of the City and/or its employees</li> <li>• In light of generally prevailing community standards, the Advertising or Sponsorship is not likely to cause deep or widespread offence</li> <li>• Alcohol Advertising or Sponsorship will not be permitted at events geared to children or youth</li> <li>• Tobacco and Cannabis Advertising and/or Sponsorship are not permitted in the City</li> </ul> <p>No change.</p>	<p>Additional bullet for clarity. Tobacco ads and sponsorship have not been allowed, but this was not reflected in the policy. Not permitting cannabis ads or sponsorship aligns with the City's current ban on cannabis shops.</p>
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<p><b>ADMINISTRATION</b></p> <p>The decision as to where advertising will be permitted (i.e. on which City Property, at which City Programs and in which City Media) is the responsibility of the applicable departmental business section that manages the particular City Property, City Program and/or City Media in question. The applicable departmental business section is also responsible for administering such requests or offers of advertising in accordance with this policy.</p>	<p><b>ADMINISTRATION</b></p> <p><b>Advertising</b></p> <p>The applicable departmental business section that manages the particular City Property, City Program and/or City Media in question is responsible for determining if the proposed Advertising meets the criteria above and, if so, where the Advertising will be permitted (i.e. on which City Property, at which City Programs and in which City Media). The applicable departmental business section is also responsible for administering such requests or offers of Advertising in accordance with this policy.</p>	<p>Section divided into two sub-sections: Advertising and Sponsorship.</p> <p>Added the requirement for the applicable business section to determine if the advertising meets the stated criteria.</p>
<p>Advertising agreements, which must be in a form satisfactory to Legal Services, are managed by the business section that enters into the agreement.</p>	<p>No change.</p>	
	<p><b>Sponsorship</b></p> <p>Sponsorship requests or proposals received by any City division/department must be forwarded to the Sponsorship and Corporate Development Unit, Business Planning, Community Services Department. The request or proposal must be presented in writing and state the marketing benefits for both parties and desired duration. The Sponsorship and Corporate Development Unit is responsible for vetting all proposals and for ensuring that all agreements comply with this</p>	<p>New section to outline administration of Sponsorships through the Sponsorship and Community Development Unit.</p>

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	policy. The decision as to which Sponsorship proposals will be accepted is the responsibility of the Sponsorship and Corporate Development Unit, in consultation with the applicable City division/ department.							
	All Sponsorships will be documented with a written agreement, which must be in a form satisfactory to Legal Services and consistent with the size, complexity, term and scope of the Sponsorship. All agreements will be for a fixed term and must not create an obligation for the City to continue beyond the term of the agreement. Agreements will be executed and managed by the Sponsorship and Corporate Development Unit.							
The following persons are authorized to execute advertising agreements on behalf of the City:	<b>AUTHORIZATION</b> The following persons are authorized to execute Advertising and Sponsorship agreements on behalf of the City:	Included a separate section for authorization. Also revised to include Sponsorship.						
<table><tr><td>Total Value of Contract/Agreement</td><td>Signing Authority</td></tr><tr><td>Less than \$5,000</td><td>Staff delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing</td></tr><tr><td>\$5,000 up to \$50,000</td><td>Managers delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing</td></tr></table>	Total Value of Contract/Agreement	Signing Authority	Less than \$5,000	Staff delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing	\$5,000 up to \$50,000	Managers delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing		
Total Value of Contract/Agreement	Signing Authority							
Less than \$5,000	Staff delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing							
\$5,000 up to \$50,000	Managers delegated by the Departmental Director and with authority to manage cost centres, or their designate in writing							

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\$50,000 up to \$100,000	the Departmental Director or their designate in writing	
\$100,000 and over	applicable Commissioner or their designate in writing	
<p>Council must approve any advertising agreements that grant naming rights to a City Program.</p> <p>In order for the City to ensure that all advertising complies with this policy, requests for placement of non-English language advertising must be accompanied by an English translation of the ad content.</p>	<p>Council must approve any Advertising or Sponsorship agreements that grant naming rights to a City Program.</p> <p>In order for the City to ensure that all Advertising and Sponsorship complies with this policy, requests for placement of non-English language Advertising or Sponsorship material must be accompanied by an English translation of the content.</p>	<p>Revised to include Sponsorship; no other changes.</p>
<p><b>ADVERTISING REVIEW</b></p> <p>Requests for reviews related to advertising at the City will be directed to the Panel. The Panel will review advertising when:</p> <ul style="list-style-type: none"> <li>• City staff have declined an advertising submission and the advertiser requests a review of the decision</li> <li>• Questionable advertising submissions, which will include a staff recommendation on approval or disapproval of the advertising, are referred to the Panel by City staff</li> <li>• A minimum of five Mississauga residents disagree with the City's decision to approve advertising and request a review by the Panel, or</li> <li>• The Mayor or a member of Council requests a</li> </ul>	<p><b>ADVERTISING REVIEW</b></p> <p>No change.</p>	



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review by the Panel of advertising that has been approved by City staff		
<p>At the conclusion of the review process the Panel will:</p> <ul style="list-style-type: none"> <li>• Approve the advertising as submitted, or</li> <li>• Not approve the advertising</li> </ul> <p>The decisions of the Panel will be final and binding. If the Panel does not reach a decision on an ad that is submitted for review within the timeframe prescribed in the Panel's Terms of Reference, the decision or recommendation of City staff, as applicable, will continue to apply.</p>	No change.	