

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 27, 2020

Item 18, Report No. 20, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 27, 2020.

18. COMPREHENSIVE CIVIC PROTOCOL POLICY UPDATES

The Committee of the Whole recommends:

- 1) That the recommendations contained in the report of the Deputy City Manager, Administrative Services and City Solicitor dated May 20, 2020, be approved; and**
- 2) That the following be approved in accordance with Communication C2, Memorandum from the City Clerk, dated May 14, 2020:**

THAT Attachment 3 Civic Policy Updates 06.C.01 – Civic Recognition on the Death of a Current or Former Member of Council be amended as follows:

- 1. Section 2.8.1 shall read “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. Section 5.3.1 shall read “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.”**

Recommendations

- 1. That AD-013 Proclamations Policy be replaced by 03.C.10 – Proclamations Policy, substantially in the form as attached to this report;**
- 2. That AD-014 Flag Raising / Half-Masting Policy be replaced by 03.C.11 – Flag Protocol Policy, substantially in the form as attached to this report;**
- 3. That 06.C.01 – Civic Recognition on the Death of a Current or Former Member of Council Policy be approved, substantially in the form as attached to this report; and**
- 4. That the installation of a courtesy flagpole at Vaughan City Hall be approved.**

Committee of the Whole (2) Report

DATE: Wednesday, May 20, 2020

WARD(S): ALL

TITLE: COMPREHENSIVE CIVIC PROTOCOL POLICY UPDATES

FROM:

Wendy Law, Deputy City Manager, Administrative Services and City Solicitor

ACTION: DECISION

Purpose

The Office of the City Clerk has undertaken a comprehensive review and updates to policies respecting civic protocol, including flag protocol (governing flag raisings and half-mastings), proclamations, and civic protocol on the death of a current or former Mayor or Member of Council in the City of Vaughan.

Report Highlights

- Two civic protocol policies have been substantially updated and one new policy has been drafted to address a matter not yet addressed.
- Flag raising ceremonies bring the community together to recognize the diverse cultures, causes and occasions within the City of Vaughan. A courtesy flagpole will provide more visibility for these ceremonies and allow for a safer and more inclusive space for the public to attend them.
- Proclamation requests will be combined to reduce the number of reports presented for Council approval.
- Civic Recognition on the Death of a Current or Former Member of Council ensures that the City has a consistent and dignified policy for recognizing the contributions of elected officials.

Recommendations

1. That AD-013 Proclamations Policy be replaced by 03.C.10 – Proclamations Policy, substantially in the form as attached to this report;

2. That AD-014 Flag Raising / Half-Masting Policy be replaced by 03.C.11 – Flag Protocol Policy, substantially in the form as attached to this report;
3. That 06.C.01 – Civic Recognition on the Death of a Current or Former Member of Council Policy be approved, substantially in the form as attached to this report; and
4. That the installation of a courtesy flagpole at Vaughan City Hall be approved.

Background

The City of Vaughan's existing policies respecting flags and proclamations have not undergone a comprehensive review for a number of years, and have not been updated to meet the standards established for corporate policies. A thorough review of the existing Flag Raising / Half-Masting Policy and Proclamations Policy has been conducted to ensure that they reflect the current practices of the City, meet the needs of the Corporation and the community, and clearly set out the appropriate definitions, rules, and procedures where appropriate.

In addition to the two policies identified above, the Office of the City Clerk has also prepared a wholly new policy to fill a gap in the existing protocol framework for the City of Vaughan. The proposed Civic Recognition on the Death of a Current or Former Member of Council Policy seeks to establish a clear and consistent policy to guide Council in staff in recognizing the contributions of a current or former member of Council upon their passing. Modelled after similar recognition provided by the Government of Canada, Government of Ontario and municipalities such as the cities of Toronto and Calgary, the policy introduces standards for honouring Vaughan's elected municipal public servants in a dignified way, in consultation with the family of the deceased.

