



Council policy

Policy Title: Civic Recognition on the Death of a Current or Former Member of Council
Policy Number: Assigned by the City Clerk's Office
Report Number: LGT2016-0236
Adopted by/Date:
Effective Date:
Last Amended: N/A
Policy Owner: City Clerk's Office, Administration Services (Citizen Recognitions & Protocol)

1. POLICY STATEMENT

- 1.1. Having served The City of Calgary ("The City") as an elected Member of Council, upon their death former and current Members should be acknowledged by The City in a manner that is consistent and honours their contribution.
- 1.2. The City will acknowledge the passing of a current or former Member of Council by offering the services in this policy to the family of the deceased, and implementing those to which the family agrees.
- 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.

2. PURPOSE

- 2.1. The purpose of this policy is to provide consistent services to be offered by The City upon the death of a current or former Member of Council.
- 2.2. The City Clerk's Office, Administration Services, Citizen Recognitions & Protocol ("Protocol") will administer this policy and coordinate the payment of all expenses incurred through implementation. Protocol will maintain detailed procedures and guidelines to accompany this policy.

3. DEFINITIONS

- 3.1. In this Council Policy:

- a. "Family" means the surviving family of the deceased, or a representative thereof.
- b. "Member of Council" means a person duly elected to Council, including Mayors and Councillors, past and present.

4. APPLICABILITY

- 4.1. This policy applies to current and former Members of Council upon their passing.
- 4.2. This policy does not address acknowledgements to be provided by The City to individuals from other levels of government, or recognized leaders who have made contributions to Calgary in fields such as the arts, music, sports, public service, volunteerism, etc., or otherwise held a position of authority.
- 4.3. Should there be a desire to name a public building, park or specified landmark on behalf of the deceased, the appropriate procedure and process for acknowledgment will be followed in accordance with the *Municipal Naming, Sponsorship, and Naming Rights Policy*.

5. PROCEDURE

- 5.1. Upon receipt of notification of death of a current or former Member of Council, Protocol will disseminate this information to appropriate groups as follows: Mayor's Office, Office of the Councillors, City Manager's Office, Senior Management Team (SMT), and Customer Service & Communications (CSC).
- 5.2. Protocol will liaise with the Family to:
 - 5.2.1. offer the services in accordance with sections 5.5 – 5.8, as appropriate;
 - 5.2.2. determine which services the family would wish to receive; and
 - 5.2.3. gather any other information that may be of interest to The City with respect to the commemorative service.
- 5.3. The Family may wish to receive any, all, or none of the services offered.
- 5.4. Protocol will liaise with the Mayor's Office, Office of the Councillors, City Manager's Office, SMT, CSC, and other Business Units as required to implement the agreed upon services.
- 5.5. Protocol will maintain the record of The City's acknowledgements provided to the family, in compliance with the Corporate Records Management Program.

5.6. DEATH OF A CURRENT MEMBER OF COUNCIL

The following list of services will be offered to the Family of the deceased current Member of Council.

- 5.6.1. All flags at the Municipal Complex **and at all City of Calgary sites** will be lowered to half mast in accordance with the Flag Policy.

- 5.6.2. A news release will be issued to media outlets with information regarding the Member of Council and the details of commemorative service will be published on The City of Calgary website.
- 5.6.3. City Council will acknowledge the death at the first Council meeting following the commemorative service, or at another appropriate time should the service be scheduled at a later date.
- 5.6.4. In the Council Chamber, a Calgary Flag will be draped over the Member of Council's desk, along with a floral arrangement, on the day of the acknowledgement at the Council meeting.
- 5.6.5. An official City photograph and The City Crest will be provided to the Family for use in such materials as an obituary, funeral program, etc.
- 5.6.6. The Mayor will send a Letter of Condolence to the Family on behalf of City Council.
- 5.6.7. The City Manager will send a Letter of Condolence to the Family on behalf of the Corporation.
- 5.6.8. A Book of Condolence and official City photograph will be set up at an appropriate location in the Municipal Complex for citizen signatures, commencing as soon as practical following the death and remaining for seven (7) days, or until the date of the commemorative service, whichever is later.
- 5.6.9. An online Book of Condolence will be set up on The City of Calgary website with a link to the commemorative service location (if applicable), commencing as soon as practical following the death and remaining for seven (7) days, or until the date of the commemorative service, whichever is later.
- 5.6.10. Floral tributes will be ordered as follows:
 - a. Two (2) to be sent to the Family, or commemorative service location; as requested:
 - i. on behalf of the citizens of Calgary;
 - ii. on behalf of City Council.
 - b. Two (2) smaller floral arrangements for placement at the Municipal Complex:
 - i. one for placement in the Council Chamber on day of tribute in Council;
 - ii. one for the Book of Condolence Table.
- 5.6.11. The Calgary Flag will be provided to be draped or folded over the casket or urn.
- 5.6.12. The Calgary Flag flown at half-mast at Historic City Hall on the day of the commemorative service will be presented to the Family.

