



Category: Administration  
Sub-Category: General

**Title: Commemoration Policy**

Policy Number: TBD  
Approved by: Council  
Administered by: Clerk  
Effective: TBD

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## **Policy Statement**

The Town of Minto recognizes the importance of innovative community engagement campaigns. The Corporation of the Town of Minto will offer a range of programs to: commemorate special occasions; events; individuals and organizations; and to encourage diversity, equity and inclusion.

## **Purpose**

This policy has been developed to:

- Provide a comprehensive list of the Town's current commemoration programs, both community initiated, and Town initiated;
- Document the process by which commemoration requests are handled and executed in the municipality; and
- Establish the parameters and criteria for evaluating commemoration requests.

## **Scope**

This policy applies to all team members and members of Council. The following internal departments/divisions have assigned duties related to commemorations:

- Administration
- Community Services
- Public Works
- Economic & Community Development

## **Criteria**

The Town will consider all commemoration 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.

The Town reserves the right to deny 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, Canada, or Sovereign.

### **Programs & Processes**

The following is a list of the current commemoration programs offered by the Town of Minto. The list includes formalized programs and informal, internal tools that can be used to provide recognition for important events, individuals, and organizations.

### **Proclamations**

Members of the public may request that Town Council make an official proclamation, provided their request is consistent with the Criteria established in this policy above.

Proclamation requests are administered through the Clerk's Department in accordance with the Town's Procedural By-law.

The following policy statements and procedures shall guide how The Corporation of the Town of Minto considers requests for proclamations:

1. Requests for proclamations, including the proposed wording of the proclamation and supporting information, must be submitted in writing to the Clerk's office at least four weeks in advance of an event.
2. The Clerk shall review all requests, and if required, may make any appropriate amendments to the wording of the proclamation, which improves the structure and or intent of the requested proclamation.
3. Once a proclamation draft is completed, the Clerk shall list it for consideration on the next available agenda for Council's review and approval.
4. Upon approval, the proclamation may be signed by the Mayor and one copy of the signed proclamation provided to the applicant.

Upon approval by Council, the Clerk will forward the proclamation information to the Economic & Community Development Department, who shall:

- Share the proclamation details on the Town's social media accounts. Notification to the media and advertising is the responsibility of the applicant.

## Flags – Half Mast

Flags are flown at the half-mast position as a sign of respect and condolence. The following policy statements and procedure shall guide how The Corporation of the Town of Minto considers half-masting of flags:

1. Flags flown at:
  - a) The Town Hall
  - b) Municipal Community Centres
  - c) Fire Halls

Flags shall be lowered to half-mast position upon the death of the following persons:

- i. The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);
- ii. The Governor General of Canada or Lieutenant Governor of Ontario;
- iii. A past or present Prime Minister of Canada;
- iv. A past or present Premier of Ontario;
- v. A past or present MP or MPP for the Town's riding;
- vi. A past or present member of Council for the Corporation of the Town of Minto;
- vii. Present day employees of the Town and present-day members of the volunteer Fire Department;
- viii. As directed by proclamation from the Governor General of Canada or Lieutenant Governor of Ontario;

The Town of Minto may also half-mast in the following situations:

- i. Out of respect for an individual, solemn occasion, or other purpose not specifically identified in this section; or
  - ii. In instances of extraordinary significance as directed by Council, or the CAO where time is of the essence.
2. All flags will be flown at half-mast at municipal facilities in accordance with the National guiding principles found at [www.canada.ca](http://www.canada.ca).
  3. Where no specific guidance is provided regarding the length of time for flags to be at half-mast, flags shall remain at half-mast for a period of three (3) days commencing from the first full day after the notification of the death was received.
  4. Should the requirement for half-masting of flags occur on a weekend or on a statutory holiday, the flags will be lowered on the first subsequent business day.
  5. The flags at the Fire Hall may also be flown at half-mast in recognition of line-of-duty deaths of emergency service workers, at the discretion of the Fire Chief.

