

1.0 Objective

Outdoor lighting of public art provide a means for Council to promote public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of significance to the City of St. Thomas. It is important that Council's endorsement of outdoor public art lighting is based on a framework that ensures all requests are dealt with consistently.

2.0 Purpose

The purpose of this Policy is to establish the framework for Council endorsement of outdoor lighting of public art requests.

3.0 Scope

This policy applies to all lighting requests for outdoor public art received by the City of St. Thomas.

4.0 Criteria

- Lighting request approvals are issued at the discretion of City Council
- Requests are issued only to recognized St. Thomas organizations and not to individuals
- An organization may request one lighting per year
- Organizations do not have exclusive rights to the day or week being requested
- Lighting requests of a similar topic will be issued on a first come, first served basis
- Cause or event must contribute to the economic, social, and cultural fabric of the City of St. Thomas
- Approved lighting requests will be displayed for up to one week at the Jumbo statue

5.0 Eligible Causes

- Public awareness campaigns
- Charitable fundraising campaigns
- Arts and cultural celebrations

Note: Lighting requests are approved based on the mandate and strategic goals of the City of St. Thomas

6.0 Submitting a Lighting Request

- Lighting requests must be made at least four weeks in advance of the due date
- Requests must be made by application and submitted to the Parks, Recreation and Property Management Department
- Requests must provide background information about the cause or event being proclaimed/recognized
- Repeat requests must be submitted on an annual basis

7.0 Review of Outdoor Lighting of Public Art Request

Public art lighting requests will be reviewed by the Director of Parks, Recreation and Property Management against the eligibility criteria noted in this Policy. In the event that the request does not comply with this policy, the Director will not include the request on a Council meeting agenda and will advise the organization/person submitting the request accordingly. Public art lighting requests that meet all eligibility criteria will be placed on the Council agenda as a report for consideration.

8.0 Council Endorsement of Outdoor Lighting of Public Art Request

Following consideration of an outdoor lighting of public art request by Council, the Parks, Recreation and Property Management Department will advise the organization/person who submitted the Request Form in writing of the outcome of Council's consideration. Parks, Recreation and Property Management staff will light the Jumbo monument for the duration of up to one week as indicated on the application form with the requested colour(s). A list will be available on the City website indicating the organization, colour, date/timeframe and purpose of recognition.

OUTDOOR LIGHTING OF PUBLIC ART REQUEST FORM

(Please complete and submit the completed Outdoor Lighting of Public Art Request Form to the Parks, Recreation and Property Management Department at agazda@stthomas.ca or mail to 545 Talbot Street, St. Thomas, ON, N5P 3V7)

Organization Name: _____ **Contact Name:** _____

Address: _____ **City/Town:** _____

Province: _____ **Postal Code:** _____

Business Telephone: _____ **Cell Phone:** _____

Fax Number: _____ **Email Address:** _____

Event Requested (name of campaign or celebration): _____

Date Range Requested (day(s) or week):

Day(s): _____ **Week:** _____

Purpose of Request (Please check all that apply):

Public Awareness Campaign

Charitable Fundraising Campaign

Arts and Cultural Celebrations

Description of the Organization (Please indicate the colour you are requesting and include a brief description of any other relevant information related to your request. Additional documentation may be attached to this Request Form.) _____

Has the same/similar request been made in past years:

Yes (Provide date of previous request): _____

No (New request)

As part of this request, will there be any special initiatives or events planned in the City of St. Thomas? (If so, please describe): _____

Signature: _____ **Date:** _____