Corporate Policy

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Section:	Administration	01
Sub-Section:	Proclamations and Special Declarations	0630
Title:	Commemorative Lighting Requests	2025-01

Related Documents

Number	Title
01-0530-2016-01	Delegations to Council
BL3510	Council Procedure Bylaw

Approvals

Approval Date: April 15, 2025	Resolution #: *GLC25/014*
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Policy

On an annual basis the Council of the City of Port Moody provides Commemorative actions through their declaration of days of recognition, in accordance with section 157 of the *Community Charter*. Historically, the City would provide written documents and formal resolutions of support through Proclamation Requests. However, as the City evolved increasing forms of Commemorative acts have been requested to Council, including Lighting Requests.

As the City moves away from historical colonial practices, Proclamation Requests are no longer accepted in lieu of other forms of commemoration. One form of commemoration that is sustained and increasing in distinction is through the lighting of City Hall's exterior. Staff have previously established a Commemorative Calendar where the illumination of City Hall observes dates of significance through changing of specified colours for a pre-determined period. An annual Commemorative Calendar detailing the subject matter, dates, and colours is attached to this Policy as Appendix A.

As City Hall lighting has become a growing beacon of commemoration, Lighting Requests from individuals or organizations have been submitted for inclusion on the Commemorative Calendar. This Policy serves to address public Commemorative Lighting Requests and provides Council and staff guiding principles, criteria, and process for requests. Unless directed by the Mayor or Council, approved Commemorative Lighting Requests will be added to the Commemorative Calendar for the remainder of the Council term of the day.

This Policy supports the City's strategic and corporate plan goals toward ensuring the City is providing core service delivery and supporting a vibrant community by upholding the freedoms and rights of all community members through the provision of a non-partisan, non-denominational, non-discriminatory, reconciliation-based, and equitable approach to Commemorative Lighting Requests.

Definitions

"Commemorative" is a term applied to a subject matter intended to honour, remember, or amplify awareness of significant events, dates, or initiatives in effort to recognize and celebrate the importance of the subject matter within the community.

"Proclamation Request" is a formal request in writing made to Council for an official public resolution and/or statement regarding a specific subject matter, usually formalized in a signed and/or certified document to commemorate events, significant dates, or initiatives by declaring its significance across the land and territory under the jurisdictional boundaries of the Council of the City of Port Moody.

"Lighting Request" is a formal request in writing made to Council for an official declaration of support regarding a specific subject matter through illumination of City Hall with a specific series of colors for a specific time.

Scope

This Policy applies to all written requests to Council or the City of Port Moody, including Lighting Requests, Proclamation Requests, and other requests that fall within the eligibility criteria.

For clarity purposes, Proclamation Requests are not accepted and not issued by the City of Port Moody, and this Policy does not apply to any requests regarding flags, memorial services, or other government protocols. If the City of Port Moody has existing bylaws or policies addressing the non-defined Commemorative Lighting Requests, the bylaw shall prevail, and policy direction shall be at the direction of Council.

Procedures

From time to time, Council receives requests from individuals and/or organizations seeking commemoration for events, dates, and initiatives of significance to increase awareness and education to the community. The following policy guidelines detail the submission, eligibility criteria, and exemptions for receiving, processing, and approving Commemorative Lighting Requests.

<u>Commemorative Lighting Request Submission:</u>
All Commemorative Lighting Requests must meet the following eligibility criteria in their submission:

- be delivered to the Corporate Officer in writing (via email, letter, or website form) a minimum of 15 business days prior to the first day intended for the Commemorative period to allow for a Regular Council meeting to be held for the consideration of the request;
- must include background information regarding the requesting organization, including but not limited to:
    - name and title of representative;
    - contact email and phone of representative and/or organization;
    - physical address or a business licence of organization that falls within the Metro Vancouver Regional District jurisdictional boundaries;
    - organization date of incorporation or creation; and
    - organization type (charity, not-for-profit, corporation, crown corporation); and
- must include background information about the requested commemoration, including but not limited to:
    - purpose of request that includes a local component within Port Moody or the Metro Vancouver Regional District;
    - dates and times of commemoration;
    - location of request;
    - specific actions Council or City staff are being requested to take;
    - the requested/desired lighting colour schemes; and
    - if regarding a future event, details on the required actions or costs to the public to allow participation or attendance.