Previous Reports/Authority

Analysis and Options

This report recommends the approval of three policies - two updated and one net new policy, by Council respecting matters of civic protocol. These policies cover flag protocol, proclamations, and civic recognition on the death of a current or former Member of Council respectively. The key highlights of these policies are outlined as follows:

1. Proclamations Policy – Attachment #1
 - Provides a more substantial policy to clearly define what may be recognized with a proclamation and who may request one.

- Introduces a hiatus mechanism to ensure that proclamation requests received during the summer or election periods may still be approved in the absence of a Council meeting.
- Will result in a simpler approval process for Council, consolidating monthly proclamation requests into single reports for consideration, thereby reducing the length of committee agendas and making it simpler to find a complete list of requests for Council's consideration.

2. Flag Protocol Policy – Attachment #2

- Updates the protocol for the flying and display of flags as well as half-masting dates to be consistent with nationally established standards.
- Provides clearer definitions for the types of flags to be flown and who may request a flag raising.
- Clearly defines a flag raising ceremony and identifies the standard level of support provided by the City to eligible organizations who make a request for a flag raising ceremony.
- Provides for flag raisings in recognition of official visits from diplomatic representatives and other international delegations to the City.

3. Civic Recognition on the Death of a Current or Former Member of Council Policy – Attachment #3

- Outlines a set of options for the City to offer to the family of the deceased as recognition for their dedicated service to the people and the City of Vaughan.
- Scales the forms of recognition based on whether the member currently or formerly served on Council, and whether they were a Mayor or a Councillor, consistent with similar municipal, provincial and federal policies.
- Provides a consistent approach to recognizing elected municipal officials to ensure that all are treated in the same manner in future.

In addition to the policies outlined above, and in connection to the newly drafted Flag Protocol Policy, the City Clerk also recommends the installation of a Courtesy Flagpole at City Hall. This flagpole would be installed separately and independently from the existing stand of flags permanently displayed at the front of Vaughan City Hall. The purpose of this flagpole would be to provide a separate and dedicated place for the community to fly their flags, and to draw greater public attention to the causes, occasions and cultures represented by the flags when one is flown on the pole. The placement of the Courtesy Flagpole would provide for a safer and more inclusive space

in which to conduct flag raising ceremonies, and would ensure that the National Flag, Provincial Flag and City Flag are always displayed clearly at Vaughan City Hall.

Financial Impact

The costs associated with the installation of a courtesy flag protocol are captured within the existing budget. All other costs associated with the approval and implementation of the recommended policies are accommodated within existing approved budget envelopes.

Broader Regional Impacts/Considerations

There are no regional impacts associated with this report.

Conclusion

Following a thorough and comprehensive review of existing policies respecting matters of civic protocol, two policies have been fundamentally redrafted to provide a higher level of detail and clarity, and to better serve the community. The recommendations before Council also propose the installation of a Courtesy Flagpole to better address the needs of the community in proudly flying their flags at the front of City Hall, a practice in keeping with other municipalities. In addition, a wholly new policy has been prepared to address the important but rare need to recognize and honour the life of a current or former Mayor or Councillor of the City of Vaughan on the occasion of their passing. This new policy would provide a consistent approach to recognizing their contributions in a way which respects the family's wishes.

For more information, please contact: Evan Read, Manager, Elections and Special Projects, ext.8241.

Attachments

1. 03.C.10 – Proclamations Policy, Office of the City Clerk, April 15, 2020
2. 03.C.11 – Flag Protocol Policy, Office of the City Clerk, April 15, 2020
3. 06.C.01 – Civic Recognition on the Death of a Current or Former Member of Council Policy, Office of the City Clerk, April 15, 2020

Prepared by

Evan Read, Manager, Elections and Special Projects, ext.8241
Todd Coles, City Clerk, ext.8281



CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: PROCLAMATIONS

POLICY NO.: 03.C.10

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

POLICY STATEMENT

Proclamations are official statements made by or under the authority of Vaughan Council to recognize causes, events and commemorations of significance to the City of Vaughan and its citizens. These statements do not carry with them any substantive contribution of goods, services, or monies to organizations which request them, but contribute to the fabric of Vaughan society by recognizing cultural diversity and the public good.

