

COUNCIL POLICY



Policy Name: **Use of City Facilities**

Department Name: Legal Services

Effective Date: September 14, 2026

Next revision date: 3 years

Purpose and Objectives

The purpose of this Policy is to establish clear rules intended to:

- preserve the primary purpose of City Facilities, that is, to conduct Municipal Operations and provide public service delivery;
- ensure safe and orderly public access to City Facilities and Events;
- protect staff, elected officials, contractors, and members of the public from disruption, intimidation, harassment, or interference while conducting City business and engaging in other authorized activities.

This Policy replaces City of Leduc Policy 11.00:9 (Petition in City Owned Facilities).

General Principles

1) Scope

This Policy applies to all persons using City Facilities and attending Events, including:

- a. members of the public;
- b. organizations and community groups;
- c. City employees;
- d. elected officials;
- e. contractors, consultants, volunteers, and visitors.

2) Definitions

In this Policy:

- a. "City Facility" means any building or structure owned, occupied or controlled by the City of Leduc, and includes entrances, exits, sidewalks, roadways, and parking areas that serve the building or structure;

- b. "Event" means a public event held on City property, whether sponsored by the City or otherwise;
- c. "Municipal Operations" includes the provision of municipal services, administration of City business, public meetings, customer service functions, emergency services, facility operations, and all related activities;
- d. "Petition" means a document requiring signatures and addresses of individuals in an effort to demonstrate support on any question or issue, typically intended for submission to local or other government authorities;
- e. "Political Advocacy" means promoting or campaigning for or against:
 - i. candidates running for elected office;
 - ii. political parties;
 - iii. referenda or plebiscite position(s); or
 - iv. positions, policies or programs of a government, elected official, or candidate.

3) Responsibilities

The City Manager or designate is responsible for the administration, interpretation, and implementation of this Policy and may establish procedures and guidelines consistent with its purposes.

4) Policy

a. Permitted Uses

- i. City Facilities may be used for:
 - I. accessing City services and facilities;
 - II. conducting lawful business with the City;
 - III. attending public meetings, hearings, consultations, or Council meetings;
 - IV. casual and incidental use consistent with the primary function of the property as a municipal facility; and
 - V. other activities authorized by the City.
- ii. Booking applications must describe, in detail, the intended use of the City Facility space or area.

b. Prohibited Uses

- i. Subject to the exceptions noted below, while attending a City Facility or an Event no person may act in a manner that:
 - I. interferes with Municipal Operations, including:

- obstructing or impeding access to building entrances, exits, sidewalks, roadways, parking areas, or service counters;
 - interrupting, delaying, or interfering with the provision of municipal services;
- II. disrupts any individual attending City Facilities to conduct City business or use City Facilities in accordance with a permitted use;
- III. conflicts with a use authorized in an applicable booking confirmation; or
- IV. compromises safety or security for City staff, patrons or visitors, including:
 - engaging in violent, harassing or bullying behaviour;
 - generating excessive noise or crowding;
 - creating conditions that require additional security or operational resources.
- ii. No person may attend a City Facility or an Event to engage in Political Advocacy except within the specific room or area booked for such activity, or as may be authorized by the City in conjunction with a permitted use.
- iii. No person may present or display a Petition in a City Facility for the purpose of soliciting signatures of support.

c. Exceptions

Nothing in this Policy prohibits:

- i. activities authorized by legislation or the common law; or
- ii. activities conducted in compliance with a permit, licence, lease, or written authorization issued by the City.

d. Enforcement

If a person is acting in a manner contrary to this Policy, authorized City officials may:

- i. require a person to cease prohibited activity;
- ii. require a person to leave the property;
- iii. revoke any authorization to use the property;
- iv. request assistance from enforcement authorities and where appropriate, issue trespass notices and enforce the same.



Approval

This Policy has been approved by Council. It will be reviewed no later than its next Revision Date and may be assessed before that time as Council requires.

"Original Signed"

Mayor

"Original Signed"

City Clerk

September 14, 2026

Date

Supporting References and Position Responsible

Legal References:	N/A
Cross / Related References:	N/A
Position Responsible:	City Solicitor, Legal Services

Revision History

<i>To be completed by Corporate Records</i>		
Date	Action	Description
September 14, 2026	Replaces	Replaces Policy 11.00:09