Council Approval Process:
The Corporate Officer or their designate will receive all Commemorative Lighting Requests and determine eligibility. Once the request has been deemed eligible, the Corporate Officer or their designate will provide it to Council for consideration on the next available Regular Council agenda, in accordance with the Council Procedure Bylaw and Annual Council Meeting Calendar.

Requests received during periods when no Council meeting is scheduled prior to the requested date may be considered for approval by the City Manager.

Late requests for inclusion on Council meeting agendas are subject to the approval of the Corporate Officer or their designate, in accordance with the Council Procedure Bylaw.

Health Related Lighting Requests:
Requests for Commemorative lighting to raise awareness about health-related issues will be considered for approval by the City Manager or their designate. Requests that have been approved will be placed on the next available Regular Council agenda for information.

Lighting Requests for Extended Periods:
If a Lighting Request is for an extended period (e.g., a week or a month), staff will program the City Hall illumination system to light up on the first available date during that period only, not for the entire period.

Annual Lighting Calendar
The annual Lighting Calendar is currently classified in the following subject matters:

- Social Issue/Celebration;
- Indigenous/Reconciliation;
- Cultural/Celebration;
- Environmental; and
- Memorial.

New additions to the annual Lighting Calendar can only be submitted once per elected Council term (four-year terms) and, once approved, will remain on the annual Lighting Calendar until that Council term ends. The current annual Lighting Calendar at the time of this Policy's adoption, is included as Appendix 1. At any time, Council can remove or suspend a previously approved subject matter from the annual Lighting Calendar.

Evaluation and Eligibility Criteria:
Any Commemorative Lighting Request considered to fall into one or more of the following categories will not be accepted by the Corporate Officer:

- requests for dates that have already passed in the same calendar year;
- requests for dates that are more than six months in the future;
- requests from faith-based groups or political parties, political candidates, and/or subject matter deemed political in nature;

- any racist, illegal, discriminatory points of view or any criteria determined to violate the equality rights of the *Canadian Charter of Rights and Freedoms*;
- promotion to directly encourage, or exhibit obvious indifference to unlawful behaviour;
- campaigns, lobbying, or events contrary to City policies or bylaws;
- individual recognition or personal occasions (e.g. birthdays, anniversaries, etc.);
- commercial interests and/or activities (e.g. product launches, corporate events, etc.);
- subjects pertaining to polarizing events that divide, rather than unite, the community; and
- requests for dates that conflict with dates or subject matters already on the annual Lighting Calendar.

The Corporate Officer will place Lighting Requests on the next available Regular Council meeting agenda for Council consideration under “Other Business”. Following Council consideration:

- Legislative Services Division staff will contact the requestor to inform them of Council’s decision.
- Cultural Services Division staff will program the City Hall illumination system and post a link to information about the event on the City website.

Even if approved in previous years, or accepted by the Corporate Officer, requests cannot be assumed approved until Council exercises this authority.

Monitoring/Authority

This Policy is to be administered and monitored by the Legislative Services Division and the Cultural Services Division, in consultation with the City Manager’s office.

Appendix A – Annual Lighting Calendar

Date	Day of Recognition	Description	Website	Colour
27-Jan	International Holocaust Remembrance Day	Every year around 27 January, UNESCO pays tribute to the memory of the victims of the Holocaust and reaffirms its unwavering commitment to counter antisemitism, racism, and other forms of intolerance that may lead to group-targeted violence.	https://www.unesco.org/en/days/holocaust-remembrance	Yellow
29-Jan *	Lunar New Year	Lunar New Year is the beginning of a new year based on lunar calendars or, informally, lunisolar calendars. Lunar calendar years begin with a new moon and have a fixed number of lunar months, usually twelve, in contrast to lunisolar calendar years which have a variable number of lunar months that periodically resynchronize with the solar year. The event is celebrated by numerous cultures in various ways at different dates. The determination of the first day of a new lunar year or lunisolar year varies by culture.	https://en.wikipedia.org/wiki/Lunar_New_Year	Red
1-Feb	Black History Month	Black History Month honours the legacy and contributions of Black people in Canada and their communities.	https://www.canada.ca/en/canadian-heritage/campaigns/black-history-month.html	Red, Green, Black
14-Feb	Valentine's Day	Valentine's Day, also called Saint Valentine's Day or the Feast of Saint Valentine, is celebrated annually on February 14. It originated as a Christian feast day honouring a martyr named Valentine, and through later folk traditions it has also become a significant cultural, religious and commercial celebration of romance and love in many regions of the world.	https://en.wikipedia.org/wiki/Valentine%27s_Day	Red
26-Feb *	Pink Shirt Anti-Bullying Day	Pink Shirt Day design is all about cultivating a community of kindness. Just like tending to a garden, together we can each help nurture a sense of belonging where we live, work, and go to school. It all starts with small gestures—a kind word, an offer of support or understanding. If we plant enough, soon, more will be sprouting up all around us! By sprinkling these seeds of empathy and compassion, we can work towards a world without bullying and "Let Kindness Grow" through all our community gardens.	https://www.pinkshirtday.ca/	Pink
8-Mar	International Women's Day	Celebrate women's achievement. Raise awareness about discrimination. Take action to drive gender parity.	https://www.internationalwomensday.com/	Purple, Green, White