PURPOSE

To codify the authority for receiving and issuing proclamations at the request of organizations that are active in the Vaughan community.

SCOPE

This policy applies to those organizations that are eligible to request a proclamation from Vaughan Council in recognition of a cause, event or commemoration of significance to the City of Vaughan and its citizens.

LEGISLATIVE REQUIREMENTS

None.

DEFINITIONS

- 1. City Clerk:** The City Clerk appointed by Council in accordance with Section 228 of the *Municipal Act, 2001*, S.O. 2001, c.25 or their designate.

POLICY TITLE: PROCLAMATIONS

POLICY NO.: 03.C.10

2. Proclamation: An official and ceremonial statement made by or under the authority of Council, recognizing a cause, event or commemoration of significance to the City of Vaughan and its citizens.

2.1. For the purposes of section 2, a proclamation may be issued for:

- 2.1.1. Arts, culture or heritage commemorations in the City of Vaughan;
- 2.1.2. Athletic achievements or celebrations;
- 2.1.3. Charitable and non-profit fundraising campaigns;
- 2.1.4. Public awareness campaigns;
- 2.1.5. Civic commemorations or celebrations; and,
- 2.1.6. Special recognition for individual or organizational achievements.

2.2. For the purposes of section 2, a proclamation may not be issued for:

- 2.2.1. Political parties, associations, campaigns, or politically motivated causes or ideologies;
- 2.2.2. Religious commemorations, celebrations or beliefs;
- 2.2.3. Causes, celebrations or commemorations whose purpose or intent is contrary to the by-laws, policies and practices of the City of Vaughan;
- 2.2.4. For-profit purposes;
- 2.2.5. Organizations who espouse hateful, racist, violent or discriminatory beliefs or messages; or,
- 2.2.6. Causes, celebrations or commemorations with no connection to the City of Vaughan or its citizens.

3. Requestor: An organization and its official representative who submits a request for a proclamation.

POLICY

1. General

- 1.1. The City Clerk shall be responsible for receiving and processing proclamation requests, in the form and manner provided for by the City Clerk and in accordance with the provisions of this policy.
- 1.2. Council shall be the approval authority for proclamation requests received by the City Clerk.
 - 1.2.1. The City Clerk shall have the authority to approve proclamation requests on behalf of Council that are received during summer and election hiatus periods.

2. Request Process

2.1. Requests for proclamations shall be received by the City Clerk in writing or electronically by a Requestor.

2.1.1. Proclamation requests must be submitted to the City Clerk no later than 45 days prior to the date requested by the requestor.

2.1.2. Proclamation requests must specify whether the proclamation is to recognize a day, a week or a month.

2.1.3. Requestors do not have exclusive rights to the day, week or month for the proclamation being requested.

2.1.4. Proclamation requests must be made annually and are not automatically renewed for the following calendar year, unless otherwise directed by Council, or the City Clerk exercising delegated authority.

2.2. The City Clerk shall review requests within 5 business days of receipt, to ensure it the request complies with sections 2.1 and 2.2.1 of this policy.

2.2.1. Proclamation requests may not be received by individuals acting independently from or unaffiliated with an organization.

2.2.2. Requests deemed ineligible will be denied.

2.2.3. Where requests have been denied under section 2.2.1 or 2.2.2, the Requestor shall be notified.

2.3. The City Clerk shall prepare a report to Council for their approval of the eligible request.

2.3.1. Whenever possible, multiple proclamation requests shall be consolidated into a single report.

2.3.2. During hiatus periods, Mayor and Members of Council shall be notified of proclamations received and approved by the City Clerk in lieu of a report for Council approval.

2.4. Once a request has been approved, the City Clerk shall publish the proclamation on the City's website and provide notice to the requestor.

2.5. The requestor may receive a proclamation certificate signed by the Mayor on behalf of Council.

POLICY TITLE: PROCLAMATIONS

POLICY NO.: 03.C.10

2.5.1. Where suitable, the proclamation certificate may be presented by the Mayor or a Member of Council at an event or ceremony organized by the requestor.

