



# 2025 Santa Claus Parade Rules and Regulations

The Santa Claus Parade is an annual event coordinated by the **Regional Municipality of Wood Buffalo (RMWB)**.

These rules apply to **ALL entries**.

Your complete, signed, and/or electronically submitted application form constitutes acceptance, on behalf of your entry and all participants, of all Santa Claus Parade rules and regulations.

## 1. General Safety and Compliance

RMWB assumes no responsibility or makes no representation regarding the safety of any parade entry solely by compliance with these rules.

**Ultimate responsibility for safety lies with each entry.** Entries must comply with:

- Santa Claus Parade rules and regulations
  - Government regulations and safety codes
  - Manufacturer recommendations
  - Similar standards
- Parade officials determine the location of all entries and positions must be maintained unless otherwise directed.
- Entries not meeting regulations or the description on the application will be rejected. Exceptions: entries arriving in better appearance than described.
- **All instructions of parade officials must be followed.** Non-compliance may result in removal from the parade and jeopardize participation in future events.
- Officials reserve the right to remove any entry at any time due to:
  - Safety concerns
  - Interference with parade progress
  - Other reasons deemed appropriate

## 2. Community Standards

- The parade is a community event. Inappropriate music (profanity, degrading content) or attire unsuitable for family viewing is not allowed.
- Noisemakers or band practice near animals is forbidden. Live or blank firearms are not permitted.
- Music must be at appropriate levels; vehicle stereos are **not recommended**.





- All entries must keep music low and lights off while passing through the **sensory-friendly block on Main Street**.
- Horns and sirens may only be used during parade times and at reasonable levels, as determined by officials.

### 3. Fuel and Items

- Fuel tanks should be topped off prior to the parade. **Containers of fuel must not be carried on any entry.**
- Items distributed in the parade must be appropriate (no pamphlets, business cards, flyers). Edible items are recommended to be peanut-free.

### 4. Float and Passenger Safety

- Passengers must stand or sit away from the edge of the float. Safety rails are required (minimum 3 feet high).
- Each float must have designated safety walkers to protect spectators and prevent anyone from approaching the float. Smaller entries (cars) require a minimum of 2 safety walkers (one on each side), while larger entries must add additional walkers to have one at each corner. Longer floats that include a trailer must also cover the mid-section, requiring a minimum of 6 safety walkers.
- Volunteers distributing items must **not** be safety walkers. Safety walkers under 16 must be accompanied by an adult.
- **Violation of safety rules:** If spectators enter the road, law enforcement will stop the parade until the area is safe.

### 5. Decorating and Music Requirements

- Only the RMWB Santa float is allowed to have Santa in the parade. Inflatable Santas are permitted. The Santa float is the last in the parade.
- All participants, including drivers, should be festively attired.
- All vehicle entries must be clean and **80% decorated**, including towing vehicles.
- Wrapped vehicles or custom paint jobs may be incorporated but are **not considered decorations**.
- Decorations must be securely attached; no visible duct tape.



## 6. Vehicle and Float Regulations

- Entries may not include multiples of the same vehicle type (e.g., two half-ton trucks). One truck and one quad is acceptable.
- Semi-trailers, tractor trailers, and 18-wheelers are **not permitted**.



- Semi-trucks are allowed alone or with a flat deck trailer.



- Protective equipment must be worn while accompanying your entry.
- Mascots are encouraged but must have a handler.
- Vehicles must be in good mechanical condition; brakes, steering, cooling, exhaust, and tires must be checked.
- Drivers and passengers must have a means of quick, safe escape in case of emergency.

## 7. Parade Orientation

- Parade lineup, arrival times, maps, and the mandatory virtual orientation link will be emailed to applicants.
- **One representative per group must attend** a mandatory Microsoft Teams orientation session.
- Entries must arrive at designated times; late arrivals may be removed.
- Entries will be inspected for **safety and content approval**. Non-compliant or inappropriate entries will be removed.





## 8. Animal Guidelines

- Animals must have a clean-up crew; waste must be disposed of properly.
- Animals must be leashed, sheltered, and have access to food and water.

## 9. Alcohol, Smoking, and Behavior

- Alcohol and controlled substances are **forbidden** on any float, vehicle, or participant in the marshalling area. Violators will be removed.
- Smoking is **NOT** allowed in the parade or marshalling areas.
- Once the parade starts, participants must remain on their float until the end unless there is an emergency.
- Once floats are back in the marshalling area, participants must wait until the float/entry is completely stopped before dismounting.
- Follow all instructions from on-site safety personnel.
- Participants must behave responsibly and respect other participants, volunteers, and community members.

## 10. Float Structure

- Height: Maximum 17 feet on parade route; 13'6" through normal traffic
- Width: Maximum 8'6"
- Length: Maximum 53 feet (one towed unit per entry)
- Over-Dimensional Load Permits are required for vehicles/load over 4.5 m high or 2.6 m wide

## 11. Float Mechanical Requirements

- Towing vehicles must be mechanically sound.
- Safety chains must connect towing vehicles to float.
- Tires, brakes, steering, and headlights must be in proper working order.

## 12. Float Safety Requirements

- No sharp projections that may cause injury.
- No candles or open flames.
- Generators must be safely placed away from flammable materials.
- First aid kit and tagged fire extinguisher required on all units.
- A spotter must ride with each vehicle.





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

- **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:
  - a. Fifteen (15) days' notice by registered mail, or
  - b. 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.

