



# Administration Building Lighting

<b>Procedure No.:</b> ADM-15	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Administration	<b>Authority:</b> CAO
<b>Effective Date:</b> April 9, 2022	<b>Revision Date:</b> December 2022, May 2023, August 2025
<b>Review Date:</b> Annually- November	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> N/A	
<b>Related Policy Name:</b> N/A	

## 1.0 PURPOSE

- 1.1 To provide Administration with guidelines on lighting the Administration Building to recognize causes, days of celebration and mourning, and certain events.

## 2.0 OPERATING GUIDELINES

- 2.1 From time to time, the Town of Taber may recognize events of national, provincial, or municipal importance by lighting the Administration Building in colour.
- 2.2 The Chief Administrative Officer has the authority to change or interrupt any lighting at the Administration Building for any reason, and without notice.
- 2.3 The Chief Administrative Officer may or may not choose to implement any of the days noted within this procedure, at their discretion.
- 2.4 The Chief Administrative Officer has the authority to change the dates of any lighting set forth in Schedule A should one cause fall on the same date as another. Wherever possible, the next best available day will be chosen.
- 2.5 Being that the Administration Building is a shared facility with the Municipal District of Taber, any changes to Schedule A must be shared with and approved by the Municipal District of Taber’s Chief Administrative Officer. The Town’s CAO will liaise with the MD’s CAO in such cases.
- 2.6 When there is a day without recognition, the Administration Building lights will be lit in regular white.



- 2.7 Administrative Services Staff will be responsible for controlling the lighting program and making lighting arrangements. They will choose the lighting colours and sequences that fit best with the schemes noted in Schedule A to the best of their ability and to maximize visibility of the colours.

### 3.0 FLAGS AND LIGHTING

- 3.1 Flag half-masting will always take precedence over lighting the Administration building in colour.
- 3.2 If the flags must be lowered on a day where lighting colours are programmed, the lights will be returned to normal white for the duration of the half-masting. Another day will not be given in lieu of the day(s) where the lights were meant to be in colour.
- 3.3 Days where the flags at the Administration Building are lowered by the authority of the Town's *Flag Protocol Policy* are not combined with lighting, as flags take precedence in respect (National Firefighters' Memorial Day or Police Officers Memorial Day for example).
- 3.3.1 The only exception to the above is September 30<sup>th</sup> for the National Day of Truth and Reconciliation, which is also Orange Shirt Day. The flags may be half-masted as per the Government of Canada, and the lighting will take place.

### 4.0 CAUSES FOR LIGHTING AND DURATIONS

- 4.1 No submissions or requests from the public for lighting will be considered.
- 4.2 No other causes except those listed in Schedule A will be added unless the Federal or Provincial Governments add them to their lists. If this occurs, Administration will add it to Schedule A accordingly.
- 4.2.1 The only exception to the above is if the recognition is for religions or medical causes, which will not be recognized.
- 4.3 Where the cause is a week in duration, the lights will be appropriately coloured on the first day of that week. Sunday shall be considered the first day of a week.
- 4.3.1 The only exceptions to the above are noted within Schedule A.
- 4.4 Where the cause is a month in duration, the lights will be appropriately coloured on the first available day of the month.
- 4.5 Where there are multiple long-duration causes recognized in a month (i.e.: Heritage Months all recognized in October), the lights will be programmed for one day, one after the other.
- 4.5.1 For example, October has days of lighting scheduled on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. Therefore, each cause is given one full day to be recognized.
- 4.6 The lights will be shone during dark periods (not during daylight) from midnight on the day being recognized to 11:59 PM on the same day (i.e.: lights are programmed to turn on colour at 12 AM on May 1<sup>st</sup> and turn back to normal 11:59 PM on May 1<sup>st</sup>).



## 5.0 COLOURS AND ANIMATION

- 5.1 For celebratory causes that do not have an official or commonly-agreed-upon colour, gold shall be used.
- 5.2 For causes of mourning that do not have an official or commonly-agreed-upon colour, blue will be used.
- 5.3 Wherever possible, colours of flags will be used for those causes that recognize a cultural group (i.e.: Orange, White, and Green for Irish Heritage Month or the colours of the Pan-African Flag for World Day for African and Afro descendant Culture).
- 5.4 Brown and black lighting are not to be used in any colour schemes, as they are hard to see.
- 5.5 The lights will never be animated (motion, flashing, etc.) as they do not appear well when lit.

## 6.0 INCLUSIONS

- 6.1 Celebrations of Crown coronations and jubilees.
- 6.2 Days officially recognized by the Government of Canada on the “Important and Commemorative Days” listing.
- 6.3 Weeks, days, and causes recognized by the Government of Alberta.
- 6.4 International and Federal days of note which may affect our community or are causes important to our community.
- 6.5 Common holidays, celebratory days, or days that provide good public relations to the community as a whole.
- 6.6 Council proclamations that are not for a specific year but are Proclaimed in perpetuity (currently Green Shirt Day and Family Violence Prevention Month are the only perpetual proclamations made by Council).

