


POLICY

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|  | Policy: | Bridge Lighting Display Policy | | |
| | Department: | Recreation and Culture | | |
| | Division: | | By-Law No.: | N/A |
| | Administered By: | Manager of Recreation and Culture | Effective Date: | June 20, 2023 |
| | Replaces: | N/A | | |
| | Attachment(s): | N/A | | |

1. Purpose

The purpose of this Policy is to regulate requests from the public for specific light colours on Central Bridge to commemorate dates of significance.

2. Application and Scope

This Policy applies to the display and duration of lighting display requests made by members of the public specific to the lighting system on Central Bridge.

2.1 Exceptions

This Policy is not meant to impede the standards of practice of recognizing significant National or Provincially recognized Dates of Significance.

3. Definitions

3.1 “Central Bridge Lighting System” means the decorative, programmable, permanent lighting installed on both sides of the Central Bridge façade.

3.2 “First Come, First Served” means requests received in the order of arrival

4. Outcomes

4.1 All requests shall be received on a ‘First Come, First Served’ basis.

4.2 The Town shall not accept requests for recurring annual dates of significance. For recurring requests for annual dates of significance, each request shall need to be resubmitted annually at the beginning of each calendar year.

4.3 Lighting displays honouring Carleton Place’s diversity and important community events shall occur in a fair, inclusive and equitable manner.

5. Restrictions on Lighting Display Requests

5.1 The Town’s Central Bridge Lighting Display shall not be used for commercial purposes by any external organization.

5.2 The Town of Carleton Place reserves the right to refuse, deny, or restrict the use of the Central Bridge Lighting System.

6. Community Display Requests

- 6.1 All community lighting display requests shall only take place using the Central Bridge Lighting System.
- 6.2 It shall be the responsibility of the requesting organization to submit an application for a community lighting display to the Manager of Recreation and Culture.
- 6.3 Requests will be confirmed on a first come, first served basis which shall be superseded at the discretion of the Town based on priority of importance, order or rank.
- 6.4 Organizations with approved lighting display requests are required to provide at least one colour option and other information pertaining to their lighting display request in advance of the date requested by no later two (2) weeks prior.
- 6.5 The Manager of Recreation and Culture will assess and approve community lighting display requests from charitable and non-profit organizations based on the following criteria:
 - i. The Town may approve lighting display requests for the Central Bridge Lighting System based on the following criteria:
 - a. nations recognized by the Government of Canada to celebrate a country's national day or on the anniversary of a special occasion;
 - b. charitable or non-profit organizations to help increase public awareness of their programs and activities;
 - c. organizations that have achieved national or international distinction or made a significant contribution to the community; and
 - d. organizations that have a presence in the Carleton Place community, except those outlined in item ii. below.
 - ii. The Town shall not approve requests for lighting displays for the Central Bridge Lighting System requested by:
 - a. Organizations or groups that are political or partisan in nature, including political parties or political organizations;
 - b. Organizations that promote hatred, violence, racism, or discrimination of any kind;
 - c. Religious organizations;
 - d. Organizations that have already had a lighting display request approved within the same calendar year; or
 - e. Commercial entities.
 - iii. The Town shall not approve requests for lighting displays using the Central Bridge Lighting System for requests that:

- a. Represent political causes;
 - b. Celebrate religious events;
 - c. Celebrate corporate events;
 - d. Support of groups, organizations, or events that promote beliefs contrary to any other Town policy or pose a reputational risk to the Town; or
 - e. Belong to nations that have already been approved and displayed on the bridge within the same calendar year.
- 6.6 The Mayor, in consultation with the CAO and Manager of Recreation and Culture, may apply discretion to approve or deny a request for a lighting display based on reputational risk to the Town.
- 6.7 When requests do not meet the criteria outlined in this Policy, the Manager of Recreation and Culture will advise Council.
- 6.8 The Town reserves the right to cancel a lighting display in the case of an unforeseen circumstance or in the case of a technical error or malfunction with the Lighting Display System.
- 6.9 Community lighting displays may be shown for a maximum of one (1) week.
- 6.10 When more than one (1) lighting display request occurs for the same day/time period, staff will make best efforts with the applicants to accommodate all requests.
- 6.11 When the same lighting display is requested by more than one (1) community organization, the Town will try to coordinate the requests and reserves the right to determine the lead organization.

7. Roles and Responsibilities

7.1 Town Council

Approve lighting display requests that fall outside of the criteria of this Policy.

7.2 Mayor

- i. Discretion for special or ceremonial occasions not identified in the Policy
- ii. Discretion to approve a lighting display request that does not meet the criteria, and discretion to deny a community lighting display request that has reputational risk to the Town.

7.3 Chief Administrative Officer

- i. Provide advice to the Mayor on special or ceremonial occasions not identified in the

Policy

- ii. Provide advice to the Mayor for dignitary and other requests not identified in this Policy.

7.4 The Manager of Recreation and Culture

- i. Interpret and administer this Policy and associated standard operating procedures
- ii. Provide advice to the Mayor and/or CAO on special or ceremonial occasions not identified in the Policy, or other requests not identified in this Policy.

8. Monitoring and Compliance

- 8.1 The Clerk in consultation with the Manager of Recreation and Culture shall ensure this Policy is reviewed as per governing policy and remains relevant to the needs of the Town, in accordance with legislative requirements and good business practices.