

# THE RURAL MUNICIPALITY OF EAST ST. PAUL

## POLICY, PROCEDURES & DIRECTIVES MANUAL

<i>Reference</i> Operations – Public Works	<i>Classification</i> Policy
<i>Subject</i> <b>Operating Dates for Christmas (Holiday) Lighting</b>	<i>Pages</i> 1
<i>Authority</i> Council	<i>Effective Date</i> January 28, 2025
<i>Approved</i> Resolution 2025-028	<i>Index</i> PUB-122

### **PURPOSE:**

This policy provides instruction for the annual operating dates of Christmas (Holiday) lighting within the Rural Municipality of East St. Paul.

### **DEFINITION:**

“**Christmas (Holiday) lighting**” means electric lights and other seasonal decorations used to adorn/illuminate municipal buildings, municipal property, trees, pathways and roadways during the Christmas (Holiday) season.

### **OBJECTIVE:**

To provide instruction for the Public Works Department regarding annual timeframes for activating and deactivating Christmas (Holiday) lighting within the municipality.

### **PROCEDURE:**

- The Public Works Manager will implement this policy annually and will ensure:
  - Necessary preparations are made in advance to allow for the activation of Christmas (Holiday) lights, with activation occurring no later than the last Friday of November. Lights will be turned on at dusk and remain on until daylight. The timing of activation may be adjusted based on weather conditions that prohibit safe work practices or other unforeseen circumstances (ie equipment failure).
  - The Christmas (Holiday) lights remain active throughout the identified period and are maintained in good repair.
  - The necessary systems are in place to deactivate the Christmas (Holiday) lights at daylight on or after the third Friday of January. The timing of deactivation may be adjusted based on weather conditions that prohibit safe work practices or other unforeseen circumstance (ie equipment failure).
  - The CAO will receive written or emailed confirmation of the activation and deactivation processes.