

# Attachment 1



## CITY OF VAUGHAN

### CORPORATE POLICY

**POLICY TITLE:** ILLUMINATION OF VAUGHAN CITY HALL COUNCIL CHAMBER

**POLICY NO.:** 03.C.12

<b>Section:</b>	Administration & Legal		
<b>Effective Date:</b>	Click or tap to enter a date.	<b>Date of Last Review:</b>	Click or tap to enter a date.
<b>Approval Authority:</b> Council	<b>Policy Owner:</b> DCM, Administrative Services & City Solicitor		

#### POLICY STATEMENT

The illumination of Vaughan City Hall Council Chambers enhances public awareness of significant causes, events, and commemorations of significance to the City of Vaughan and its citizens. The illumination supports and promotes the diversity, cultural heritage, and acknowledges important community organizations, charities, and groups. Vaughan City Hall Council Chambers will be illuminated upon request for registered charities, non-profit organizations and community groups that are based in Canada and meet the criteria. Illuminations of Vaughan City Hall Council Chambers does not serve as endorsement for political campaigns or government bodies of the nations or observances whose organizational or national colours may be illuminated by the City as permitted in this policy.

#### PURPOSE

To provide consistent direction for illuminating Vaughan City Hall Council Chambers and to provide direction on the appropriate manner and occasion for the illumination.

#### SCOPE

This policy applies to those organizations who meet the criteria and are eligible to request the illumination of the windows behind Council Chambers (windows facing the west entrance) at Vaughan City Hall from Vaughan Council in recognition of a cause, event, or commemoration of a significance to the City of Vaughan and its citizens.

#### LEGISLATIVE REQUIREMENTS

None.

**POLICY TITLE: ILLUMINATION OF VAUGHAN CITY HALL COUNCIL CHAMBER**

**POLICY NO.: 03.C.12**

## **DEFINITIONS**

- 1. City Clerk:** The City Clerk appointed by Council in accordance with section 288 of the *Municipal Act, 2001*, S.O. 2001, c.25 or their designate.
- 2. Illumination:** The illumination through different colour lights facing upwards on the Council Chambers windows.
- 3. Requestor:** An organization and/or its official representative who submits a request for the illumination of Vaughan City Hall Council Chambers
  - 3.1. For the purposes of s.4.3 an organization shall be either:
    - 3.1.1. Not-for-profit;
    - 3.1.2. Charitable;
    - 3.1.3. For-profit corporation, when requesting to fly a flag for non-profit or awareness purposes only;
    - 3.1.4. Cultural;
    - 3.1.5. Ethnic;
    - 3.1.6. Proclamation; or,
    - 3.1.7. Commemorative.
  - 3.2. For the purpose of s.4.4 an organization shall not be:
    - 3.2.1. For profit corporation, excepted noted at s.4.3;
    - 3.2.2. Political party or association;
    - 3.2.3. Religious organization or institution;
    - 3.2.4. Organizations which espouse racist, hateful or offensive messages and values;
    - 3.2.5. Foreign government or its official representatives, including embassies and consulates; or,
    - 3.2.6. Personal or commercial requests.
- 4. Vaughan City Hall:** The administrative building of the municipal government of Vaughan.
- 5. Windows behind Council Chambers:** The west-entrance facing Council Chambers windows which will be illuminated for the requests.

**POLICY TITLE: ILLUMINATION OF VAUGHAN CITY HALL COUNCIL CHAMBER**

**POLICY NO.: 03.C.12**

## **POLICY**

### **1. General**

1.1. Responsibility for administering this policy shall be delegated to the Office of the City Clerk and the Corporate and Strategic Communications department.

1.1.1. Except where otherwise noted in this policy, the illumination of Vaughan City Hall Council Chambers shall be in accordance with the standard and practices established by the Department of Canadian Heritage and administered by the Office of the City Clerk.

1.1.2. The City of Vaughan reserves the right to determine whether or not to illuminate Vaughan City Hall Council Chambers under proclamation by the City Clerk and the Corporate and Strategic Communications department.

1.1.3. The City of Vaughan reserves the right to deactivate an illumination as required.

1.2. Requests will be reviewed and evaluated in the order they are received.

### **2. Procedure for Illuminating City Hall Council Chambers**

2.1. Where provision is made for illuminating Vaughan City Hall, the windows located behind Council Chambers shall be lit up.

2.2. Eight LED light pods are individually programmed in a linear sequence. LED light pods utilize the RGB colour system for programming.

### **3. Procedure for Determining Colours**

3.1. Colours and sequence will be chosen to match the colours associated with the organization's branding or which reflect the nation or culture represented by that organization. The organization can provide the RGB colour values, or the City of Vaughan will/can colour match to achieve best results.

### **4. Illumination Requests**

4.1. Illumination requests shall be received by the Office of the City Clerk and shall be reviewed and considered on a first-come first-serve basis.

4.1.1. A new request must be initiated by the Requestor each year and shall not automatically be held or reserved for the same date in a subsequent year.

**POLICY TITLE: ILLUMINATION OF VAUGHAN CITY HALL COUNCIL CHAMBER**

**POLICY NO.: 03.C.12**

4.1.2. An illumination in accordance with a request made under Section 4.1 may only be illuminated once a year. Where additional requests to illuminate for the same event are made, the request submitted first shall take precedence.

4.2. Illumination requests shall be made in the form and manner established by the City Clerk for that purpose and shall be submitted no less than one month prior to the date requested for the illumination.

4.3. Requestors may request an illumination for the following organizations:

- 4.3.1. Nations officially recognized by the Government of Canada;
- 4.3.2. Community service, charitable or not-for-profit organizations or corporations;
- 4.3.3. Cultural or ethnic organizations or associations;
- 4.3.4. Representation of causes or campaigns;
- 4.3.5. Athletic organization or associations, professional sports teams and sports organizations.

4.4. Illumination requests will not be approved for the following;

- 4.4.1. Religious organizations or religious festivals or events;
- 4.4.2. Political parties, political organizations, or candidates for election;
- 4.4.3. Organizations which espouse racist, hateful or offensive messages and values; and,
- 4.4.4. Any organization or group whose intent is contrary to the by-laws and policies of the City of Vaughan;
- 4.4.5. For-profit organizations except those stated in section s.3.2.

4.5. All illuminations will take place at the windows located behind Council Chambers.

4.5.1. Illuminations shall not be requested or conducted at any other location.

4.6. The City of Vaughan does not imply or express support for, or approval of, the politics, opinions or government of any nation or ethnic group whose colours are illuminated in accordance with this policy.

4.7. Requestors who require support for an illumination ceremony or event (including stages and/or additional city staff) at City Hall, will be required to contact Recreation Services to make additional arrangements - normal fees and charges may apply for facility bookings and permits.

**POLICY TITLE:** ILLUMINATION OF VAUGHAN CITY HALL COUNCIL CHAMBER

**POLICY NO.:** 03.C.12

ADMINISTRATION			
<i>Administered by the Office of the City Clerk.</i>			
<b>Review Schedule:</b>	5 Years If other, specify here	<b>Next Review Date:</b>	Click or tap to enter a date.
<b>Related Policy(ies):</b>	03.C.11 – Flag Protocol		
<b>Related By-Law(s):</b>			
<b>Procedural Document:</b>			
Revision History			
<b>Date:</b>	<b>Description:</b>		
Click or tap to enter a date.			
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