

CIVIC RECOGNITION ON THE DEATH OF A CURRENT OR FORMER MEMBER OF COUNCIL

EXECUTIVE SUMMARY

Upon the death of a current or former Member of Council it is important that appropriate condolences are expressed on behalf of The City in recognition of their service to the community. It is also important that the condolences offered by The City are consistent and offered equally, as well as implemented in a manner that respects the surviving family's wishes. The attached policy formalizes the services that The City will offer to the surviving family members upon the death of a current or former Member of Council.

CITY CLERK'S RECOMMENDATION

That the Legislative Governance Task Force recommends that Council approve the new Council Policy entitled 'Civic Recognition on the Death of a Current or Former Member of Council'.

RECOMMENDATION OF THE LEGISLATIVE GOVERNANCE TASK FORCE, DATED 2016 APRIL 05:

That the City Clerk's Recommendation contained in Report LGT2016-0236 be approved, **as amended**, as follows:

That the Legislative Governance Task Force recommends that Council approve the new Council Policy entitled 'Civic Recognition on the Death of a Current or Former Member of Council', **after amendment to the policy as follows:**

In Sub Section 1.3, *Policy Statement*, delete Sub Section 1.3 in its entirety, and replace with the following:

- "1.3 If a former Member of Council has held political office with multiple orders of Government, precedence will be given to the policy or procedure of the federal order of Government, then the provincial order of Government, then the municipal order of Government (as applicable). Notwithstanding, or in the absence of policy or procedures at the other orders of Government, elements of this policy may apply, as recommended by Protocol in consultation with the Mayor's Office."

In Sub Section 5.6.1, *Death of a Current Member of Council*, add the words "and at all City of Calgary sites", following the words "at the Municipal Complex".

In Sub Section 5.6.2, *Death of a Current Member of Council*, delete the Sub Section in its entirety, and renumber the remaining Sub Sections accordingly.

In Sub Section 5.6.14, *Death of a Current Member of Council*, add the words "as available", following the words "commemorative service".

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In Sub Section 5.8.3, Death of a Former Member of Council, delete the Sub Section in its entirety, and replace with the following:

“5.8.3 An official City photograph, archival biographical information (if available), and City Crest will be provided for the Family’s use in such materials as an obituary, funeral program, etc.”

Following Sub Section 5.8.5, Death of a Former Member of Council, add a new Sub Section 5.8.6, as follows, and renumber the remaining Sub Sections accordingly:

“5.8.6 The Calgary Flag flown at half mast at Historic City Hall on the day of the commemorative service will be presented to the Family.”

In Sub Sections 5.9.1 and 5.9.2, Additional Services Offered for the Death of a Former Mayor Only, delete the Sub Sections in their entirety and renumber the remaining Sub Sections accordingly.

Excerpt from the Minutes of the Regular Meeting of the Legislative Governance Task Force,
Held 2016 April 05:

“And further, that the City Clerk incorporate the amendments into the draft Policy prior to being forwarded to Council.

CARRIED”

PREVIOUS COUNCIL DIRECTION / POLICY

None.

BACKGROUND

The City has not had a formal policy governing the nature and extent of services to be offered by The City in the event of the death of a current or former Member of Council. However, over the past several years an operational standard of service has been developed by the City Clerk’s Office (Administration Services, Citizen Recognitions & Protocol). In those instances, Citizen Recognitions & Protocol sought to ensure a consistent standard of services were offered and provided to the surviving family.

The nature and extent of the services was deemed to be appropriate in terms of recognizing and celebrating their service to The City, while at the same time respecting the wishes of the family. This standard has been implemented on several occasions, notably on the passing of former Members of Council Sue Higgins, John Lord, and Barb Scott.

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In 2013, upon the death of former Mayor and Premier Ralph Klein, the family requested The City lead the preparations for the Celebration of Life. In the absence of a policy at that time, The City partnered with the Province of Alberta to organize and fund the ceremony.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Citizen Recognitions & Protocol has developed the list of services in collaboration with the Mayor's Office, and following a review of practices in other jurisdictions, including The City of Edmonton, Government of Alberta, and The City of Toronto. There is general consensus on several key aspects among those consulted, including services related to lowering and presenting the flag, books of condolence, and floral tributes. In all cases, detailed policy, procedures, and guidelines ensure that current and former members are treated appropriately and consistently.

The proposed policy addresses situations where a former Member of Council has also held a higher office by providing clarity to The City's role, and stipulating that the policies and procedures of the highest office held take precedence. The City may play a support role, or augment activities organized by another jurisdiction, as needed and recommended by Protocol.

Stakeholder Engagement, Research and Communication

Key stakeholders have been consulted on this policy. Engaged stakeholders include: The Mayor's Office, the Interdepartmental Events Team (chaired by Recreation and involving representatives from key business units), City Manager's Office, Customer Service & Communications, Calgary Police Service and Alberta Protocol.

Strategic Alignment

This policy aligns with Council direction. Specifically, this policy aligns with Council's strategic objective of 'A Well-Run City', combined with a City Clerk's Office strategic action to provide leadership in administering protocol functions (W7.3).

Social, Environmental, Economic (External)

None.

Financial Capacity

Current and Future Operating Budget:

In the past, payment of all expenses related to implementing the types of services listed in this policy have been absorbed by City Clerk's, Citizen Recognitions & Protocol (operating budget Program 778). It is proposed that Citizen Recognitions & Protocol will continue to absorb all expenses, given that costs will vary depending on the services taken up by the family and that most expenses related to implementing this policy are not substantial. In the rare event that costs become more substantial (i.e. following the death of a current Mayor), Protocol would assess the financial impact and explore additional funding options at that time.

Current and Future Capital Budget:

There are no capital budget impacts associated with this policy.

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Risk Assessment

There are no risks associated with this policy. Approving the attached policy mitigates the risk that The City would offer unequal civic recognition of current or former Members of Council, and ensures that all members are treated appropriately upon their passing.

REASON(S) FOR RECOMMENDATION(S):

The proposed policy would ensure condolences offered by The City on the death of a current or former Member of Council are consistent and offered equally, as well as implemented in a manner that respects the surviving family's wishes.

ATTACHMENT(S)

1. **AMENDED** Proposed Council policy on Civic Recognition on the Death of a Current or Former Member of Council