



**TOWN OF MINTO**

**MEETING DATE:** April 16, 2024, 2023  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Clerks  
**SUBJECT:** CL 2024-005 - Draft Commemoration Policy

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**RECOMMENDATIONS:**

THAT Council of the Town of Minto receives report CL 2024-005 regarding the Draft Commemoration Policy;

THAT Council provide feedback to staff on the Draft Commemoration Policy; and

THAT staff bring back a Final Draft Commemoration Policy at a future meeting for Council consideration.

**BACKGROUND:**

As part of the July 11, 2023, Council Agenda, correspondence was received from the Minto Pride Committee regarding the installation of banners from the light fixtures in the downtown areas.

Staff advised Council that a report would be presented at a future meeting that would go into further detail on the initiative the Minto Pride Committee was proposing.

On September 19, 2023, a report came forward to Council regarding Minto Pride Committee – Banner Proposal and the following Motion was passed:

**MOTION: COW 2023-138**

**Moved By: Deputy Mayor Anderson; Seconded By: Councillor Podniewicz**

**THAT Council of the Town of Minto receives report EC DEV 2023-021, regarding the Minto Pride Committee - Banner Proposal; and**

**THAT Council of the Town of Minto approve the staff proposal outlined in report EC DEV 2023-021.**

The proposal outlined in the report stated:

*To ensure equity to all organizations in the use of banner arms and the support provided by the Town of Minto, staff is recommending:*

- *That the Council of Town of Minto approve the initiative to install four (4) Pride banners in each downtown (2 at each entrance into the downtowns) from the beginning of May until the end of September. This demonstrates support for*

*inclusivity not just during Pride Month, but also helps to reduce the Town of Minto's installation costs.*

- *That the production cost of the banners be the responsibility of the Minto Pride Committee.*
- *That the Town of Minto provides the time and labour each year for the installation and removal of Minto Pride banners.*
- *That the Town of Minto assist the Minto Pride Committee in fund raising efforts through social media and website content and process any donations received at the municipal office.*

The report also noted that “Staff will prepare and bring back a policy on the use of banner arms at a later date.”

### **COMMENTS:**

Council and the Corporation of the Town of Minto have adopted an overarching vision for Minto to embrace and promote diversity, equity and inclusion through their Strategic Plan in 2024. Council's objective is to create a community and a Town where there are no impediments to full and free participation in the economic, social, political and cultural life of the Town. The goal is to promote a climate of understanding and mutual respect.

The vision and goals in the Town's Strategic Plan, adopted in 2024 includes:

#### **Our Vision**

A progressive rural community where all people are welcome!”

#### **Goal 4: Inclusive Community**

Foster a welcoming, accessible and understanding community where your family belongs.

4.2 Celebrating our community's diversity, equity, and inclusion.

- iii. Further develop policies and procedures that promote diversity, equity, and inclusion.

The Town does not currently have a policy on file to guide its full commemoration practices.

The attached draft policy will:

- Set criteria and procedures for proclamations, flag protocols and displaying of alternate flags, Mayoral Certificates, and a new downtown banner program.
- Replace the current flag policy (which included requests for the community flagpole use and proclamations); and
- Incorporate the current policy for the commemorative bench and tree programs.

Within the policy, staff are recommending that the Town will commemorate requests that promote:

- Charitable fundraising campaigns, organized by registered service clubs, not-for profits, and/or charitable organizations
- Arts and cultural celebrations
- Significant events and achievements of individuals and organizations
- Historic events
- Diversity, equity and inclusion and/or creating conversations surrounding societal issues such as discrimination, cultural exclusions, and other challenges faced by historically disadvantaged peoples

Staff are further recommending that the Town will not commemorate requests that involve:

- Political parties, organizations, events or movements
- Religious organizations, events, celebrations, or movements
- Organizations, events, and/or private purposes with no direct relationship to the corporation or community of the Town of Minto
- Celebrations, campaigns, or events contrary to Town plans, policies or By-laws
- Celebrations, campaigns, or events intended for profit-making purposes
- Matters attempting to influence government policies
- Supporting discrimination, hatred, violence or prejudice
- Attempting to defame the integrity of the Town, Ontario, or Canada.

The policy specifies that each year the Town will commemorate Pride along with Truth and Reconciliation. The policy sets out that:

- a. The Inclusive Pride flag is an international symbol of inclusivity and will be raised in the month of June each year on the Community Flagpole to recognize the inclusive and diverse community represented by the Town of Minto; to acknowledge and respect all people regardless of their colour, race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, or mental or physical disability.
- b. A flag honouring Indigenous heritage and promoting Truth and Reconciliation will be raised in the month of September each year on the Community Flagpole to recognize and promote the need for conversations in the community surrounding truth and reconciliation; to encourage the community to become further informed about the traditional lands, Treaties, and history and cultures of Indigenous peoples local to the region; and to commemorate the contributions of Indigenous peoples to Canada's history.

For the Community Banner Program, members of the public may request a minimum of four (4) downtown banners, with a maximum of 12 banners (four per community), provided their request is consistent with the Criteria established in this policy above. Organizations and community groups requesting banners are required to provide the banners to the Town's specifications.

The following policy statements and procedure shall guide how The Corporation of the Town of Minto considers requests for Downtown banners:

*Any individual, organization, or community group whose intent for commemoration meets the criteria as set out in the Criteria Section in this policy may complete a request for Downtown Banners.*

The following outlines approval of requests for the items contained in the draft policy:

- For proclamations, these are still to be presented to and approved by Council.
- For half-masting flags, the policy will instruct staff when to half-mast flags. The list of criteria generally reflects and formalizes the Town's current practices. The policy does provide flexibility to Council to choose to half-mast flags at Council's discretion, or at the direction of the CAO in the event timing does not work for a Council meeting.
- The decision to approve or deny the flying of alternate flags or the Community Banner Program is delegated to the Clerk. The draft policy establishes clear criteria for staff to use when making the decision to approve or deny a request. The policy does provide flexibility to Council to raise any alternate flag at Council's discretion, or at the direction of the CAO in the event timing does not work for a Council meeting.
- The Town reserves the right to raise banners for any purpose deemed to be of interest or importance to the Town.

The Commemorative Bench and Tree Policy will remain in place.

#### **FINANCIAL CONSIDERATIONS:**

There are no financial considerations.

#### **STRATEGIC PLAN:**

##### **Goal 4: Inclusive Community**

Foster a welcoming, accessible and understanding community where your family belongs.

##### **4.2 Celebrating our community's diversity, equity, and inclusion.**

- iii. Further develop policies and procedures that promote diversity, equity, and inclusion.

**PREPARED BY:** Annilene McRobb, Clerk

**RECOMMENDED BY:** Mark Potter, Interim Chief Administrative Officer

Attachment 1 Draft Commemoration Policy