When a half-masting is approved, the Clerk shall:

- Notify the Public Works, Community Services and Fire Department staff of the need to half-mast the flags and provide all details regarding raising and lowering locations, length of half-masting, etc.
- As deemed required, coordinate a brief ceremony with the Mayor and/or members of Council

Upon receipt of that information, the Departments shall:

- Plan to half-mast on the appropriate dates.

Economic & Community Development staff shall:

- Share information about the half-masting and any accompanying ceremony through its channels (e.g., website, social media, newspaper, where appropriate).

### **Flags – Displaying Alternate Flags**

Members of the public may request an alternate flag to be raised, provided their request is consistent with the Criteria established in this policy above. The following policy statements and procedure shall guide how The Corporation of the Town of Minto considers requests for raising alternate flags:

1. For the purpose of this policy, an “Alternate Flag” is a flag that is not one of the Canadian, Province of Ontario, or Town of Minto official flags. Examples of an Alternate Flag may include, but not be limited to: United Way, Canadian Red Cross, Alzheimer’s Society, Community Living, Scouts Canada, Inclusive Pride Flag, and official flags of nations recognized by the Ministry of Foreign Affairs. All Flags flown on Town of Minto lands shall follow the rules of etiquette as set out under [www.cananda.ca](http://www.cananda.ca)
2. 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 an Alternate Flag raising, and shall be required to supply the following information at least four weeks in advance of the preferred flag raising date:
  - a. Organization name, contact information, website URL (if available)
  - b. Purpose of flag raising (cause or event that is being commemorated)
  - c. Preferred date/time for the flag raising ceremony
  - d. Image of the flag
- e. Names and titles of individuals who will attend the flag raising event, including names of individuals who will speak at the event.
- f. Details about educational or ceremonial material that will be available at the flag raising event.
3. The Clerk will receive and approve or deny all external and internal requests to raise an Alternate Flag, having regard to the criteria set out in the Criteria Section in this policy.

4. Requests may be processed in the order in which received and will be considered on a case-by-case basis.
5. When a request is approved, Alternate Flags shall be flown at the Town Hall on the Community Flagpole in place of the Town of Minto flag, and in accordance with the National guiding principles found at [www.canada.ca](http://www.canada.ca).
6. The Town will raise only one Alternate Flag at any time, and if more than one qualified request is received for the same time period, the timing will be at the Clerk's discretion.
7. Alternate Flags will be raised for a maximum of one week. The Town may extend this maximum for its own purposes.
8. An Alternate Flag shall be raised no more than once per calendar year. Organizations and community groups are required to submit their requests on an annual basis.
9. Organizations and community groups requesting to raise an Alternate Flag are required to provide the flag to be raised. The Town will not be responsible replacing damaged, tattered or stolen Alternate Flags.
10. The Town reserves the right to raise an Alternate Flag for any purpose deemed to be of interest or importance to the Town.
11. The Town recognizes the need to develop, promote, and organize innovative and proactive community engagement strategies to foster conversations in the community surrounding societal issues such as discrimination, cultural exclusions, and other challenges faced by historically disadvantaged peoples. To further promote the community of the Town of Minto as an inclusive space, the Alternate Flags listed below shall be raised at the Town Hall Community Flagpole:
  - a. The Inclusive Pride flag is an international symbol of inclusivity and will be raised in the month of June each year to recognize the inclusive and diverse community represented in 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 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.
  - c. Council, or the CAO in situations where time is of the essence, may direct an Alternate Flag to be raised for any purpose deemed important to the Corporation of the Town of Minto.