2.5.2. The proclamation certificate shall follow a standard format produced by the City Clerk.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years If other, specify here	Next Review Date:	Click or tap to enter a date.
-------------------------	-----------------------------------	--------------------------	-------------------------------

Related Policy(ies):	
-----------------------------	--

Related By-Law(s):	
---------------------------	--

Procedural Document:	
-----------------------------	--

Revision History

Date:	Description:
--------------	---------------------

Click or tap to enter a date.	
-------------------------------	--

Click or tap to enter a date.	
-------------------------------	--

Click or tap to enter a date.	
-------------------------------	--



CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: FLAG PROTOCOL

POLICY NO.: 03.C.11

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

POLICY STATEMENT

Flag raisings enhance public awareness of activities occurring in the community, including fundraising drives, multicultural events and days of national importance. These flag raisings support and promote the diversity and cultural heritage of the City's residents and acknowledge and recognize important community organizations and groups that serve the City and its people. Flag raisings do not serve as endorsements for the politics or governments of the nations whose flags may be flown by the City as permitted in this policy.

Half-masting flags is a long-established form of recognition which honours a recently deceased prominent public figure and visually expresses the community's sense of sorrow and mourning at their passing.

PURPOSE

To provide consistent direction for the flying of flags at City Facilities and on City owned or operated properties, and to provide direction on the appropriate manner and occasion for half-masting such flags.

SCOPE

This policy applies to all City owned or operated facilities and properties and shall also apply to the use or display of flags inside such facilities.

LEGISLATIVE REQUIREMENTS

None.

POLICY TITLE: FLAG PROTOCOL

POLICY NO.: 03.C.11

DEFINITIONS

- 1. City Clerk:** The City Clerk appointed by Council in accordance with Section 228 of the *Municipal Act, 2001*, S.O. 2001, c.25 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. City of Vaughan Flag:** The flag of the City of Vaughan, consisting of a white field with four blue columns emanating from a red maple leaf at their base as first raised by Vaughan Council on May 2, 1988.
- 4. National Flag:** The national flag of Canada, consisting of a vertical triband of red and white with the red maple leaf centered on the white band as approved by the Parliament of Canada and proclaimed on February 15, 1965.
- 5. Provincial Flag:** The flag of the province of Ontario, consisting of a red field with the flag of the United Kingdom defaced with the shield of the Ontario coat of arms as approved by the Legislative Assembly of Ontario and proclaimed on May 21, 1965.
- 6. Requestor:** An organization and its official representative who submits a request for a flag raising ceremony.
 - 6.1. For the purposes of section 6 an organization shall be either:
 - 6.1.1. Not-for-profit;
 - 6.1.2. Charitable;
 - 6.1.3. For-profit corporation, when requesting to fly a flag for non-profit or awareness purposes only;
 - 6.1.4. Cultural;
 - 6.1.5. Ethnic; or,
 - 6.1.6. Public institution, including the Government of Canada, Government of Ontario, Corporation of the City of Vaughan or a department or agency of the same.
 - 6.2. For the purposes of section 6 an organization shall not be:
 - 6.2.1. For-profit corporation, except as noted at 6.1.3;
 - 6.2.2. Political party or association;
 - 6.2.3. Religious organization or institution;
 - 6.2.4. Organizations which espouse racist, hateful or offensive messages and values; or,
 - 6.2.5. Foreign government or its official representatives, including embassies and consulates.

POLICY TITLE: FLAG PROTOCOL

POLICY NO.: 03.C.11

POLICY

1. General

1.1. Responsibility for administering this policy shall be delegated to the City Clerk.

1.1.1. Except where otherwise noted in this policy, flags shall be flown in accordance with the standards and practices established by the Department of Canadian Heritage and administered by the City Clerk.

1.2. The City of Vaughan Flag is the property of the Corporation, and the City reserves the right to direct the appropriate use and display of the Flag.

