

Please complete all sections of this form and submit with any supporting documentation to the Corporate Officer at least 15 business days prior to the requested lighting date to [clerks@portmoody.ca](mailto:clerks@portmoody.ca).

### Organizational information

Organizational Information	
<b>Organization name:</b>	
<b>Organization type:</b> <i>Ex. Charity, Not-for-Profit Society, etc.</i>	
<b>Physical address OR business licence location:</b> <i>Must be in the Metro Vancouver region</i>	
<b>Representative(s) name and title:</b>	
<b>Organization contact email:</b>	
<b>Organization contact phone:</b>	FIPPA s. 22 Personal Privacy

### Eligibility Requirements

The following eligibility criteria in the Commemorative Lighting Request Policy must be met before applications can be accepted for consideration:
<p>This request <b>date</b> is not:</p> <ul style="list-style-type: none"> <li>• for a date that has already passed this calendar year;</li> <li>• for a date more than six (6) months in the future;</li> <li>• conflicting with existing dates in the Annual Lighting Calendar; and</li> <li>• was not already submitted during the current Council’s elected term (2022-2026).</li> </ul>
<p>This request is <b>not affiliated</b> with:</p> <ul style="list-style-type: none"> <li>• a political party, candidate, or faith-based group;</li> <li>• individual recognition or personal occasions; or</li> <li>• commercial interests and/or commercial activities.</li> </ul>
<p>If this is a health-related request, I understand it must first be reviewed by the City Manager’s office, prior to consideration by Council.</p>
<p>This request’s <b>subject is not reasonably considered</b> to relate to:</p> <ul style="list-style-type: none"> <li>• violations of equality rights in the <i>Canadian Charter of Rights and Freedoms</i>;</li> <li>• promotion to encourage or exhibit obvious indifference to unlawful behaviour;</li> <li>• campaigns, lobbying, or events contrary to City policies or bylaws; or</li> <li>• polarizing events that divide, rather than unite, the community.</li> </ul>

*Collection Notice: Information collected on this form is in accordance with section 26 of BC’s Freedom of Information and Protection of Privacy Act for the administration of the City of Port Moody’s commemorative lighting program. Once completed and submitted, this form may be published online and made available to the public, therefore no personal information and only business contact information should be submitted. If you have any questions on the collection of information on this form, please contact legislative services at [foi@portmoody.ca](mailto:foi@portmoody.ca).*

## Lighting request and commemorative details

Commemoration details and lighting colours	
<p><b>Purpose of request:</b></p> <p><i>Please ensure you have read and reviewed the <a href="#">Commemorative Lighting Request Policy</a> to ensure your request includes a local component within Port Moody or Metro Vancouver.</i></p>	
<p><b>Requested date(s) and times:</b></p>	
<p><b>Desired lighting colour/scheme:</b></p>	
<p><b>(Optional) Additional requests/actions:</b></p> <p><i>Are there any specific actions or specific details for Council or Staff to consider?</i></p>	
<p><b>Public participation:</b></p> <p>If related to a special event, please indicate if/how the public may participate and if there are any costs to attend.</p>	
<p><b>Supplementary documents:</b></p> <p><i>Note: Please indicate if you are attaching additional records to this form.</i></p>	

## Authorization:

By signing below, you confirm all the information:	
Date of submission:	
Signature of representative	<b>FIPPA s. 22 Personal Privacy</b>

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