When a request to raise an Alternate Flag is approved, the Clerk shall:

- Notify the Public Works Department and Economic and Community Development staff of the need to raise and lower flags and provide all details regarding raising and lowering locations, length of raising and lowering, etc.
- Coordinate a brief ceremony with the Mayor and/or members of Council, along with the individual or group that requested the raising (where appropriate)

Upon receipt of that information, the Public Works Department shall:

- Plan to raise and lower on the appropriate dates

Economic and Community Development staff shall:

- Share information about the flag raising and accompanying ceremony through its channels (e.g., website, social media, newspaper, where appropriate)

### **Downtown Banner Program**

1. 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. The following policy statements and procedure shall guide how The Corporation of the Town of Minto considers requests for Downtown banners:
2. 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, and shall be required to supply the following information by March 1<sup>st</sup> of the year of request:
  - a. Organization name, contact information, website URL (if available)
  - b. Purpose of banners (cause or event that is being commemorated)
  - c. Image of the banner
3. The Clerk will receive and approve or deny all external and internal requests for banners having regard to the criteria set out in the Criteria Section in this policy.
4. Requests may be processed in the order in which received and will be considered on a case-by-case basis.
5. When a request is approved, the banners shall be placed in the community/communities requested starting in May and to come down in September.
6. The Town will provide for up to 3 groups (12 banners) per community per year.
7. Organizations and community groups are required to submit their requests on an annual basis.
8. Organizations and community groups requesting banners are required to provide the banners to the Town's specifications. Banners must be in good repair. The Town will take all reasonable precautions to ensure that the banners are not damaged

however no guarantee will be given. Damaged banners will not be displayed. Banners will be removed if they sustain damage. The Town will make no compensation for any damaged banners. The Town will not be responsible for replacing damaged, tattered or stolen banners. The Town will not be responsible for the storing of banners.

9. The Town reserves the right to raise banners for any purpose deemed to be of interest or importance to the Town.
10. The Town will raise Veteran banners in September until November 12.

### **Mayoral Certificates**

Members of the public may request a certificate from the Mayor to commemorate significant birthdays, anniversaries, and other achievements. Certificate requests are managed by Clerks staff. Upon receiving a certificate request, Clerks staff shall:

- Prepare the certificate using details provided by the Mayor or member of the public
- Print certificate and provide a holder for the certificate
- Mail the certificate or arrange for pick up or delivery

### **Commemorative Bench and Tree**

The purpose of the Commemorative Bench and Tree (CB&T) Program is to facilitate the donation of a commemorative bench or tree within the Town of Minto. Program procedures, fees and terms will be identified within the program. The program will operate on a full cost recovery basis while contributing to the beautification and greening of the Town of Minto and increasing community amenities. See Policy 5.9 for more information.

### **Revision History**

<b>Date</b>	<b>Description</b>





## Appendix A Community Flagpole Request

Requests to use the Community Flagpole at the Municipal Building are governed by Council Policy (excerpted below). Requests should be received **at least 3 weeks prior** to the date the flag is to be flown, and may be emailed to the Clerk at [annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca) or mailed to The Town of Minto, 5941 Highway 89, Harriston, ON, NOG 1Z0

Description of associated event (maximum 300 characters)	
Date(s) of event (maximum 300 characters)	
Date flag to be raised	Number of days to be flown
Flag details (please attach a photo/diagram of the flag) (maximum 300 characters)	

### Contact information

Contact name	Date submitted	
Contact address		
Town	Province	postal code
Contact daytime telephone number	Contact e-mail address	



## Appendix B Community Banner Request

Requests to use the Community Banner Arms in the Downtowns. Requests should be received **by March 1<sup>st</sup>** the year the banners are to be placed, and may be emailed to the Clerk at [annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca) or mailed to The Town of Minto, 5941 Highway 89, Harriston, ON, N0G 1Z0

Description of associated event (maximum 300 characters)	
How many Banners? (4 per community)	What community/communities
Banner details (please attach a photo/diagram of the banner) (maximum 300 characters) (Banners must measure 24x55" with a top pole pocket of 5.5" and a bottom pole pocket of 6").	

### Contact information

Contact name	Date submitted	
Contact address		
Town	Province	postal code
Contact daytime telephone number	Contact e-mail address	