

CORPORATE POLICY

POLICY TITLE: **CIVIC RECOGNITION ON THE DEATH OF A CURRENT OR FORMER MEMBER OF COUNCIL**

POLICY NO.: **06.C.01**

Section:	Council & Committees		
Effective Date:	January 1, 2020	Date of Last Review:	Click or tap to enter a date.
Approval Authority:	Policy Owner:		
Council	DCM, Administrative Services & City Solicitor		

POLICY STATEMENT

It is important for the City of Vaughan to recognize the important contribution to public service provided by elected officials who have served on Vaughan Council, upon the occasion of the member’s passing. The implementation of this policy gives force and direction to suitable recognition of a deceased member for their contributions to civic society in the City of Vaughan.

PURPOSE

The purpose of this policy is to establish a clear and consistent procedure for recognizing current and former Mayors and Members of Council upon their death. The administration of this policy provides for a dignified commemoration of public service which respects the wishes of the late member’s family.

This policy will be administered by the Office of the City Clerk and that office shall coordinate the payment of all expenses incurred in the implementation of the policy.

SCOPE

This policy applies to current and former Mayors and Members of Council on the occasion of their passing. If the member served as an elected official at another level of government, deference shall be given to the appropriate federal or provincial protocol in place to recognize the deceased member for their public service. This policy does not have application for recognition of other distinguished residents or former residents of Vaughan at the time of their passing.

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LEGISLATIVE REQUIREMENTS

Section 262 of the *Municipal Act, 2001* sets out the statutory requirements for declaring an office on Vaughan Council vacant as a result of the death of a sitting Member of Council:

Declaration

262 (1) If the office of a member of a council becomes vacant under section 259, the council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings. 2001, c. 25, s. 262 (1).

Upper-tier declaration

(2) If an upper-tier municipality declares the office of one of its members who also holds office on the council of a local municipality to be vacant, the upper-tier municipality shall immediately forward a copy of its declaration to the council of the local municipality. 2001, c. 25, s. 262 (2).

Lower-tier declaration

(3) If a local municipality declares the office of one of its members who also holds office on the council of the upper-tier municipality to be vacant, the local municipality shall immediately forward a copy of its declaration to the council of the upper-tier municipality. 2001, c. 25, s. 262 (3).

DEFINITIONS

- 1. City Clerk:** Person appointed by Council as the Clerk of the municipality in accordance with Section 228 of the *Municipal Act, 2001* or their designate.
- 2. City Facility:** A City-owned building or property including Vaughan City Hall, community centres, libraries and parks which are owned or operated by the Corporation of the City of Vaughan.
- 3. Family:** Persons belonging to the family of the deceased Member of Council.
- 4. Member:** See "**Member of Council**".
- 5. Member of Council:** A person currently or previously elected or appointed to hold office on Vaughan Council or the Council of a former municipality prior to amalgamation with the present City of Vaughan.

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POLICY

1. General

- 1.1. Upon receiving notice of the death of a current or former Member of Council, the City Clerk shall provide notice to the Mayor's Office, Council Offices, City Manager's Office, Corporate and Strategic Communications and the Senior Leadership Team (SLT).
- 1.2. The City Clerk shall liaise with the Family, to coordinate suitable recognition including all, some or none of the forms of recognition provided for in this policy.
- 1.3. The City Clerk shall be authorized to give effect to this policy.
- 1.4. The City Clerk shall lead the implementation of this policy in coordination with any relevant department as required to give effect to the recognition of the deceased member.
- 1.5. Where the current or former Member has served in federal or provincial office, the City Clerk shall give deference to the appropriate protocol established by higher orders of government when implementing this policy.

2. Death of a Current Member of Council

- 2.1. Flags will be lowered to half-mast at all City Facilities in accordance with the Flag Protocol Policy.
- 2.2. Corporate and Strategic Communications will issue a news release to media outlets commemorating the Member and providing details for a funeral or memorial service and share the details on the City's website.
- 2.3. Appropriate acknowledgement of the Member's passing shall be made at the next meeting of Council following the funeral or memorial service.
- 2.4. At the next meeting of Council, the Member's seat in the Council Chamber shall be adorned with a floral arrangement and the nameplate dressed in black.
- 2.5. The Member's official portrait in the Atrium of Vaughan City Hall shall be dressed in black until such time as a new Member has been elected or appointed, at which time the portrait shall be replaced.

