

COUNCIL POLICY

PARKLAND & ROADWAY SPECIAL EVENT, AND FILMING



CITY OF
Lethbridge

Policy Number: CC-23
 Approved by: City Council
 Effective Date: February 5, 2007
 Last Review Date:
 Next Revision Date:
 Policy Owner: Recreation & Culture

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to recognize the importance of outdoor Parkland and Roadway Special Events and Film to quality of life, contributing to the cultural richness of the community, providing affordable entertainment and economic benefit to the City.

DEFINITIONS

TERM	DEFINITION
Filming	Recording of television series, episodes, features, documentaries, commercials, and trailers on municipally owned land or property.
Parkland	Property owned by the City of Lethbridge that is preserved or developed for recreational, aesthetic or environmental purposes.
Roadways	The City of Lethbridge roads (streets, alleys, and public parking locations). Roadways are public property for use by motorists.
Special Event	<u>An event that:</u> a. is pre-planned, with a distinctive purpose or theme; b. is being held on Parkland, Roadways, or any other municipally owned land or property; c. generally takes place on an annual basis or less frequently with predetermined opening and closing parameters and location; and, d. is open to the general public or is a private function

POLICY STATEMENT

It is the policy of the City of Lethbridge to provide balanced use of Parkland and Roadway spaces with consideration to the impact on community while supporting community enrichment through support of community groups and organizations in the implementation of Special Events.

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RESPONSIBILITIES

A. City Council must

1. Create, amend, and approve this policy.

B. Recreation and Culture Department must:

1. Coordinate the community Special Events application and approval processes.
2. Coordinate the Filming application and approval process.

C. Parks & Cemeteries Department must:

1. Provide services to assist community groups and organizations with the delivery of successful Special Events.

D. Transportation Services must:

1. Review all Roadway usage and closure requests, assist with logistics where necessary, and provide final approvals.

E. Risk & Controls must:

1. Review each film permit and establish appropriate insurance requirements.

F. Other City Department as required.

POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

SUPPORTING REFERENCES AND RESOURCES

- City of Lethbridge Special Event Guidelines
- City of Lethbridge Film Production Guidelines
- Lethbridge Fire and Emergency Services Outdoor Special Event Guidelines
- Parks Bylaw 5651
- Business License Bylaw 5658

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REVISION HISTORY

Review Date	Description
Feb. 5, 2007	New Policy — Effective Date.
Jul. 20, 2015	Editorial Changes
Jul. 9, 2024	Last review date and next revision date updated.
XX. X, 2025	