

CITY SPECIALTY LIGHTING POLICY

Date Issued: December 22, 2025

Mandated by: City Manager

Current Revision:

Cross Reference:

- City Specialty Lighting Procedure GOV-023-A
- Flag Protocol Procedure GOV-016-A

Next Review: January 1, 2030

Responsibility: Director, Family, Community and Support Services

1. PURPOSE

- 1.1 To establish guidelines for the submission, evaluation, and approval or denial of Specialty Lighting Requests.
- 1.2 To ensure that the use of the Specialty Lighting reflects the City's values and allows the City to recognize campaigns, events, or figures as deemed appropriate or desirable by the City.

2. POLICY

- 2.1 The City's Specialty Lighting is intended to reflect, celebrate and build the City's spirit in alignment with the City's values and priorities.
- 2.2 Specialty Lighting shall be used in a manner to promote community building and civic unity and shall not be used for any manner of personal expression or commercial endorsement.
- 2.3 Decisions on Requests for use of the City's Specialty Lighting shall be considered in accordance with this Policy and Procedure.

3. DEFINITIONS

- 3.1 *Applicant* – means any individual or organization that submits a completed Request.
- 3.2 *Approving Authority* – means the City Manager or delegate who is responsible for approving Specialty Lighting Requests.
- 3.3 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 3.4 *City Manager* – means the Chief Administrative Officer for the City.
- 3.5 *Observance* – means a specific day, week, or month formally recognized to raise awareness, commemorate, or honour a particular cause, community, or group, that aligns with the City's values and promotes community spirit.

- 3.6 *Occasion* - means an event or milestone of civic, cultural, historical, or community significance that may be recognized or celebrated by the public or a defined group. Occasions may include local, provincial, national, or international events that align with the City's values and promote community spirit.
- 3.7 *Request* – means a completed application using the City's approved request form.
- 3.8 *Specialty Lighting* – means the City's customizable lighting installations.

4. RESPONSIBILITIES

- 4.1 The Approving Authority for Specialty Lighting shall:
 - 4.1.1 Ensure that all Requests are processed in accordance with this Policy and Procedure; and
 - 4.1.2 Maintain a schedule of all pre-approved and scheduled uses of the Specialty Lighting, as well as any approved Requests.
- 4.2 Applicants are responsible for the completion of a Request and for supplying the City any additional information it may require in the processing of a Request.

5. GUIDING PRINCIPLES

- 5.1 The City maintains the right to use the Specialty Lighting at its sole discretion and the City's use of the Specialty Lighting may take priority over pending or approved Requests from Applicants.
- 5.2 Specialty Lighting Requests for an Occasion or an Observance shall only be considered if the Request is not-for-profit or community-oriented, and supports:
 - 5.2.1 An event or cause of national, provincial, or international significance;
 - 5.2.2 A local festival or event that positively impacts local community spirit;
 - 5.2.3 A local, national or international awareness issue that builds community; or
 - 5.2.4 A tribute or memorial for a well-documented local, provincial or national figure.
- 5.3 The City will prioritize Specialty Lighting Requests based on alignment with guiding principles and overall community impact. In situations where multiple Requests are received for overlapping dates, priority will generally be given to Requests that were submitted first with additional consideration of alignment with City values, and impact to community.
- 5.4 The City reserves the right to deny Requests that are:
 - 5.4.1 Related to an issue that represents a dissenting voice to City policies, current provincial or federal legislation;
 - 5.4.2 Mainly personal, private, political, polarizing or commercial in nature and have the potential to cause a polarizing reaction from the community;

5.4.3 Submitted by organizations that do not have presence in Canada;

5.4.4 Related to topics linked to matters currently before Council;

5.4.5 Contentious and risk reputational damage to the City; or

5.4.6 Similar or duplicates to requests that have been previously approved within the same calendar year.

5.5 The City has final and full authority to implement the City Specialty Lighting Policy.

5.6 By submitting a Request, the Applicant agrees that the decisions of the City are final.

6. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Family, Community and Support Services is authorized to establish procedures for the implementation of this Policy which are consistent with the guiding principles.