1.3. The City of Vaughan reserves the right to determine whether or not to fly any flag at a City Facility.

2. Procedure for Flying Flags

2.1. Where provision is made for the flying of flags at a City Facility, the National Flag, the Provincial Flag and the City of Vaughan Flag shall be flown.

2.2. Where fewer than three flagpoles are available at a City Facility, the National Flag shall be flown and if possible, the City of Vaughan Flag.

2.3. Flags flown at City Facilities shall be flown at full-mast unless otherwise directed in accordance with this policy.

2.4. The order of precedence for the flying of flags at City Facilities shall be as follows:

- 2.4.1. The Sovereign's Personal Canadian Flag;
- 2.4.2. Standard of a Member of the Royal Family;
- 2.4.3. Standard of the Governor General of Canada;
- 2.4.4. Standard of the Lieutenant Governor of Ontario;
- 2.4.5. The National Flag of Canada;
- 2.4.6. The flags of other sovereign nations in alphabetical order;
- 2.4.7. The flags of the provinces of Canada, in the order in which they joined Confederation;
- 2.4.8. The flags of the territories of Canada, in the order in which they joined Confederation;
- 2.4.9. The Royal Union Flag;
- 2.4.10. The City of Vaughan Flag;
- 2.4.11. The flags of other municipalities in alphabetical order;
- 2.4.12. Flags or banners of organizations; and
- 2.4.13. Historical flags.

2.5. The flags identified in s.2.4 shall be flown on their own flagpole, with the exception of those listed at 2.4.11 and 2.4.12.

2.6. On the occasion of a visit from an official delegation representing a foreign nation or municipality of a foreign nation, the flag of that nation may be flown at City Hall as a sign of respect during the period of their visit.

3. Procedure for Half-Masting Flags

3.1. Flags at City Facilities shall be half-masted to commemorate special days in accordance with protocol established by the Government of Canada, including:

- 3.1.1. April 28, National Day of Mourning for Workers Killed or Injured on the Job;
- 3.1.2. June 23, National Day of Remembrance for Victims of Terrorism;
- 3.1.3. Last Sunday in September, Police and Peace Officers' National Memorial Day;
- 3.1.4. November 11, Remembrance Day; and,
- 3.1.5. December 6, National Day of Remembrance and Action on Violence Against Women.

3.2. Flags at City Facilities shall be half-masted in recognition of the death of prominent public figures, including:

- 3.2.1. The Sovereign;
- 3.2.2. An immediate member of the Sovereign's Family;
- 3.2.3. The current or former Governor General of Canada;
- 3.2.4. The current or former Prime Minister of Canada;
- 3.2.5. The current Chief Justice of Canada;
- 3.2.6. The current or former Lieutenant Governor of Ontario;
- 3.2.7. The current or former Premier of Ontario;
- 3.2.8. A local member of the Privy Council or Senate of Canada;
- 3.2.9. A local Member of Parliament or Member of Provincial Parliament;
- 3.2.10. The current or former Mayor of the City of Vaughan;
- 3.2.11. A current or former member of Vaughan Council; and
- 3.2.12. An employee of the City of Vaughan, including employees of Vaughan Public Libraries.

3.3. When flags are half-masted to commemorate the death of an individual, the flags shall be lowered to half-mast from the time of notification of death until sunset on the day of the funeral or the memorial service.

3.4. The City Clerk may direct that flags at City Facilities be half-masted when deemed appropriate to do so.

POLICY TITLE: FLAG PROTOCOL

POLICY NO.: 03.C.11

3.5. The Mayor may, on the advice and recommendation of the City Clerk, direct that flags at City Facilities be half-masted.

3.6. Flags at Vaughan City Hall shall be flown at full-mast for the duration of a flag-raising ceremony and subsequently lowered at the conclusion of the ceremony.

3.7. Flags that have been half-masted in recognition of the death of the Sovereign shall not be raised for any reason until the date on which the accession of the new Sovereign has been proclaimed.

3.8. Notice of a half-masting shall be provided internally to Council and staff and posted on the City's website for the public in a timely manner.