## 7.0 EXCLUSIONS

- 7.1 No religions are recognized.
  - 7.1.1 As there is debate within the Mennonite Community itself as to whether the group is a religious body or an ethnic group, the Town of Taber will recognize our large Mennonite population as a cultural group as part of our lighting program.
- 7.2 Days celebrating individual people have been omitted (except for those days commemorating celebrations of the Crown, such as the Queen’s Jubilee).
- 7.3 Medical causes/awareness days.



- 7.3.1 For the purposes of this Procedure, International Overdose Awareness Day is considered a mental health cause that affects our community as a whole.
- 7.4 Federal days that Taber does not celebrate and/or has little cultural impact or connection in our community (i.e.: National Acadian Day, anniversary of the Statute of Westminster).
- 7.5 No community events will be recognized except for Cornfest and the Taber Pheasant Festival.
- 7.6 No other causes except those listed in Schedule A will be added unless the Provincial and/or Federal Governments add them to their lists, or Council makes a Proclamation in perpetuity.



CHIEF ADMINISTRATIVE OFFICER

September 11, 2025  
DATE



**SCHEDULE A**

<b>Date</b>	<b>Cause</b>	<b>Colour(s)</b>	<b>Recognized</b>
<b>January</b>			
January 1 <sup>st</sup>	New Years Day	Gold	Common Day
January 2 <sup>nd</sup>	Tamil Heritage Month	Gold	Federal
January 24 <sup>th</sup>	World Day for African and Afro descendant Culture	Red, Yellow, Green (in order from left to right)	Federal
January 27 <sup>th</sup>	International Holocaust Remembrance Day	Blue	Federal
January 29 <sup>th</sup>	National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia	Blue	Federal
<b>February</b>			
February 1 <sup>st</sup>	Black History Month	Red, Yellow, Green	Federal
February 14 <sup>th</sup>	Valentine's Day	Pink, Red & White	Common Day
February 15 <sup>th</sup>	National Flag of Canada Day	Red and White	Federal
Last Wednesday of February	Pink Shirt Day	Pink	International
<b>March</b>			
March 1 <sup>st</sup>	Irish Heritage Month	Green, white, orange (in order from left to right)	Federal
March 8 <sup>th</sup>	International Women's Day	Purple, Pink and White	International (and Federal)
March 14 <sup>th</sup>	Commonwealth Day	Red and White	Federal
March 17 <sup>th</sup>	St. Patrick's Day	Green	Common Day
March 21 <sup>st</sup>	International Day for the Elimination of Racial Discrimination	Red, Orange, Yellow, Blue	International (and Federal)
March 22 <sup>nd</sup>	World Water Day	Dark Blue, Light Blue, White	International
March 31 <sup>st</sup>	International Transgender Day of Visibility	Light Blue, Pink, White	International (and Federal)
<b>April</b>			
April 1 <sup>st</sup>	Genocide Remembrance, Condemnation, and Prevention Month	Blue	Federal
April 6 <sup>th</sup>	Tartan Day	Green, Gold, Red	Federal



April 7 <sup>th</sup>	Green Shirt Day	Green	Locally (proclaimed by the Town) and Canada-wide
Second Wednesday of April	International Day of Pink	Pink	International (and Federal)
Easter (April or March); Good Friday and Easter Monday (in 2023, Good Friday is replaced with Green Shirt Day and only Easter Monday will be lit)	Easter	Pinks, Purples, Light Greens	Common Day
Monday of the Last Full Week of April	National Volunteer Week	Gold	Canada-wide (recognized locally)
Wednesday in the last full week of April	Administrative Professionals Day	Gold	Common Day
April 27 <sup>th</sup>	Yom HaShoah (Holocaust Remembrance Day)	Blue	International
<b>May</b>			
May 1 <sup>st</sup>	Asian Heritage Month	Red and Gold	Federal
May 2 <sup>nd</sup>	Mental Health Week	Green & White	International Common Day
May 4 <sup>th</sup>	Star Wars Day	Pre-Set Lighting	Common Day
May 5 <sup>th</sup>	Dutch Heritage Day	Red, White, Blue (in order from left to right; official colours are Bright Vermillion, White, Cobalt Blue)	Federal
May 6 <sup>th</sup> , 2023	Coronation of His Majesty King Charles III	Emerald	Federal (also International)
Second Sunday of May	Mother's Day	Gold	Common Day
First business day of the 3 <sup>rd</sup> week of May	National Public Works Week	Blue, White, Orange	Canada-wide (recognized locally)
May 17 <sup>th</sup>	International Day against Homophobia, Transphobia, and Biphobia	Rainbow interspersed with Blue and Pink	International (and Federal)
May 22 <sup>nd</sup>	Community Disability Service Workers Appreciation Week	Gold	Provincial
Last Friday in May	Graduations	Gold	Local
May 31 <sup>st</sup> (June is a busy month, so the	Recreation & Parks Month (June)	Shades of Green	Provincial (but recognized locally)



