

## Municipal Scan

Below are cities which have been identified and reviewed as part of the municipal scan for this report. Key aspects of the municipalities' policies are summarized.

### City of Vaughn

- City Administration to coordinate on implementing policy.
- On the death of a current member of Council:
  - o Flag lowering.
  - o Public news release commemorating and providing funeral details.
  - o Acknowledgement at next Council meeting following the funeral service.
  - o Member's seat at next Council meeting adorned with flowers and nameplate dressed in black.
  - o Member's official portrait dressed in black until new member appointed.
  - o Administration supports family with materials and resources for the purpose of producing tributes, obituaries, etc.
  - o Letters of condolence sent to family by Mayor and City Manager on behalf of Council and corporation respectively.
  - o Book of condolence, floral arrangement and official portrait set up at an appropriate place at the City Hall. Digital book of condolence made available online.
    - The book of condolence is available for seven days at which time it is presented to the family.
  - o Provide the family with a City flag to be used during funeral services as appropriate.
  - o Floral tribute sent to the family for the funeral service.
  - o Official representation of Council and Administration present at funeral.
  - o Floral tributes received by the City placed alongside the book of condolence.
  - o Additional services for a Mayor include:
    - Arranging for a lying-in state in Council Chambers.
    - Traffic controls provided by the City for funeral services.
    - Arranging for a ceremonial escort to the funeral service.
    - City Clerk provides support and advice to family regarding civic protocol.
- On the death of a former member of Council:
  - o Flag lowering.
  - o Letter of condolence to family from Mayor.
  - o Formal tribute posted on the City's website.
  - o Administration supports family with materials and resources for the purpose of producing tributes, obituaries, etc.
  - o Floral tribute sent to the family for the funeral service.
  - o Official representation of Council and Administration present at funeral.
  - o The flag flown at the City Hall on the day of funeral is presented to family.
  - o Acknowledgement at next Council meeting following the funeral service.

- Additional services for a former Mayor include:
  - Provide the family with a City flag to be used during funeral services as appropriate.
  - Book of condolence, floral arrangement and official portrait set up at an appropriate place at the City Hall. Digital book of condolence made available online.
    - The book of condolence is available for seven days at which time it is presented to the family.

## City of Brampton

- On the death of a current member of Council:
  - Flag lowering.
  - Coordination of public statements.
  - Coordination of recognition at first Council meeting following death.
  - Establish a book of condolences.
  - Provide a token of sympathy from the City.
  - Mayor and/or City Manager to provide letters of sympathy to family.
  - Floral and small candle arrangement at member's seat for next Committee or Council meeting.
  - Loan City flag(s) to family.
  - Coordinate honour guard services.
  - Arrange for Council and/or Administration representation at public funeral.
  - Additional services for a Mayor include:
    - Arranging for an honour guard.
    - Lying-in state at City Hall.
    - Provide protocol support to family.
- On the death of a former member of Council:
  - Flag lowering.
  - Coordination of public statements.
  - Coordination of recognition at first Council meeting following death.
  - Establish a book of condolences.
  - Provide a token of sympathy from the City.
  - Mayor and/or City Manager to provide letters of sympathy to family.
  - Loan City flag(s) to family.
  - Arrange for Council and/or Administration representation at public funeral.
  - Provide protocol support to family.
- On the death of an elected official (provincial/federal) or dignitary (significant contribution to public life), the City may:
  - Lower flags.
  - Coordinate public statements.
  - Establish a book of condolences.
  - Provide a token of sympathy from the city.
  - Have Mayor and/or City Manager to provide letters of sympathy to family.
  - Arrange for corporate representation at public funeral where possible.

- On the death of current City staff, in discussion with family:
  - o Internal communication to all staff including details of commemorative service.
  - o Provide a token of sympathy from the City.
  - o Mayor and/or City Manager to provide letters of sympathy to family.
  - o Arrange for member of senior leadership team and/or Council to attend public funeral.
  - o Where death is in the line of duty:
    - Flag lowering.
    - Communication and media relations support to family.
- Commemorative activities for significant international, national, or local tragic events, the City may:
  - o Lower flags.
  - o Establish a book of condolence.
  - o Coordination of public statements.
  - o Arrange for corporate representation at commemorative service where possible.

### **City of Calgary**

- On the death of a current member of Council, the following list of services are offered to the family:
  - o Flag lowering.
  - o Public news releases regarding the member and funeral services.
  - o Acknowledgment at first Council meeting following commemorative service or other appropriate time.
  - o City flag draped over member's desk in Council Chambers with floral arrangement on day of acknowledgement.
  - o Official City photograph and crest provided to family for funeral service use.
  - o Mayor and City Manager provide letter of condolence to family.
  - o Book of condolence with official photograph and floral arrangement set up at City Hall for seven days for citizens to provide signatures.
  - o Online book of condolences available.
  - o Floral arrangements sent to family.
  - o City flag for draping over casket or urn.
  - o City flag lowering on day of funeral service and flag that is flown provided to family.
  - o Council and Administration representation at funeral.
  - o Floral tributes sent to City displayed by book of condolence.
  - o Additional services for a Mayor:
    - Traffic controls provided for funeral service.
    - Police escort for family to and from funeral service.
    - Financial contributions towards service (up to \$2,000 for venue and \$8,000 for catering).
    - City flag and pole set up indoors at funeral service.

- Protocol support for family.
- On the death of a former member of Council, the following list of services are offered to the family:
  - Flag lowering.
  - Mayor provides a letter of condolence.
  - Official City photograph, archival biographical information and City crest provided to family for funeral services.
  - Acknowledgment on City website.
  - Floral tributes sent to family.
  - City flag lowering on day of funeral service and flag that is flown provided to family.
  - Council representative at funeral service.
  - Acknowledgment at first Council meeting following commemorative service or other appropriate time.
  - Additional services for a former Mayor:
    - City flag for draping over casket or urn.
    - Book of condolence with official photograph and floral arrangement set up at City Hall for seven days for citizens to provide signatures.
    - Online book of condolences available.

### **City of Toronto**

- Flag lowering for current and former members of Council and current employees who died in a work-related incident.
- Protocol Services Department can facilitate arrangements of varying degrees judged on a case-by-case basis for high profile officials or City employees.