

# Procedure

## Reserving City Facilities



This procedure falls under the Reserving City Facilities Administrative Policy.

<b>Program Impacted</b>	Civic Services <i>Edmontonians contribute to civic society and are engaged in promoting the quality of the community.</i>
<b>Approved By</b>	City Manager
<b>Date of Approval</b>	November 5, 2020
<b>Approval History</b>	n/a
<b>Next Scheduled Review</b>	November 5, 2023

### Purpose and Intent

To establish a consistent procedure for all Facility Bookings and Rentals staff to follow when it comes to requests for space bookings in City of Edmonton facilities that are either of a political or election-related nature, or of a religious nature, including religious focused events.

### Definitions

A *City of Edmonton facility* refers to a facility managed and/or booked by Community and Recreation Facilities, including sports centres, community recreation centres, leisure centres, Commonwealth and Clarke stadiums, arenas, outdoor pools, sports fields, ball diamonds, picnic sites, golf courses, attractions (eg - Edmonton Valley Zoo; Muttart Conservatory; Alfred Savage Centre; Yorath House; Prince of Wales Armouries); parks, open spaces and cemeteries.

### Procedure

1. If a request for booking space is deemed permissible according to the following requirements, Facility Bookings and Rentals staff will make the booking as per normal booking process and all fees and charges will apply.
  - a. No City of Edmonton facility may be used for public political related activities by an individual candidate, group of candidates, political parties or if the purpose is to promote or oppose a candidate or the result of a vote on a question in any local, provincial, or

federal election. This includes the parking lot or entrance areas to City of Edmonton facilities. Private meetings with no open public access can be booked, however, no materials (posters, banners, etc.) can be displayed outside the meeting space. Guideline E allows for certain use by elected officials.

- b. No campaign materials may be worn, distributed or displayed in any City of Edmonton facility at any time by City employees. Patrons are prohibited from distributing campaign materials inside City of Edmonton facilities, as well as entrances and parking lots.
- c. Signs are not permitted on City parkland or roadways except pursuant to the Edmonton Parkland Bylaw and Edmonton Traffic Bylaw. This includes the grounds surrounding City facilities.
- d. Use of space for public campaign or election related activities, in a City of Edmonton facility by City Councillors, City Mayor, MLAs, MPs, or prospective City Councillors, City Mayor, MLAs or MPs, or any political person is not permitted.
- e. Use of space in a City of Edmonton facility by City Councillors, MLAs, or MPs would be acceptable provided it is not a campaigning or fundraising activity. Examples of acceptable use of space include ward conversations, town hall meetings. No meetings, town halls, ward conversations or any other bookings by City Councillors, MLAs, or MPs will be permitted within three months of the federal, provincial or municipal election date.
- f. The City of Edmonton Election office, Elections Alberta and Elections Canada are exempt from this instruction as City of Edmonton facilities can be used as voting stations subject to availability, in that the booking does not impact existing bookings and provided that members of the public are not being approached, solicited or petitioned to join or support a political organization or cause. Within reason, programs will be relocated within the facility if possible, but they would not be cancelled.
- g. Bookings of a religious nature or religious-focused events are permitted within City of Edmonton facilities provided that members of the general public are not being approached, solicited or petitioned to join or support a religious organization or cause. These bookings are to take place in a closed-space only. With approval, a Social Development Discount may apply.
- h. Requests for all candidate forums will be permitted in spaces that can accommodate large assembly, provided that all candidates are invited to participate. In such cases, signage and candidate campaign materials are restricted to the specific space hosting the forum, with the exception of wayfinding to the designated location.
- i. Tenants of City of Edmonton facilities and/or partner operated facilities are excluded from this instruction.

2. Staff Responsibilities
  - a. Community and Recreation Facilities Bookings and Rentals Staff shall thoroughly vet any booking requests of a political and/or election-related nature by asking the customer relevant questions to determine whether or not the booking request is compliant with this guideline.
  - b. Community and Recreation Facilities Staff in City of Edmonton Facilities shall when requested, observe the behaviour of a group of an approved booking to ensure compliance with the guidelines outlined in the rental contract as well as with these guideline instructions.
3. The Branch Manager, Community and Recreation Facilities has the authority to interpret and vary this procedure and its processes when related issues emerge.