

COUNCIL POLICY

PARKLAND & ROADWAY SPECIAL EVENT



CITY OF
Lethbridge

Policy Number:	CC-23
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
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 contributions to the quality of life, as contributing to the cultural richness of the community, as affordable entertainment and as providing economic benefit to the City.

DEFINITIONS

TERM	DEFINITION
Parkland	Parkland is City of Lethbridge property which has been deemed parkland. These public lands may be booked for public or private events with the understanding that public have access.
Roadways	The City of Lethbridge roads (streets, alleys, and public parking locations) are public property for use by motorists. If the roads are booked for another purpose that is approved by the city for a special event, then it is recognized and legitimate.
Special Event	<ul style="list-style-type: none"> a. A pre-planned event with a distinctive purpose or theme b. A special event that is being held on municipally owned land or property c. An event that generally takes place on an annual basis or less frequently with predetermined opening and closing parameters and location d. Event that 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 public 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

City Council must:

- a) Approve provision of funding resources for support within established budget guidelines

Recreation and Culture Department must:

- a) Coordinate the community special events application process and approval process

Parks Operations must:

- a) Organize and provide services to assist the community deliver successful events

Transportation Services must:

- a) Review all roadway usage and closure requests and provides final approvals

Integrated Risk Management must:

- a) Establish City of Lethbridge insurance requirements

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

Not applicable.

REVISION HISTORY

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