

# City of Hamilton Event Road Closure Services Policy for Special Events

## **POLICY STATEMENT**

The City of Hamilton's Community Partnership Program will accept applications for Special Events that require assistance for Event Road Closure Services from various City Departments and Divisions.

## **PRINCIPLES**

The City of Hamilton recognizes the importance of Special Events in:

- Enhancing quality of life for citizens and visitors
- Celebrating cultural, historical events
- Acting as a catalyst for tourism and economic benefits
- Providing opportunity for volunteerism

## **PROCESS AND PROCEDURES**

Organizations hosting Special Events on City of Hamilton roads may apply for assistance under the Community Partnership Program for Event Road Closure Services provided by Hamilton Police Services.

Applications deadline for an event occurring in 2012 is October 14, 2011.

The Grants Administrator receives and records all applications for Event Road Closure Services and they are distributed to the Arts & Event Initiatives Coordinator who prioritizes the applications based on funding eligibility criteria (listed on page 2). Based on each application, the Special Event Coordinator of Hamilton Police Services determines the services required for each event and evaluates and estimates the cost for police services by January 1<sup>st</sup> of the event year.

Each year, the Grants Sub-Committee allocates the Council approved budget for the Community Partnership Program. The overall budget for Event Road Closure Services is included in this program. During the approval process, staff present the estimated costing for the Event Road Closure Services to the Grants Sub-Committee.

## **ELIGIBLE SERVICE - Hamilton Police Services**

Applications for Hamilton Police Services will be considered under the Community Partnership Program for Event Road Closure Services.

In accordance with Provincial Legislation "Book 7", the Hamilton Police Service will provide as necessary, officers for safety within and surrounding a road closure. As per the process and procedures outlined above, the number of officers and the intersections to be policed are determined by the Special Event Coordinator for the Hamilton Police Service.

## **ELIGIBILITY (APPLICANTS)**

Applications will be accepted from organizations hosting events on City of Hamilton roads. In order to be eligible for funding through the Community Partnership Program, applications must be submitted by the submission deadline in October of the year preceding the event. Applications will be prioritized using the following list for funding eligibility.

- 1) Veterans and / or recognized Military organizations operating commemorative parades, services and / or celebrations. (i.e. Veterans Service Organizations)
- 2) Non-profit incorporated organizations with a registered charitable number, operating fundraising events to benefit a cause and/or the community-at-large. (e.g. Canadian Cancer Society, Heart & Stroke Foundation)
- 3) Non-profit incorporated organizations with a registered charitable number, organizing celebratory events. (i.e. Churches, Service Clubs) Note: Funding under these criteria will be limited to two (2) events per organization in a calendar year. Event Road Closure Services costs incurred for more than two events must be paid for by the event organizer.
- 4) Non-profit incorporated organizations hosting events with significant tourism and economic impact to the Hamilton Community (i.e. Around the Bay Road Race, World Cycling Championships). Tourism Hamilton Inc. will assist in the evaluation of these applications.
- 5) Non-profit organizations organizing events (festivals, parades) that are commemorative, celebratory or cultural in purpose. (i.e. Santa Claus Parade, Stoney Creek Flag Day, BIA events)
- 6) For profit organizations that are operating events in benefit of a local registered charity, where the majority of participants are children/youth. Event organizer will supply proof of charitable partnership signed by a recognized signing authority for the charity. The City of Hamilton may request proof of donation after the event.
- 7) For profit organizations that are operating events in benefit of a local registered charity, where the majority of participants are adults, are eligible to receive up to 50% of their Event Road Closure Services cost. Organizers must pay their portion owing to the Hamilton Police Service 7 days prior to the event or the event will not be scheduled by the Hamilton Police Service. (i.e. Runs, Triathlons organized by profit companies). Event organizer will supply proof of charitable partnership signed by a recognized signing authority for the charity. The City of Hamilton may request proof of donation after the event.
- 8) For profit organizations must pay in full for any services rendered by the City of Hamilton in relation to their event, unless prior approval for cost sharing is approved by City Council due to the event's significant economic benefit to the City.