

	<h2 style="margin: 0;">Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Department:	GOV-1013 Civic Recognition on the Death of a Current or Former Member of Council Policy April 8, 2024 Legislative Services
Revisions:	

Policy Statement:

- Having served the Town of Vegreville (the Town) as an elected Member of Council, upon their death former and current Members should be acknowledged by the Town in a manner that is consistent and honours their contribution.
- The Town 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.
- 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.

1.0 Reason for Policy

- 1.1 The purpose of this policy is to provide consistent services to be offered by The Town upon the death of a current or former Member of Council.
- 1.2 Legislative Services will administer this policy and coordinate the payment of all expenses incurred through implementation. Administration will maintain detailed procedures and guidelines to accompany this policy.

2.0 Related Information

- 2.1 Town of Vegreville Policy MOS-2001 *Legacy Giving Program Policy*

3.0 Definitions

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

4.0 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 Town to individuals from other levels of government, or recognized leaders who have made contributions to the Town of Vegreville 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 Policy MOS-2001 *Legacy Giving Program Policy*.

5.0 Responsibilities

5.1 Town Council to:

- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

5.2 Chief Administrative Officer to:

- 5.2.1 Implement this policy and approve procedures.
- 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

5.3 Director/Manager of the Department to:

- 5.3.1 Ensure implementation of this policy and procedure.
- 5.3.2 Ensure that this policy and procedure is reviewed every three years.
- 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.3.4 Understand, and adhere to this policy and procedure.

5.3.5 Ensure employees are aware of this policy and procedure.

5.4 All Employees to:

5.4.1 Understand and adhere to this policy and procedure.

6.0 Procedure

6.1 Upon receipt of notification from the Family of death of a current or former Member of Council, Legislative Services will disseminate this information to appropriate groups as follows: Mayor, Councillors, Chief Administrative Officer (CAO), Senior Management Team (SMT), and Community Engagement and Economic Development Manager (CEED).

6.2 Legislative Services will liaise with the Family to:

6.2.1 Offer the services in accordance with Sections 6.6 – 6.9, as appropriate;

6.2.2 Determine which services the family would wish to receive; and

6.2.3 Gather any other information that may be of interest to the Town with respect to the commemorative service.

6.3 The Family may wish to receive any, all, or none of the services offered.

6.4 Legislative Services will liaise with the Mayor, Councillors, Chief Administrative Officer, SMT, CEED, and other Business Units as required to implement the agreed upon services.

6.5 Legislative Services will maintain the record of the Town's acknowledgements provided to the family, in compliance with Bylaw 05-2023 Records Management & Retention Bylaw.

6.6 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:

6.6.1 All flags at the Town Administration, Post Office, RCMP Detachment, Emergency Services Building, Vegreville Sign-West, and Vegreville Sign-East will be lowered to half-mast from the time of notification of death until sunset the day of the funeral or the commemorative service.

6.6.2 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 Town of Vegreville website.

- 6.6.3 Town 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.
- 6.6.4 In Council Chambers, a Town of Vegreville 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.
- 6.6.5 An official Town photograph and the Town Crest will be provided to the Family for use in such materials as an obituary, funeral program, etc.
- 6.6.6 The Mayor will send a Letter of Condolence to the Family on behalf of Town Council.
- 6.6.7 The CAO will send a Letter of Condolence to the Family on behalf of the Municipality.
- 6.6.8 Floral tributes will be ordered as follows:
 - i Two (2) to be sent to the Family, or commemorative service location; as requested:
 - a. On behalf of the citizens of Vegreville;
 - b. On behalf of Town Council.
 - ii One (1) smaller floral arrangement for placement in Council Chambers on the day of the tribute in Council.
- 6.6.9 Any floral tributes sent to the Town will be delivered to the Family.
- 6.6.10 The Town of Vegreville Flag will be provided to be draped or folded over the casket or urn.
- 6.6.11 The Mayor and/or Members of Council will attend the funeral or commemorative service, as available.
- 6.6.12 The CAO or a designate will attend the funeral or commemorative service.

6.7 Additional Services Offered for The Death of a Current Mayor

In addition to the services in Section 6.6, Legislative Services, in coordination with Town of Vegreville Municipal Enforcement and RCMP, will offer the following services to the Family of a deceased current Mayor:

- 6.7.1 A Letter of Condolence will be sent out by the Deputy Mayor, on behalf of Town Council and the Municipality, to the Family.
- 6.7.2 Traffic controls will be provided at the venue of the commemorative service.

- 6.7.3 Town of Vegreville Police escort will be provided for the Family to and from the venue of the commemorative service.
- 6.7.4 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 CAO may, at their discretion, increase these amounts to account for inflation or cost increases, provided the amounts are clearly stated in the procedures and guidelines maintained by Legislative Services and are available to the public on the Town of Vegreville website.
- 6.7.5 A Town of Vegreville Flag and flagpole will be provided and set up indoors at the location of commemorative service.

6.8 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:

- 6.8.1 All flags at the Town Administration will be lowered to half-mast on the day of the funeral or the commemorative service.
- 6.8.2 The Mayor will send a Letter of Condolence on behalf of Town Council and the Municipality to the Family.
- 6.8.3 The death of a former Member of Council will be acknowledged on the Town’s website.
- 6.8.4 Two (2) floral tributes will be ordered and sent to the Family, or commemorative service location; as requested:
 - i On behalf of the citizens of Vegreville;
 - ii On behalf of Town Council.
- 6.8.5 The Mayor and/or Members of Council will attend the commemorative service to represent the Town, as available.
- 6.8.6 Town 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.

6.9 Additional Services Offered for The Death of a Former Mayor

In addition to the services offered in Section 6.8, Legislative Services will offer the following services to the Family of a deceased former Mayor:

- 6.9.1 The Town of Vegreville Flag will be provided to be draped or folded over the casket or urn.

7.0 Exceptions

7.1 Where exceptions to this policy may be warranted, the Chief Administrative Officer will provide a recommendation to the Mayor and Council for approval and communicate the proposed services in accordance with Sections 6.1 – 6.4 of this Policy.

8.0 End of Policy



Mayor Tim MacPhee



Sandra Ling, CAO