



STRATFORD POLICE SERVICE

BOARD POLICY

Issued: November 2, 2000
Revised: January 15, 2025
Expires: Indefinite
Rescinds: PB-001 Special Events

GP-012SPSB Special Events

WHEREAS the Stratford Police Service Board (“the Board”) receives requests from time to time for the provision of policing services for privately-sponsored events, such services being beyond those normally provided by the Board in the ordinary course of its operations;

AND WHEREAS the Board has determined that it is desirable to have a policy in place for the consideration of such requests, and has adopted the following policy in that regard;

It is the policy of the Stratford Police Service Board with respect to special events that:

1. In the event that the Police Service receives a request for the provision of police services with respect to an event conducted, operated, or sponsored by a private organization (that is, an organization that is not the City of Stratford, or the Government of Ontario or the Government of Canada), the Chief of Police or their designate shall determine the level and duration of police involvement with the event that is desirable for the maintenance of public order and security at the event, and the estimated cost to the Board for the provision of such services based on the rates of pay of the police personnel that would be involved in the provision of such services.
2. The Chief of Police shall then advise the organizer of the event of the anticipated cost of police services for the event.
3. If the event is going to proceed, and if the organizer wishes such policing services to be provided for it, the organizer shall enter into a written agreement with the Board (which agreement may be executed on behalf of the Board by the Chief of Police or their designate) specifying the level and duration of police services to be provided for the event, and the anticipated cost thereof based on the duration of the provision

of the police services and the numbers and ranks of the police officers providing such services.

4. The agreement shall provide that the anticipated cost be paid to the City of Stratford at least five (5) days prior to the commencement of the event. If the event does not proceed as scheduled and notice of cancellation is given to the Chief of Police less than forty-eight (48) hours prior to the commencement of the event, a refund of the amount deposited with the City of Stratford will be made to the extent that the funds are not required to pay to police officers' wages for the time scheduled for such officers. Regard will be had for the policies of the Board in that regard and to the collective agreements between the Board and its police officer groups in determining the amounts which are to be paid by the Board to such officers as a result of scheduling them to work such event and then cancelling that scheduling, and the amount available for refund to the event organizer.
5. If the event proceeds, and if it is found that it was necessary for police services to be provided for the event in excess of those previously estimated because of the event lasting longer than was originally anticipated, and/or the number of people attending the event being greater than was anticipated (thereby necessitating an increase in the number of police personnel provided), the agreement with the event organizer shall provide for the payment of such additional cost of policing services as determined by the Chief or his designate, such payment to be made within ten (10) days after being notified of the amount of such additional cost.
6. This policy shall apply only to situations in which the estimated costs of special policing services exceeds \$2,000.00 for the event.

"Steve Cousins"

Chair

Approved January 15, 2025

Date