



TOWN OF MINTO

MEETING DATE: June 18, 2024,
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: CL 2024-007 - Commemoration Policy

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives Report No. CL 2024-007 Commemoration Policy, prepared by the Clerk, for information purposes;

FURTHER THAT the Council of the Town of Minto provides direction on the fee to be associated with the Banner Program to be included in the Policy, Option: _____; AND

FURTHER THAT the Council of the Town of Minto approves the Commemoration Policy as presented.

BACKGROUND:

Council received the Draft Commemoration Policy at the Regular Meeting of Council on May 21, 2024 and provided feedback to staff on changes they would like to see made to the policy.

COMMENTS:

The Council feedback from the May 21 meeting included:

- number of banners allowed,
- cost recovery for installation and removal of banners
- number of minimum banners required,
- concern of only being one week for flying of flags,
- the flying of specific flags without an application, and
- one month only for flying of specific flags on the community pole and having banners on the poles for more than a month

Changes to the draft policy, in response to the feedback and questions/ suggestions from Members of Council, have been made **in red** within the attached “Draft Commemorative Policy”.

Council is being asked to provide direction on the fee structure to be associated with the Banner Program which will be incorporated into the final Policy. Staff have outlined options, below, for Council’s consideration and discussion. This list of options is not exhaustive and staff are open to other options as directed by Council:

- Option a) time and material to install and remove with the option to apply to Council for a fee reduction; or
- Option b) \$60 per banner; or
- Option c) an administrative charge of \$100 per request per year

Staff have attached a map of each of the communities, noting the downtown banner arms and the additional banner arms available. The name of the banner arm portion of the policy has been changed from “Downtown Banner Program” to “Banner Program”. Banners that are applied for and approved will be placed outside of the downtown banner area leaving the downtown banner arms for current use of the Downtown committees from June-September, each year.

FINANCIAL CONSIDERATIONS:

Financial considerations/ impacts are dependent on the fee structure that Council decides to apply to the Banner Program.

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: Gregg Furtney, Chief Administrative Officer

Attachments:

Draft Commemoration Policy

Maps of Banner Arms