



TOWN OF SHELburne

Decoration of Town Infrastructure

1. General Description

This policy is designed to establish a consistent protocol and management for dealing with requests for the decoration of Town-owned infrastructure.

2. Purpose

To provide clear direction with regard to submitting requests for decoration, the process for approval of these requests and the expectations for maintenance of decorated Town-owned infrastructure.

3. Town-Owned Infrastructure

This policy will cover Town-owned infrastructure including, but not limited to, temporary art, crosswalks, sidewalks, streets, lift stations etc.

4. Procedure

- a) Any resident, member of Council, or member of staff of the Town of Shelburne wishing to request the decoration of Town infrastructure under this policy should contact Town Staff with the request. Requests should include the reason, Town-owned infrastructure to be decorated, and who will work on the decoration.

Decoration requests can be made for the following:

- To recognize a Special Day / Awareness Campaign
- To honour a member of our community
- To recognize local history
- To advertise for an Event
- Town beautification

- b) Staff will provide Council with requests that require Council approval at an upcoming Regular Council meeting. If approved, the person who made the request will be informed of the approval by Town Staff.

5. Types of Decoration Under This Policy

a) Temporary (No Application Needed)

Temporary Art includes any decoration that lasts for less than a month and is made of organic materials. Examples of these types of decorations include chalk art, snow sculpture,

plants etc. Town Staff may remove Temporary Art at their discretion. Temporary Decoration such as seasonal or chalk do not need Council approval but should be non-offensive in nature. The Town of Shelburne reserves the right to remove decorations that meet any of the following conditions:

- Contrary to the principles of the Canadian Charter of Rights and Freedoms
- Racist, hateful, sexist, homophobic, slanderous, insulting, or life-threatening messages
- Serious, unproven or inaccurate accusations against individuals or organizations
- Aggressive, coarse, violent, obscene, or pornographic comments

b) Requests Handled By Staff

Requests for Awareness Campaigns should be directed to Town Staff. Awareness Ribbons will be painted at the Atlantic House Park. In accordance with the Town of Shelburne's Proclamation Policy, these ribbons will be maintained for five years or as space allows.

c) Requests Handled By Committee

In accordance with the Public Art Policy, requests for Public Art on Town-owned Infrastructure, such as lift stations, will be brought to the Community Participation & Volunteerism Committee, via the Town Clerk, for consideration. The Community Participation & Volunteerism Committee will then make a recommendation to Council regarding the project and location(s).

d) Request Handled By Council Directly

All other requests for decoration of Town-owned infrastructure will be brought to Council directly, via the Town Clerk. These requests will be approved by motion of Council.

6. Maintenance

Temporary art will be maintained by the person who made the art, unless otherwise determined with the Town.

Crosswalks and Awareness Ribbons will be maintained by Public Works for 5 years after initial painting. When a decoration is in such a condition that it is no longer fitting to the space, Council may decide to remove or restore it. If Council receives several requests for decorations, designs may rotate without notification to a previous applicant.

Maintenance relating to all other requests will be governed by motion of Council or in agreement with the Town of Shelburne's Public Art Policy.

Passed by Motion of Council: December 6th, 2017

Clerk