4. Flag Raising Requests

4.1. Flag raising requests shall be received by the Office of the City Clerk and shall be reviewed and considered on a first-come first-serve basis.

4.1.1. A new request must be initiated by the Requestor each year and shall not automatically be held or reserved for the same date in a subsequent year.

4.1.2. A flag flown in accordance with a request made under Section 4.1 may only be flown once a year. Where additional requests to fly the same flag are made, the request submitted first shall take precedence.

4.2. Flag raising requests shall be made in the form and manner established by the City Clerk for that purpose and shall be submitted no less than one month prior to the date requested for the flag raising.

4.3. Requestors may request a flag raising for the following flags:

4.3.1. Flags of nations officially recognized by the Government of Canada;

4.3.2. Flags of community service, charitable or not-for-profit organizations or corporations;

4.3.3. Flags of cultural or ethnic organizations or associations;

4.3.4. Flags representing causes or campaigns;

4.3.5. Flags of an athletic organization or associations, professional sports teams and sports organizations.

4.4. Flag raising requests will not be approved for the following:

4.4.1. Religious organizations or religious festivals or events;

4.4.2. Political parties, political organizations, or candidates for election;

POLICY TITLE: FLAG PROTOCOL

POLICY NO.: 03.C.11

- 4.4.3. Organizations which espouse racist, hateful or offensive messages and values; and,
- 4.4.4. Any organization or group whose intent is contrary to the by-laws and policies of the City of Vaughan.
- 4.5. All flag raisings will be conducted using the courtesy flagpole provided at Vaughan City Hall.
- 4.5.1. Flag raising ceremonies shall not be conducted at any other City Facility.
- 4.5.2. Notwithstanding section 4.5.1, flag raisings may be permitted at the Joint Operations Centre for flag raisings requested by departments of the City of Vaughan.
- 4.6. The City of Vaughan does not imply or express support for, or approval of, the politics, opinions or government of any nation or ethnic group whose flag is flown in accordance with this policy.
- 4.7. Approved flag raising ceremonies shall be provided support, as set out in section 4.8, for a maximum of sixty minutes, at no charge to the Requestor.
- 4.8. Flag raising ceremonies shall be provided with the following support at no charge from the City of Vaughan for the duration of the ceremony:
- 4.8.1. Seating for VIPs and attendees (quantity subject to availability);
- 4.8.2. A podium;
- 4.8.3. Audio-visual support including one microphone and speakers;
- 4.8.4. Courtyard space adjacent to the courtesy flagpole; and,
- 4.8.5. Indoor space (subject to availability) for inclement weather and/or receptions.
- 4.9. Requestors who require support (including stages and/or additional city staff) that exceeds those set out in section 4.8 or who wish to make arrangements for an event at City Hall to follow the flag raising ceremony, will be required to contact Recreation Services to make additional arrangements-normal fees and charges may apply for facility bookings and permits.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years If other, specify here	Next Review Date:	Click or tap to enter a date.
Related Policy(ies):			

POLICY TITLE: FLAG PROTOCOL

POLICY NO.: 03.C.11

Related By-Law(s):	
Procedural Document:	
Revision History	
Date:	Description:
Click or tap to enter a date.	
Click or tap to enter a date.	
Click or tap to enter a date.	



CITY OF VAUGHAN

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: Council		Policy Owner: 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.

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

POLICY NO.: 06.C.01

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.

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

POLICY NO.: 06.C.01

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.

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

POLICY NO.: 06.C.01

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 until the date of the Member's funeral or memorial service, 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.

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

POLICY NO.: 06.C.01

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.

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

POLICY NO.: 06.C.01

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 until the date of the former Mayor's funeral or memorial service, at which time they shall be presented to the Family.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years If other, specify here	Next Review Date:	Click or tap to enter a date.
Related Policy(ies):	XX.X.XX – Flag Protocol		
Related By-Law(s):			
Procedural Document:			

Revision History

Date:	Description:
Click or tap to enter a date.	
Click or tap to enter a date.	
Click or tap to enter a date.	