Date	Day of Recognition	Description	Website	Colour
17-Mar	St. Patrick's Day	Saint Patrick's Day, or the Feast of Saint Patrick (Irish: Lá Fhéile Pádraig, lit. 'the Day of the Festival of Patrick'), is a religious and cultural holiday held on 17 March, the traditional death date of Saint Patrick (c. 385-c. 461), the foremost patron saint of Ireland.	https://en.wikipedia.org/wiki/Saint_Patrick%27s_Day	Green
20-Mar	Nowruz	Nowruz, also spelled Novruz, Navruz, Nooruz, Nevruz, or Nauryz, meaning "new day" in Persian, is far more than just the start of a new year—it is an ancient celebration of life, rebirth, and the triumph of light over darkness. With roots extending back over 3,000 years to the era of Zoroastrianism, Nowruz heralds the arrival of spring and is celebrated on the day of the vernal equinox, usually March 20 or 21. Today, it unites diverse cultures across Iran, Central Asia, the Caucasus, the Balkans, and beyond, offering a rich tapestry of customs, traditions, and shared values. The United Nations officially recognized the "International Day of Nowruz" with the adoption of Resolution 64/253 by the United Nations General Assembly in February 2010.	https://www.un.org/en/observances/international-nowruz-day	Green
21-Mar	International Day for the Elimination of Racial Discrimination	The International Day for the Elimination of Racial Discrimination is observed annually on the day the police in Sharpeville, South Africa, opened fire and killed 69 people at a peaceful demonstration against apartheid "pass laws" in 1960.	https://www.un.org/en/observances/end-racism-day	Red, Blue, Yellow
22-Apr	Earth Day	Many municipalities across Canada are being proactive and taking bold steps to be part of the ecological transition to create a healthier environment for their citizens.	https://earthday.ca/	Green, Blue
28-Apr	National Day of Mourning for Persons Killed or Injured in the Workplace	To remember workers killed and those who still suffer from a work-related injury or illness.	https://www.ccohs.ca/events/mourning/	Yellow, Black
1-May	Moose Hide Campaign	Movement of men, boys and all Canadians – standing up to end violence against women and children.	https://moosehidecampaign.ca/	Brown moose hide
5-May	Red Dress Day	Also known as National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People, the day honours and brings awareness to the thousands of Indigenous women, girls and two-spirit people who have been subject to disproportionate violence in Canada.	https://wanuskewin.com/isl/uploads/2021/05/Red-Dress-day.pdf	Red

