

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.