



CANADA DAY PARADE RULES AND REGULATIONS

*** All registered organizations must provide proof of liability coverage for the event day.

1. Nothing is to be thrown or tossed in the staging area OR along the parade route. Items may be handed out provided the person handing them out is walking the route and is not one of the 2 people (minimum) walking beside the float to keep spectators at a safe distance. Collecting donations/items along the parade route is not permitted.
2. Parade lineup assignments including arrival time, maps and other pertinent information will be handed out at the Mandatory Parade Float Meeting on June 27, 2018 at 12 pm or 6 pm at the Syncrude Athletic Park Clubhouse, 101 Cartier Road. An authorized representative from each group is required to attend one of the meetings.
3. Float Structure Requirements and Restrictions: Any floats, shall be restricted to a maximum of 17 feet (5.2 meters) in height on the parade route and 13 feet 6 inches (4.5 meters) in height through normal traffic. (Over Dimensional Load Permits are required for vehicles/load over 4.5 meters high or 2.6 meters wide).
4. Float Mechanical Requirements and Restrictions:
 - a. All towing vehicles must have safety chains between the pulling unit and the float
 - b. Tires must have the proper amount of air and be in good condition
 - c. Brakes and pulling capacity must be checked prior to the parade
 - d. Brakes and headlights must be in good working order
5. Safety Requirements and Restrictions:
 - a. No sharp projections, which might result in injury, should be used as a prop or in the construction of the parade entry.
 - b. All units are required to have tagged fire extinguishers

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- c. All float passengers must have proper seating or handrails to lean against. Passengers must stand or sit away from the edges of the float.
 - d. Candles or other open-flame items are not permitted on floats
 - e. Generators on floats are permitted as long as they are in a safe distance from hay bales or other flammable materials.
 - f. All units are required to have a stocked first aid kit
 - g. Each vehicle must have a spotter to ride with the driver
 - h. All floats are required to have a minimum 2 safety walkers (at least 1 people walking on either side of the float to keep spectators at a safe distance)
6. Decorating and Music Requirements and Restrictions:
- a. All participants, including drivers, must be festively attired.
 - b. All entries are to be FULLY decorated to include all sides of the entry, tow vehicle and flatbed parts no later than 9:30 AM on July 1, 2018.
 - c. Our parades are family friendly and socially conscious. Any parade entry, including floats, music and costumes, deemed inappropriate by parade organizers will not be allowed to participate.
7. All entries are required to be in place at their designated arrival time. Failure to arrive at your designated time may result in removal from the parade. At least one designate from each walking group must arrive at the arrival time and remain in the parade line up. The remaining group members can join the parade at Riedel St. and Clearwater Dr. (behind Mark's Work Warehouse).
8. All participants are to be onsite and in location by 9:50 AM as we begin to move the parade line up to Franklin Avenue at 10:00 AM. Walking groups see #7.
9. All entries are reviewed on the parade line-up at 9:00 AM on July 1, 2018 for safety and content approvals. Any entry not meeting the safety requirements, not family friendly or socially offensive will be removed from the parade. Safety walkers are required to be in place at this time.
10. All groups using animals of any type in the parade are required to have a clean-up/pooper scooper crew following the animal(s). Participants are responsible for cleaning up after their animals in the staging and de-staging zones. All animal waste is to be disposed of properly in waste receptacles. All animals must be on a leash.
11. Alcoholic beverages and other controlled substances are forbidden on any float, in any vehicle or on the person of any parade participant, to include at staging, during the parade and the de-staging/ drop off zone. Participants who consume alcohol prior to parade start are not permitted to enter the line and will be removed from the parade.

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12. INSURANCE REQUIREMENTS: All registered organizations must provide proof of liability coverage for the event day.

- a. **All motor vehicle entries:** A copy of the insurance policy declarations or a certificate of insurance evidencing \$1,000,000 liability is required for personal vehicles and \$2,000,000 liability is required for commercial vehicles; **pink cards will not be accepted as evidence of insurance.**
- b. **All non-vehicle entries such as walking groups or self-propelled floats:** Walking groups may require insurance or walkers may need to sign a waiver. Please contact us to decide what is appropriate for your group. If insurance is required you must provide a certificate of insurance evidencing \$2,000,000 CGL and include the following:
 1. Complete legal name and address of the applicant (insured) for which insurance has been arranged. Please note that the insured name shown **must exactly match the name on the municipal parade application.**
 2. The Regional Municipality of Wood Buffalo added as “additional insured” with respect to liability arising out of the participation of the names insured in the July 1, 2018 RMWB Canada Day Parade.
 3. The Certificate of Insurance must require that the insurance provider give the Regional Municipality of Wood Buffalo any notice of cancellation by giving fifteen (15) days’ notice of termination by registered mail or five (5) days written notice hand delivered to the following address: 9909 Franklin Ave, Fort McMurray AB T9H 2K4 attn. Public Works.
- c. If you are submitting a walking group AND vehicle, please ensure you comply with both insurance requirements listed above. The vehicle insurance information can be reflected on the insurance certificate should they be coming from the same insurance company.

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PARADE SCHEDULE

Float Staging 7:30 AM
Safety Inspections 9:30 AM
Parade Start 10:30 AM
Drop Off/De-staging 11 AM – 12:30 PM

CANADA DAY PARADE APPLICATION PACKAGE CHECK LIST

- Completed online application form
- Proof of Insurance Coverage
- Attend Mandatory Parade Meeting
- Tagged fire extinguishers on board
- First aid kit on board

IMPORTANT DATES TO REMEMBER

- Parade Application Deadline: Wednesday, June 20 at 11:59pm
- Insurance Certificates due: Monday, June 25 at 4:30pm
- Parade Float Participants Mandatory Meeting: Wednesday, June 27 at 12 pm or 6 pm at Syncrude Athletic Park Clubhouse – 101 Cartier Road
- Parade: Sunday, July 1 at 10:30am

QUESTIONS?

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