Date	Day of Recognition	Description	Website	Colour
1-Jun	Pride Month	Throughout Pride Season, communities and allies come together to highlight the resilience, celebrate the talent and recognize the contributions of 2SLGBTQAI+ communities.	https://women-gender-equality.canada.ca/en/pride-season.html	Rainbow
20-Jun	World Refugee Day	World Refugee Day is an international day designated by the United Nations to honour refugees around the globe. It falls each year on June 20 and celebrates the strength and courage of people who have been forced to flee their home country to escape conflict or persecution. World Refugee Day is an occasion to build empathy and understanding for their plight and to recognize their resilience in rebuilding their lives.	https://www.unhcr.org/world-refugee-day.html	White, Blue
21-Jun	National Indigenous Peoples Day	A day for all Canadians to recognize and celebrate the unique heritage, diverse cultures and outstanding contributions of First Nations, Inuit and Métis peoples.	https://www.canada.ca/en/canadian-heritage/campaigns/celebrate-canada/indigenous-peoples-day.html	Black, Red, Yellow, White
27-Jun	Canadian Multiculturalism Day	To celebrate the diversity of our country, our society and our communities, and to affirm our commitment to democracy, equality and mutual respect.	https://www.canada.ca/en/canadian-heritage/campaigns/celebrate-canada/multiculturalism-day.html	Rainbow or Red/White
1-Jul	Canada Day	Canada Day celebrates the anniversary of Canadian Confederation which occurred on July 1, 1867, with the passing of the *British North America Act*, 1867, when the three separate colonies of the United Canadas, Nova Scotia, and New Brunswick were united into a single dominion within the British Empire called Canada.	https://www.canada.ca/en/canadian-heritage/campaigns/canada-day.html	Red and White
1-Aug	Emancipation Day	Emancipation Day marks the actual day in 1834 that the *Slavery Abolition Act* of 1833 came into effect across the British Empire. Canadians are not always aware that Black and Indigenous Peoples were once enslaved on the land that is now Canada. Those who fought enslavement were pivotal in shaping our society to be as diverse as it is today. Therefore, each August 1, Canadians are invited to reflect, educate and engage in the ongoing fight against both anti-Black and anti-Indigenous racism and discrimination. Emancipation Day celebrates the strength and perseverance of Black communities in Canada.	https://www.canada.ca/en/canadian-heritage/campaigns/emancipation-day.html	Black, Red, Green, Yellow, White

Date	Day of Recognition	Description	Website	Colour
Jul-Aug *	Vancouver Pride Week	Throughout Pride Season, communities and allies come together to highlight the resilience, celebrate the talent and recognize the contributions of 2SLGBTQAI+ communities.	https://www.vancouverpride.ca/	Rainbow
10-Sep	World Suicide Prevention Day	World Suicide Prevention Day (WSPD) was first launched in 2003 on the 10th of September by the International Association for Suicide Prevention with the endorsement of the World Health Organization (WHO). The 10th of September each year has been designated as a way of focusing attention on the problems of suicide worldwide.	https://suicideprevention.ca/events/2022-world-suicide-prevention-day/	Yellow
2nd Sunday in September	Firefighter's National Memorial Day	Designated in memory of firefighters who have fallen in the line of duty. On that day, the Canadian flag will be half-masted on all federal buildings and establishments.	https://firewell.ca/firefighters-national-memorial-day-5/#:~:text=The%20second%20Sunday%20in%20September,in%20the%20line%20of%20duty.	Red
21-Sep	International Day of Peace	The International Day of Peace was established in 1981 by the United Nations General Assembly. Two decades later, in 2001, the General Assembly unanimously voted to designate the Day as a period of non-violence and cease-fire. The International Day of Peace has always been a time to lay down weapons and observe ceasefires. But it now must also be a time for people to see each other's humanity. Our survival as a global community depends on that.	https://www.un.org/en/observances/international-day-peace	White
Last Sunday in September	Police and Peace Officer's National Memorial Day	Each year, on the last Sunday in September, we honour the fallen on Police and Peace Officers' National Memorial Day. This day offers the opportunity to show our gratitude to those who lost their lives to keep our communities safe. We recognize their courage, integrity and service to the lives of Canadians.	https://atlasveterans.ca/news/police-and-peace-officers-national-memorial-day/	Blue, Dark Blue
30-Sep	National Day for Truth and Reconciliation (Orange Shirt Day)	The day honours the children who never returned home and Survivors of residential schools, as well as their families and communities. Public commemoration of the tragic and painful history and ongoing impacts of residential schools is a vital component of the reconciliation process.	https://www.orangeshirtday.org/	Orange