last day of May is chosen instead)			
<b>June</b>			
June 1 <sup>st</sup>	National Indigenous History Month	White, Yellow, Red (Colours chosen as per Eagle Spirit Nest Community Association)	Federal
June 2 <sup>nd</sup>	Pride Month	Rainbow	Federal
June 3 <sup>rd</sup>	Filipino Heritage Month	Blue, Red, White, and Yellow	Federal
First Sunday in June	Canadian Armed Forces Day	Gold	Federal
First business day of the first full week of June (where the first business day falls on any day already scheduled, the next available business day shall be chosen)	Seniors Week	Gold	Provincial
June 6 <sup>th</sup>	Portuguese Heritage Month	Green, Red, Yellow, White, Blue	Federal
June 7 <sup>th</sup>	Italian Heritage Month	Green, White, Red (in order from left to right)	Federal
Third Sunday of June	Father's Day	Gold	Common Day
June 21 <sup>st</sup>	National Indigenous Peoples Day	White, Yellow, Red (Colours chosen as per Eagle Spirit Nest Community Association)	Federal
June 23 <sup>rd</sup>	National Day of Remembrance for Victims of Terrorism	Blue	Federal
June 27 <sup>th</sup>	Canadian Multiculturalism Day	Randomized in all colours (not rainbow, just random)	Federal
<b>July</b>			
July 1 <sup>st</sup>	Canada Day	Red and White	Federal
July 27 <sup>th</sup>	Korean War Veterans Day	Gold	
<b>August</b>			
August 1 <sup>st</sup>	Emancipation Day	Gold	Federal
August 9 <sup>th</sup>	National Peacekeepers Day	Gold	Federal
Last Full Week of August	Cornfest	Green, Yellow, White	Local
August 31 <sup>st</sup>	International Overdose Awareness Day	Purple and White	International



<b>September</b>			
September 3 <sup>rd</sup>	Merchant Navy Veterans Day	Gold	Federal
First day of the second week of September	Mennonite Heritage Week	Gold	Federal
September 21 <sup>st</sup>	International Day of Peace	Gold	International (also Federal)
Third Saturday in September	National Hunting, Trapping and Fishing Heritage Day	Green, White, Yellow	Federal
First Day of the Fourth Week of September	Gender Equality Week	Gold	Federal
September 30 <sup>th</sup>	National Day for Truth and Reconciliation (also Orange Shirt Day)	Orange	Federal
<b>October</b>			
October 1 <sup>st</sup>	National Seniors Day	Gold	Federal
October 2 <sup>nd</sup>	German Heritage Month	Red and Gold	Federal
October 3 <sup>rd</sup>	Latin American Heritage Month	Gold	Federal
October 4 <sup>th</sup>	Women's History Month	Pink, Purple, White	Federal
October 10 <sup>th</sup>	World Mental Health Day	Green	International (also Federal)
October 11 <sup>th</sup>	International Day of the Girl	Gold	International (also Federal)
October 18 <sup>th</sup>	Persons Day	Gold	Federal
First Day of the Third Week of October	Pheasant Festival	Gold and orange	Local
Second Monday in October	Thanksgiving	Orange and Green	Common Day
Second Day of the Third Week of October	Waste Reduction Week	Green and blue	Canada (also Local)
October 31 <sup>st</sup>	Halloween	Pre-set Lighting	Common Day
<b>November</b>			
November 1 <sup>st</sup>	Family Violence Prevention Month	Purple	Provincial
November 5 <sup>th</sup> to 11 <sup>th</sup>	Remembrance Week (includes Indigenous Veterans Day and Remembrance Day)	Red and White	Federal
November 14 <sup>th</sup>	Metis Week	Blue and White	Provincial
November 15 <sup>th</sup>	National Philanthropy Day	Gold	Federal
November 20 <sup>th</sup>	Transgender Day of Remembrance	Blue, White, Pink	Federal
November 21 <sup>st</sup>	National Child Day	Red, Yellow, Blue	Federal



November 26 <sup>th</sup>	16 Days of Activism Against Gender Violence	Purple	Federal
Fourth Saturday of November	Holodomor Memorial Day	Blue	Federal
<b>December</b>			
December 3 <sup>rd</sup>	International Day of Persons with Disabilities	Gold	Federal
December 10 <sup>th</sup>	Human Rights Day	Gold	Federal
December 15-25 <sup>th</sup>	Christmas Season	Advent Download Pre- Set Lighting	Common Day