5.6.13. The Mayor and/or Members of Council will attend the funeral or commemorative service, **as available**.

5.6.14. The City Manager or a designate will attend the funeral or commemorative service.

5.6.15. Any floral tributes sent to The City will be placed in the Municipal Complex, next to the Book of Condolence.

5.7. ADDITIONAL SERVICES OFFERED FOR THE DEATH OF A CURRENT MAYOR

In addition to the services in section 5.6, Protocol, in coordination with Calgary Police Service and the Inter-departmental Events Team (IET), will offer the following services to the Family of a deceased current Mayor:

5.7.1. A Letter of Condolence will be sent out by the Deputy Mayor, on behalf of City Council and the Corporation, to the Family.

5.7.2. Traffic controls will be provided at the venue of the commemorative service.

5.7.3. Calgary Police Service escort will be provided for the Family to and from the venue of the commemorative service.

5.7.4. Financial contributions will be provided for venue and catering for commemorative service as follows: up to \$2000 for venue, and up to \$8000 for catering. The City Manager may, at his or her discretion, increase these amounts to account for inflation or cost increases, provided the amounts are clearly stated in the procedures and guidelines maintained by Protocol and are available to the public on the City Clerk's web site.

5.7.5. A Calgary Flag and flag pole will be provided and set up indoors at the location of commemorative service.

5.7.6. Protocol will offer support and advice to the Family regarding any aspects of protocol related to the commemorative service.

5.8. DEATH OF A FORMER MEMBER OF COUNCIL

The following list of services will be offered to the Family of the deceased former Member of Council:

5.8.1. Flags will be lowered to half mast in accordance with the Flag Policy.

5.8.2. The Mayor will send a Letter of Condolence on behalf of City Council and the Corporation to the Family.

- 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.**
- 5.8.4. The death of a former Member of Council will be acknowledged on The City's website.
- 5.8.5. Two (2) floral tributes will be ordered to be sent to the Family, or commemorative service location, as follows:
 - a. on behalf of the citizens of Calgary;
 - b. on behalf of City Council.
- 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.**
- 5.8.7. The Mayor and/or Members of Council will attend the commemorative service to represent The City, as available.
- 5.8.8. City Council will acknowledge the death at the first meeting of Council following the commemorative service, or another appropriate time should the service be scheduled at a later date.

5.9. ADDITIONAL SERVICES OFFERED FOR THE DEATH OF A FORMER MAYOR ONLY

In addition to the services offered in section 5.8, Protocol will offer the following services to the Family of a deceased former Mayor

- 5.9.1. A Calgary flag will be provided to be folded and placed on the casket or urn.
- 5.9.2. A Book of Condolence and official City photograph will be set up in at an appropriate location in the Municipal Complex for citizen signatures, commencing as soon as practical following the death and remaining for seven (7) days, or until the date of the commemorative service, whichever is later.
- 5.9.3. An online Book of Condolence will be set up on The City of Calgary website with a link to the commemorative service location (if applicable), commencing as soon as practical following the death and remaining for seven (7) days, or until the date of the commemorative service, whichever is later.

5.10. EXCEPTIONS:

- 5.10.1. Where exceptions to this policy may be warranted, Protocol will provide a recommendation to the Mayor's Office and City Manager's Office for approval, and communicate the proposed services in accordance with Sections 5.1 – 5.4 (Procedure) of this policy.

6. **AMENDMENT(S)**

Date of Council Decision	Report / Bylaw	Description

7. **REVIEW(S)**

Date of Policy Owner's Review	Description

PROPOSED COUNCIL POLICY