

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 18, 2021

Item 8, Report No. 22, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 18, 2021.

8. ILLUMINATION OF VAUGHAN CITY HALL COUNCIL CHAMBER POLICY

The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Manager, dated May 4, 2021:

Recommendations

1. That the *Illumination of Vaughan City Hall Council Chambers Policy* be adopted.

Committee of the Whole (1) Report

DATE: Tuesday, May 4, 2021

WARD(S): ALL

TITLE: ILLUMINATION OF VAUGHAN CITY HALL COUNCIL CHAMBER
POLICY

FROM:

Jim Harnum, City Manager

ACTION: DECISION

Purpose

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

Report Highlights

- The illumination of Vaughan City Hall Council Chambers enhances public awareness of causes, events and commemorations of significance to the City of Vaughan and its citizens. The illumination supports and promotes diversity and cultural heritage, and acknowledges community organizations, charities and groups.
- The Illumination of Vaughan City Hall Council Chambers Policy aligns with the Flag Raising Policy and framework.
- The illumination infrastructure was installed leveraging in-house solutions/hardware without any additional costs to the City.

Recommendations

1. That the *Illumination of Vaughan City Hall Council Chambers Policy* be adopted.

Background

Pilot Program

In 2020, the Corporate and Strategic Communications (CSC) department and the Office of the Chief Information Officer (OCIO) piloted a new initiative leveraging existing technology and hardware to see City Hall illuminated to mark occasions and events. An LED up-lighting system has been installed at the back of the Council Chamber. The lighting uses an RGB colour system, which can match colour values to align with brand specifications. City staff are exploring other opportunities to illuminate additional parts of City Hall.

For example, on March 31, 2020, City Hall was illuminated in the colours of red, white and blue in recognition of the United States and its challenges with COVID-19. As part of this pilot phase, Council approved a request to officially proclaim September 21 as World Alzheimer's Day and for the exterior of Council Chambers to be illuminated in blue. Images and messages were shared on the City's corporate social media channels and provided to Council for their use as well.

Previous Reports/Authority

Not applicable.

Analysis and Options

Following a successful pilot execution and process map, CSC conducted a jurisdictional scan of best practices and policies/procedures of surrounding municipalities (such as Brampton, Mississauga and Toronto) that currently offer this public service to help inform an approach that works in conjunction with the Flag Raising Policy and Protocol.

CSC staff developed the *Illumination of Vaughan City Hall Council Chamber Policy* and approval process through the Office of the City Clerk. This process aligns with the City's existing proclamation and flag-raising approval processes.

The *Illumination of Vaughan City Hall Council Chamber Policy* was brought forward to the Policy Committee and was approved on December 4, 2020.

Financial Impact

There are no new funding requirements or budget asks.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

The *Illumination of Vaughan City Hall Council Chamber Policy* provides a clear direction on the appropriate manner, occasion and process for a requested illumination.

This enhanced service offering will play a role in bringing public awareness of significant causes, events and commemorations to City of Vaughan citizens and visitors. The *Illumination of Vaughan City Hall Council Chamber* supports and promotes diversity and cultural heritage, and acknowledges community organizations, charities and other stakeholder groups.

For more information, please contact: Michael Genova, Director, Corporate and Strategic Communications, ext. 8027.

Attachments

1. *Illumination of Vaughan City Hall Council Chamber Policy* (Policy 03.C.12)

Prepared by

David Di Benedetto, Manager, Marketing and Creative Services, Corporate and Strategic Communications, ext. 3604.

Approved by

A handwritten signature in black ink, appearing to read 'Jim Harnum'.

Jim Harnum, City Manager

Reviewed by

A handwritten signature in black ink, appearing to read 'Jim Harnum'.

Jim Harnum, City Manager



CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: ILLUMINATION OF VAUGHAN CITY HALL COUNCIL CHAMBER

POLICY NO.: 03.C.12

| | | | |
|---|-------------------------------|---|-------------------------------|
| Section: | Administration & Legal | | |
| Effective Date: | Click or tap to enter a date. | Date of Last Review: | Click or tap to enter a date. |
| Approval Authority: Council | | Policy Owner: 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> | | | |
| Review Schedule: | 5 Years If other, specify here | Next Review Date: | Click or tap to enter a date. |
| Related Policy(ies): | 03.C.11 – Flag Protocol | | |
| Related By-Law(s): | | | |
| Procedural Document: | | | |
| Revision History | | | |
| Date: | Description: | | |
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