



### Vision

To be the leader in community safety and policing excellence.

### Mission

To provide effective and efficient community-based policing.

### Values

Trust and Respect,  
Integrity, Accountability,  
Excellence, Teamwork,  
Justice

# Halton Regional Police Service

The Halton Regional Police Service is a proud and enthusiastic supporter of special events in the City of Burlington. As members of the community, we recognize the value that special events bring to our city, to enrich the quality of life and sense of community. The Service also acknowledges the positive economic impact that special events can have on our community, through the attraction of visitors.

With respect to events in the City of Burlington, the primary role of the Halton Regional Police Service is to ensure that all events are carried out in a manner that is safe and enjoyable for all participants, as well as the residents and businesses in areas adjacent to the event site. The Burlington Division of the H.R.P.S. (#3 District) utilizes a *Special Events Coordinator* position, staffed by a police constable, in order to ensure a consistently safe level of support for all events. The *Special Events Coordinator* is also the H.R.P.S. representative on the *Burlington Special Events Team (S.E.T.)*. The S.E.T. is an advisory group made up of various city departments and public agencies working collaboratively to ensure all special events are executed in a manner that has a positive impact on the community.

The #3 District *Special Events Coordinator* is available to assist event planners and organizers in preparing their *Emergency Management Plan* and identifying the support role, if any, that police officers may play during the event. Depending on the nature of your event (festival, road race, trade fair, etc.), it may be necessary for police officers to perform various functions in order to ensure the event is carried out in the safest manner possible.

Although the H.R.P.S. welcomes and supports the wide variety of special events that are carried out every year, it is not fiscally possible for the Service to provide on-duty officers to fulfill the identified support roles at all special events. The Service has a responsibility to balance the need for public safety at the event, with the need to police and safeguard the rest of the city at the same time. As a result, it is necessary for many special events to employ the services of police officers in a Paid Duty capacity. The Paid Duty system involves the event organizers signing a contract with the H.R.P.S. to hire a prearranged number of officers, for a designated number of hours to fulfill a role or purpose, at a predetermined hourly rate of pay. The H.R.P.S. will coordinate the attendance of off-duty officers to carry out the requested support service at the event (traffic control, general security, etc.). The event organizer pays the H.R.P.S. directly for the cost of the officers and the Service then transfers the funds to the officers who carried out the Paid Duties. The hourly rates for Paid Duty officers is determined through the collective bargaining process and they are subject to change— please go to [www.haltonpolice.ca](http://www.haltonpolice.ca) for the most current hourly rates and more information.

Every event is unique and different. When reviewing an event, the overall framework of the event, the identified risks, and the event considerations listed below are all taken into account. After reviewing the overall event plan, the *Special Events Coordinator* will determine the minimum number of officers/supervisors required for the performance of all Paid Duties, in accordance with established best practices, Highway Traffic Act requirements, and Service policy. In addition, the *Special Events Coordinator* will assess whether a vehicle(s) and/or marine vessel is required for the Paid Duty. Organizers can assist in reducing their Paid Duty requirements through the choices they make when planning their event.

**Stephen J. Tanner**  
Chief of Police

**Andrew Fletcher**  
Deputy Chief of Police

**Bob Percy**  
Deputy Chief of Police

**One Vision, One Mission, One Team**

1151 Bronte Road • Oakville, Ontario • L6M 3L1 • 905-825-4777  
[www.haltonpolice.ca](http://www.haltonpolice.ca) • @HaltonPolice



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For non-profit events, the *Special Events Coordinator* will review the identified support roles for police that are required and, whenever possible, attempt to utilize a hybrid approach to policing the event through the use of On-Duty officers, Paid Duty officers, and Auxiliary Officers (volunteers) in order to minimize the overall cost of police support.

Below is a guideline as to what considerations are taken into account by the Halton Regional Police Service when planning the appropriate police support for events:

| Special Event Policing  |   |                             |
|---|---|-----------------------------|
| Considerations  |   |                             |
| —Type of on-road event  | —Attendance levels                                  | —Route                      |
| —Location of off-road event   | —Number of participants                             | —Intersections*             |
| —Time of day  | —Entertainment                                      | —Volume of traffic*         |
| —Day of week  | —Ticketed or free event                             | —Duration of road closures* |
| —Duration of event  | —Demographics                                       | —Pedestrian crossings*      |
| —Fencing  | —Lighting   | —Fireworks                  |
| —Use of pylons/barricades/signage   | —Proximity to natural hazards                       | —Alcohol                    |
| —Profit/Non-Profit  | —Level of security<br>(volunteer or professional)   | —History of Event           |
| —Requirement of a missing person location   | —Availability and experience of marshals/volunteers |                             |
| <p>* The Highway Traffic Act of Ontario provides lawful authority for police officers only to direct traffic or close a roadway within 30 m of a signalized traffic control system.</p> |   |                             |

For further information please contact:

**#3 District Special Events Coordinator at 905-825-4777 ext. 2354**

**H.R.P.S. Paid Duty Clerk at 905-825-4777 ext. 5404**

Or visit [www.haltonpolice.ca](http://www.haltonpolice.ca)

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