Date	Day of Recognition	Description	Website	Colour
1-Oct	National Seniors Day	This is an occasion for all Canadians to join in celebrating older adults across Canada—whether a parent, a co-worker, a neighbour or a friend. This is an opportunity to acknowledge the contributions that older adults have made and continue to make to our families, communities, and society.	https://www.canada.ca/en/employment-social-development/programs/national-seniors-day/nsd-guide.html	Silver
18-Oct	Persons Day (During Women's History Month)	Marks the day in 1929 when the historic decision to include women in the legal definition of “persons” was handed down by Canada’s highest court of appeal.	https://women-gender-equality.canada.ca/en/commemorations-celebrations/womens-history-month/persons-day.html	Purple
31-Oct	Halloween	Halloween, or Hallowe’en (less commonly known as Allhalloween, All Hallows’ Eve, or All Saints’ Eve), is a celebration observed in many countries on 31 October, the eve of the Western Christian feast of All Hallows’ Day. It is at the beginning of the observance of Allhallowtide, the time in the Christian liturgical year dedicated to remembering the dead, including saints (hallows), martyrs, and all the faithful departed. In popular culture, Halloween has become a celebration of horror and is associated with the macabre and the supernatural.	https://en.wikipedia.org/wiki/Halloween	Orange
8-Nov	Indigenous Veterans Day	November 8 is Indigenous Veterans Day. The First Nations, Inuit and Métis people of Canada have a long and proud tradition of military service to our country.	https://www.veterans.gc.ca/en/remembrance/commemorative-events/veterans-week	Red
11-Nov	Remembrance Day	On Remembrance Day we honour those who gave their lives to serve our country.	https://www.legion.ca/remembrance/remembrance-day	Red, White, Purple, Black
16-Nov	Louis Riel Day	Louis Riel Day is held every year on November 16 across the Métis homeland. November 16 is the anniversary of Riel’s execution in 1885. During that year, Riel led Métis people in the Northwest Resistance, which was a stand against the Government of Canada because it was encroaching on Metis rights and our way-of-life	https://www.metisnation.org/about-the-mno/culture-heritage/louis-riel-day/	Blue, Red (Métis sash)

Date	Day of Recognition	Description	Website	Colour
19-Nov	Transgender Awareness Week and Day of Remembrance	Each year, Transgender Awareness Week (November 13-19) leads up to the Transgender Day of Remembrance, which is observed on November 20. These important dates offer us a chance to reflect, honour, and take meaningful steps in support of our transgender, non-binary, and gender-diverse colleagues, as well as all members of the 2SLGBTQI+ communities.	https://egale.ca/egale-in-action/trans-awareness-week-trans-day-of-remembrance-2021/	Blue, Pink, White
20-Nov	National Child Day	National Child Day is celebrated in Canada on November 20th to acknowledge the importance of children's rights and our country's commitment to upholding them. The United Nations Convention on the Rights of the Child (UNCRC) sets out the rights of children with 54 articles that provide us with a solid road map of what is needed to support children and youth to be safe, healthy, and included.	https://www.nationalchildday.ca/	Blue
3-Dec	International Day of Persons with Disabilities	The annual observance of the International Day of Disabled Persons was proclaimed in 1992, by the United Nations General Assembly resolution 47/3. The observance of the Day aims to promote an understanding of disability issues and mobilize support for the dignity, rights and well-being of persons with disabilities. It also seeks to increase awareness of gains to be derived from the integration of persons with disabilities in every aspect of political, social, economic and cultural life.	https://social.desa.un.org/issues/disability/international-day-of-persons-with-disabilities-3-december	Green, Red, Orange, and Blue 
6-Dec	National Day of Remembrance and Action on Violence Against Women	It has been over 30 years since the murder of 14 young women at Polytechnique Montréal (December 6, 1989). This act of violent misogyny shook our country and led Parliament to designate December 6 as The National Day of Remembrance and Action on Violence Against Women.	https://women-gender-equality.canada.ca/en/commemorations-celebrations/16-days/national-day-remembrance.html	Purple
10-Dec	Human Rights Day	Human Rights Day is observed annually around the world on 10 December. It commemorates the anniversary of one of the world's most groundbreaking global pledges: the Universal Declaration of Human Rights (UDHR).	https://www.un.org/en/observances/human-rights-day	Blue
21-Dec to 2-Jan	Winter Holidays	Beginning with the winter solstice, which is the shortest day and longest night of the year, this period is a non-denominational celebration of winter holidays.	https://en.wikipedia.org/wiki/Winter_solstice	White, Green, Red, Gold, Silver

* denotes that the dates change annually

Colour Key: Social Issue/Celebration | Indigenous/Reconciliation | Cultural/Celebration | Environmental | Memorial