

CIVIC EXPRESSIONS OF SYMPATHY

X.1 PURPOSE

X.1.1 The Purpose of this Part is to Establish Protocols:

- a) ensuring the City responds to deaths of current and former Mayors and Councillors in a respectful and consistent manner; and
- b) respecting public acknowledgements in the event of the death of a current or former Mayor or Councillor, public figure or City employee.

X.2 POLICY

X.2.1 Death of a Current Mayor or Councillor or Former Mayor

Where feasible and in consultation with the deceased's immediate family, the following will occur upon the death of a current Mayor or Councillor or former Mayor:

- a) a book of condolences will be displayed in a prominent and publicly accessible location within City Hall subject to the following conditions:
 - i) the book of condolences will be available during regular City Hall business hours for individuals to sign their names;
 - ii) the book of condolences will be made available as soon as practicable following the death of the current Mayor or Councillor or former Mayor and shall remain for a period of seven business days; and
 - iii) the book of condolences will be displayed with a floral arrangement and the latest Council photograph of the deceased (if one exists);
- b) the Mayor and the City Manager will each write a letter of sympathy to be provided to the deceased's immediate family;
- c) a floral arrangement and a City flag will be provided to the deceased's immediate family for the purposes of a funeral or memorial service;
- d) flags will be flown at half-mast in accordance with the Flag Raising and Proclamations Protocol;

- e) upon the expiry of the seven-day period, the book of condolences will be delivered to the deceased's immediate family.

X.2.2 Death of a Former Councillor

Where feasible and in consultation with the deceased's immediate family, the following will be done upon the death of a former Councillor:

- a) the Mayor and City Manager will each write a letter of sympathy following notice of the death of the former Councillor to be provided to the deceased's immediate family; and
- b) a floral arrangement shall be delivered to the deceased's immediate family for the purposes of a funeral or memorial service.

X.2.3 Public Acknowledgment

- a) Following the public funeral or memorial service of a current or former Mayor or Councillor, the Mayor shall read a public acknowledgment in remembrance at the next reasonably available meeting of City Council unless requested not to do so by the deceased's immediate family.
- b) Following the public funeral or memorial service of a prominent member of the public or public figure relevant to the City, or an employee of the City, the Mayor or a Councillor may read a public acknowledgment in remembrance at the next reasonably available meeting of City Council.

X.2.4 Implementation

- a) The wishes of the deceased's immediate family shall, where feasible and within the scope of this Protocol, be respected and accommodated. Minor deviations from this Protocol, such as a request for a donation to a registered charity in lieu of flowers, may be approved by the City Clerk.
- b) The City Clerk may take further or other steps related to civic expressions of sympathy if, in the opinion of the City Clerk, they are necessary.
- c) Upon learning of the death of a current or former Mayor or Councillor, the City Clerk shall provide notice to the Mayor's Office, Councillors, the City Manager's Office and the Senior Management Team.