

Town of Yarmouth
LIGHT UP REQUEST POLICY

Effective: June 13th, 2024 Amended: March 12th, 2026
TOY 75



1.0 Purpose

The purpose of this policy is to establish the guidelines and procedure for administering light up requests for Town Hall.

2.0 Responsibility

All requests will be reviewed by the Municipal Clerk to ensure that they clearly adhere to the lighting criteria.

2.1 The Municipal Clerk will have full and final authority to accept or deny light-up requests.

3.0 Criteria

All light up requests must adhere to the following criteria:

- a. Must not promote discrimination, hatred, violence, or prejudice
- b. Must not be contrary to any Town policy or bylaw
- c. Must be non-denominational
- d. Must be non-political
- e. Must be non-commercial
- f. Light up requests for any specific organization, cause, event, or commemoration will only take place once per calendar year.
- g. Light up requests must be made by a local representative.

4.0 Submitting a Request

All requests must be submitted in writing at least three (3) weeks in advance and include the following information:

- a. Name of Organization
- b. Requested event/occasion
- c. Explanation or purpose of the request
- d. Date or time period of request
- e. Requested color

4.1 Requests can be submitted to admin@townofyarmouth.ca or by mail to:

Town of Yarmouth
Attn: Municipal Clerk
400 Main Street
Yarmouth, NS B5A 1G2

Clerk's Annotation for Official Policy Book

Date Approved by Council: June 13th, 2024

Date of Approval of Amendment: March 12th, 2026 (Section 3.0(g))

I certify that this 'Light Up Request Policy' was adopted by Council as indicated above.

Town Clerk:

Date: