

Attachment 3

Commemorative activities upon the Passing of a City of Toronto Council Member

The City of Toronto will offer the following commemorative activities upon the death of a current or former City of Toronto Council Member or a member of a former City of Toronto municipality, in addition to the half-masting protocol as outlined in the City's Flag Policy or its successor.

The commemorative activities will be implemented upon discussion with the family. If the family wishes to provide commemorative activities in addition to those offered by the City of Toronto, the family will consult with the City Clerk through the Chief of Protocol to ensure the activity aligns with City policies, programs and by-laws. Any services in addition to those offered by the City, as outlined below, will be at the expense of the Member's family.

1. Commemorative activities offered for a sitting Member of City of Toronto:

In discussion with the family of a late sitting Member, the City will:

- Communicate details of the Member's death and any public funeral/memorial event arrangement to the public and media
- Establish a book of condolences signing area at City Hall, the Civic Facility that hosts the Member's Community Council, activate the City of Toronto Online Condolence book, and provide a Book of Condolences to the Member's family
- Provide a floral tribute for: the Book of Condolences signing area(s), the funeral or memorial event; the Member's Council Chamber seat in the first Council Meeting following the Member's death; and the Member's seat in the first Community Council Meeting following the Member's death
- Coordinate recognition in the first Community Council, where applicable, and Council meeting following the Member's death
- Loan Toronto Flag(s) to the Family for the funeral and/or commemorative service
- Coordinate Honour Guard services for the visitation, funeral or memorial event
- Coordinate inviting current Members of Council and other dignitaries to the funeral or memorial event
- Provide greeting and seating support for Members of Council and other dignitaries' attendance at the funeral or memorial event

2. Additional commemorative activities offered for a sitting Mayor of the City of Toronto:

In discussion with the family of a late sitting Mayor the City will:

- Coordinate a closed casket and Vigil Guard for 1-2 days with public visitation hours between 9am and 7pm at City Hall or a City facility as determined appropriate by the City Clerk through the Chief of Protocol
- Coordinate VIP visitation for dignitaries and immediate family members
- Provide an official portrait for the City hosted visitation
- Arrange for an Honour Guard escort of the casket to the funeral or memorial site

3. Commemorative activities offered for a former Member of the City of Toronto or former municipalities:

In discussion with the family of the late former Member, the City will:

- Coordinate the communication of details about Member's death
- Activate the City of Toronto online condolence book and deliver a Book of Condolences to the Member's family
- Coordinate recognition in the first Council meeting following the Member's death

4. Additional activities provided for a former Mayor of the City of Toronto or former municipalities:

In discussion with the family of the late former Mayor, the City will:

- Establish a Book of Condolences signing area at the seat of government during their term or at a location as determined appropriate by the City Clerk through the Chief of Protocol
- Provide a floral tribute for the Book of Condolences signing area
- Loan Toronto Flag(s) or Flag(s) of the Member's former municipality to the family for the funeral and/or commemorative service
- Provide greeting and seating support for Members of Council and other dignitaries' attendance at the funeral or memorial event