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Procedure for Notification of Assembly or Demonstration on City of Hamilton Public Spaces

The City of Hamilton recognizes the fundamental rights under Section 2 of the *Canadian Charter of Rights and Freedoms* as they are exercised through peaceful assemblies such as demonstrations, protests, parades, marches, vigils, picketing and other similar activities.

Assemblies and demonstrations should not interfere with the operation of City Hall. The City of Hamilton has an obligation to protect the safety and welfare of its employees, Council members, citizens doing business at City Hall and to ensure that the delivery of public services is not compromised. Therefore, any activity must be peaceful and considerate of the rights of all users of public space. This procedure sets out the process for notifying the City of Hamilton of your intent to assemble or demonstrate.

Note: The City of Hamilton does not approve, or issue permits for activities associated with assemblies and demonstrations and there is no fee to use public space for these purposes.

Notification Procedure

1. The organizer, defined as the individual in charge of the gathering, will notify the City of Hamilton of the intent to stage an assembly or demonstration by submitting a ‘Notification of Assembly or Demonstration Form.’
2. The Notification allows City stakeholders (e.g. Hamilton Police Service, City of Hamilton Corporate Security Office) to be informed of impacts on their areas of responsibility and to ensure that there are no conflicts with other scheduled activities.
3. Notifications will be submitted online at _____.
4. Once a Notification is submitted, the organizer will receive a confirmation email. Organizers will be contacted by City staff directly if there is a conflict with previously scheduled activities or requests.

Before completing the Notification of Assembly or Demonstration Form, please ensure that you:

1. Familiarize yourself with the Guidelines and Restrictions for Assemblies and Demonstrations ([hyperlink](#))
2. Familiarize yourself with the Hate Related Activities on City Properties Policy and Procedure ([hyperlink](#))
3. Complete and submit your form prior to the demonstration date with as much notice as possible, however notice of 72 hours is appreciated.

Guidelines and Restrictions for Assemblies and Demonstrations

Assemblies and demonstrations held on City of Hamilton property, including the Robert Morrow Forecourt, do not require approval and are not considered formal events. As such, the City does not provide resources to assist or support these types of activities.

Citizens can visit [Hamilton.ca](https://hamilton.ca) for Notification of Assembly or Demonstration procedures. While the City of Hamilton does not issue permits for demonstrations the following Guidelines and Restrictions ensure the safety and enjoyment of other users in the space.

- Forms should be submitted a minimum of 72 hours in advance to ensure that:
 - The identified space remains open and accessible to members of the public;
 - Activities which are contrary to City policies or by-laws or provincial or federal laws are not conducted or promoted, and;
 - Activities are not conducted or promoted that have the potential to incite violence and/or hatred.

The following activities are prohibited during Assemblies and Demonstrations:

- Use of generators;
- Use of electrical outlets;
- Distribution of food or beverage;
- Use of flames or candles (electronic candles permitted);
- Interfering with a picnic, organized gathering or event authorized by permit;
- Selling, offering to sell, or displaying for sale;
- Soliciting for business or charity;
- Distribution of circulars, advertisements, or promotional items;
- Driving a vehicle other than on a designated roadway or parking area;
- Use of any sound amplifying equipment;
- Engaging in riotous, boisterous, violent, threatening, or illegal activity, or using profane or abusive language;
- Engaging in any activity that creates a nuisance or that interferes with the use and enjoyment of the space by other persons;
- Engaging in any activity that may cause injury or damage to any person, animal, tree or property;
- Erecting, placing or installing any permanent or temporary structure, tent or booth;
- Closing a road;
- Littering on City property;
- Affixing or installing temporary or permanent posters/signs/banners;
- Use of temporary or permanent markings such as chalk, crayons, markers, spray paint, etc.

Notification of Demonstration Form

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Organizer Information

Name of Organizer*:

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Position within Organization:

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Phone*:

Email Address*:

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Organization Information

Name of Affiliated Organization*:

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Website URL:

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Social Media Link:

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Demonstration Information

Start Date*:

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Start Time*:

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End Date*:

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End Time*:

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Location*:

Anticipated Attendance (number of people)*:

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Describe the Reason for the Assembly or Demonstration*:



Will you have any posters?*

☐ Yes ☐ No

Will you have any signs?*

☐ Yes ☐ No

Will you have any flags?*

☐ Yes ☐ No

Will there be any public speeches / addresses?*

*Note: Use of microphones or loudspeakers, etc. are prohibited.

☐ Yes ☐ No

Will there be any recognizable personalities or present?*

☐ Yes ☐ No

Will there be City Councillors or other elected officials present?*

☐ Yes ☐ No

Requested media presence?*

☐ Yes ☐ No

Confirmed media presence?*

☐ Yes ☐ No

☐ I have read and agree to abide by the Guidelines and Restrictions for Assemblies and Demonstrations.*

☐ I have read and agree to abide by the Hate Related Activities on City Properties Policy and Procedure.*

(*) Denotes a required field of the submission form