City Manager

CITY SPECIALTY LIGHTING PROCEDURE

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Cross Reference:

- City Specialty Lighting Policy GOV-023-A
- Flag Protocol Procedure GOV-016-A

Responsibility:

Director, Family and Community Support
Services

1. PURPOSE

- 1.1 Ensure the City's Specialty Lighting is used in a manner consistent with the City Specialty Lighting Policy;
- 1.2 Establish clear standards and guidelines to be followed when accepting and evaluating Requests.

2. DEFINITIONS

- 2.1 *Applicant* – means any individual or organization that submits a completed Request.
- 2.2 *Designated Administration* – means the Director, Family and Community Support Services, the City employee designated by the City Manager, who is responsible for administering this Policy, including receiving, reviewing, and assessing Specialty Lighting Requests against the criteria and guidelines set out in the Policy, communicating with Applicants for clarification or additional information, and preparing recommendations for the Approving Authority.
- 2.3 *Approving Authority* – means the City Manager or delegate who is responsible for approving Specialty Lighting Requests.
- 2.4 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 2.5 *Observance* – means a specific day, week, or month formally recognized to raise awareness, commemorate, or honour a particular cause, community, or group, that aligns with the City's values and promotes community spirit.
- 2.6 *Occasion* – means an event or milestone of civic, cultural, historical, or community significance that may be recognized or celebrated by the public or a defined group. Occasions

may include local, provincial, national, or international events that align with the City's values and promote community spirit.

2.7 *Specialty Lighting* – means the City's customizable lighting installations.

2.8 *Request* – means a completed application using the City's approved request form.

3. PROCEDURE

- 3.1 All Requests must be submitted by the Applicant on the City's request form to the Designated Administration by email or through the City's website.
- 3.2 Requests must be received at least 45 calendar days and no more than 6 months before the requested date. Exceptions may be made in special circumstances at the discretion of the City.
- 3.3 Requests received outside of the timeframe set out in section 3.2 may not be processed.
- 3.4 Requests must include a specific date or a defined date range within which the Specialty Lighting is requested. Approval, if granted, shall be for a single date selected by the City within the requested range. If no dates within the requested range are available, Designated Administration will contact the Applicant to propose alternate options.
- 3.5 Only those Requests which comply with the City Specialty Lighting Policy GOV-023-A will be considered for approval. The determination if a Request complies with the Policy is the sole determination of the Designated Administration or the Approving Authority.
- 3.6 City endorsed Occasions or Observances may be given priority over pending or approved Requests.

4. RESPONSIBILITIES

- 4.1 Designated Administration shall:
 - 4.1.1 Receive Specialty Lighting Requests in accordance with Policy GOV-023-A;
 - 4.1.2 Review each Request for completeness and request clarification or additional information from Applicants as required;
 - 4.1.3 Assess Requests against the Policy's guiding principles, criteria, and any applicable risk considerations, including alignment with City values and potential reputational impacts;
 - 4.1.4 Prepare a written recommendation (approval or denial) for submission to the Approving Authority;
 - 4.1.5 Maintain records of all approved and denied Specialty Lighting Requests and scheduled uses; and

- 4.1.6 Coordinate with appropriate departments to implement approved Specialty Lighting Requests.
- 4.2 Approving Authority shall:
 - 4.2.1 Review the recommendation provided by Designated Administration;
 - 4.2.2 Issue a final decision to approve or deny the Specialty Lighting Request; and
 - 4.2.3 Retain final authority over the use of the City's Specialty Lighting.
- 4.3 Applicants shall:
 - 4.3.1 Submit a complete Specialty Lighting Request using the approved form; and
 - 4.3.2 Provide additional information upon request by Designated Administration.

5. EMERGENT EVENTS AND SPECIAL CIRCUMSTANCES:

- 5.1 The City may elect to use the Specialty Lighting for emergent events of local, provincial, national or international significance during the time of an approved and previously scheduled use of the Specialty Lighting.