

Insurance Requirements

To participate in the RMWB Santa Claus Parade on December 6, 2025, all applicants must provide proof of insurance or receive approval to be eligible for submitting waivers for each participant.

- **If you are distributing edible items:** A valid Certificate of Insurance (COI) is **mandatory**.
- **If you are not distributing edible items and cannot provide a COI:** You may request approval to participate. If approved, **all participants must sign waivers** before the parade.

All insurance documents must be submitted by **November 24, 2025**.

The purpose of this requirement is to protect both the public and the Regional Municipality of Wood Buffalo (RMWB) from third-party liability claims related to parade participants.

All Entries from Commercial Businesses or Established Organizations (non-profit or otherwise)

Please provide a Certificate of Insurance (COI) from your insurance company including:

1. The complete legal name and address of the applicant (insured), matching the municipal parade registration.
2. The Regional Municipality of Wood Buffalo listed as “**additional insured**” with respect to liability arising out of participation in the December 6, 2025, Santa Claus Parade.
3. A clause requiring the insurance provider to give RMWB notice of cancellation:
 - Fifteen (15) days’ notice by registered mail, or
 - Five (5) days’ written notice delivered by hand to:
Regional Municipality of Wood Buffalo
9909 Franklin Ave, Fort McMurray, AB T9H 2K4
Attn: Community Partnerships and Initiatives

Motor Vehicle Entries

New this year – Automobile Insurance coverage must be declared in your application.

- **Personal vehicles:** Proof of **\$1,000,000 liability coverage** required.
- **Commercial vehicles:** Proof of **\$2,000,000 liability coverage** required.





Action Required

When requesting a COI from your insurance provider, please provide them with this document to ensure all required details are included.

Important: The participant's insurance is primary in the event of a claim.

Questions? Email roxanne.andras@rmwb.ca.