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2.6. The City Clerk and Corporate and Strategic Communications staff will support the Family with materials and resources for the purposes of producing tributes, obituaries, etc.

2.7. Letters of condolence shall be sent to the Family by the Mayor and City Manager on behalf of Council and the Corporation respectively.

2.8. A Book of Condolence, floral arrangement and official portrait of the Member shall be setup at an appropriate place in Vaughan City Hall as soon as able following the notice of the Member's passing, and a digital Book of Condolence made available on the City's website.

2.8.1. The physical and digital Book of Condolence shall be made available to the public for a period of seven (7) days, at which time they shall be presented to the Family.

2.9. The City shall provide the Family with a Vaughan Flag to be draped or folded and placed on the casket or urn as appropriate.

2.10. A floral tribute shall be ordered and sent to the Family on behalf of Council and the City of Vaughan for the funeral or memorial service.

2.11. Official representation from Council and the Administration shall be present at the funeral or memorial service for the Member.

2.12. Floral tributes received by the City shall be placed alongside the Book of Condolence at Vaughan City Hall.

3. Additional Recognition Services for the Death of a Current Mayor

3.1. All of the services detailed in section 2 shall have application for the Family of a deceased Mayor, in addition to those detailed in this section.

3.2. Letters of condolence shall be sent to the Family by the Deputy Mayor and City Manager on behalf of Council and the Corporation respectively.

3.3. The City Clerk shall arrange for a lying-in state in Council Chambers or another location as deemed appropriate, for a duration of one to two days, for a period not to exceed 12 hours on a given day.

3.3.1. Private visitations shall be arranged for the Family and VIP attendees during the period of the lying-in state.

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3.4. Traffic controls will be provided by the City at the venue of the funeral or memorial service, if it occurs within the municipal boundaries of the City of Vaughan.

3.5. A ceremonial escort will be provided for the casket to the venue of the funeral or memorial service.

3.6. The City Clerk will offer support and advice to the Family regarding civic protocol in respect to the conduct of the funeral or memorial service.

4. Death of a Former Member of Council

4.1. Flags will be lowered to half-mast at all City Facilities in accordance with the Flag Protocol Policy.

4.2. A letter of condolence to the Family will be issued by the Mayor on behalf of Council and the City of Vaughan.

4.3. A formal tribute to the former Member shall be posted to the City's website.

4.4. The City Clerk and Corporate and Strategic Communications staff will support the Family with materials and resources for the purposes of producing tributes, obituaries, etc.

4.5. A floral tribute shall be ordered and sent to the Family on behalf of Council and the City of Vaughan for the funeral or memorial service.

4.6. Official representation from Council and the Administration shall be present at the funeral or memorial service for the former Member.

4.7. The Vaughan Flag flown at City Hall on the day of the funeral or memorial service for the former Member, shall be presented to the Family.

4.8. Appropriate acknowledgement of the former Member's passing shall be made at the next meeting of Council following the funeral or memorial service.

5. Additional Recognition Services for the Death of a Former Mayor

5.1. All of the services detailed in section 4 shall have application for the Family of a deceased former Mayor, in addition to those detailed in this section.

5.2. The City shall provide the Family with a Vaughan Flag to be draped or folded and placed on the casket or urn as appropriate.

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5.3. A Book of Condolence, floral arrangement and official portrait of the former Mayor shall be setup at an appropriate place in Vaughan City Hall as soon as able following the notice of the former Mayor's passing, and a digital Book of Condolence made available on the City's website.

5.3.1. The physical and digital Book of Condolence shall be made available to the public for a period of seven (7) days, at which time they shall be presented to the Family.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years <small>If other, specify here</small>	Next Review Date:	January 1, 2025
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Related Policy(ies):	03.C.11 – Flag Protocol
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Related By-Law(s):	
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Procedural Document:	
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Revision History

Date:	Description:
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