

COUNCIL POLICY

PARKLAND & ROADWAY SPECIAL EVENT, AND FILMING



Policy Number:	CC-23
Approved by:	City Council
<u>Effective Date:</u>	<u>February 5, 2007</u>
Last Review Date:	<u>July 9, 2024</u>
Next Revision Date:	<u>July 9, 2028</u>
Policy Owner:	Recreation & Culture

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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~~Parkland and ~~roadway special events contributions~~Roadway Special Events and Film to the quality of life, ~~as~~ contributing to the cultural richness of the community, ~~as providing~~ affordable entertainment and ~~as providing~~ economic benefit to the City.

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DEFINITIONS

TERM	DEFINITION
<u>Filming</u>	<u>Recording of television series, episodes, features, documentaries, commercials, and trailers on municipally owned land or property.</u>
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. 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)). <u>Roadways</u> 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	A <u>An event that:</u> a. is pre-planned event , with a distinctive purpose or theme; b. A special event that is being held on <u>Parkland, Roadways, or any other</u> 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; <u>and,</u> d. Event that is open to the general public or is a private function

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POLICY STATEMENT

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It is the policy of the City of Lethbridge to provide balanced use of ~~public parkland~~Parkland and ~~roadway~~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~~Special Events.

RESPONSIBILITIES

A. City Council must:

- a) ~~Approve provision of funding resources for support within established budget guidelines~~
- 1. ~~Create, amend, and approve this policy.~~

B. Recreation and Culture Department must:

- a) 1. ~~Coordinate the community special events~~Special Events application ~~process~~ and approval ~~processes~~.
- 2. ~~Coordinate the Filming application and approval process.~~

C. Parks Operations & Cemeteries Department must:

- a) 1. ~~Organize and provide~~Provide services to assist ~~the community deliver groups and organizations with the delivery of~~successful eventsSpecial Events.

D. Transportation Services must:

- a) 1. ~~Review all roadway~~Roadway usage and closure requests, ~~assist with logistics~~ where necessary, and ~~provides~~provide final approvals.

E. Integrated Risk Management & Controls must:

- 1. ~~Establish City of Lethbridge~~Review each film permit and establish appropriate insurance requirements.

F. Other City Department as required.

- a) _____

POLICY REVIEW

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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.

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SUPPORTING REFERENCES AND RESOURCES

~~Not applicable.~~

- [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](#)

REVISION HISTORY

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

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