



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Parade Guidelines

Parades are primarily to entertain children and families. The following guidelines are established by the Municipality of the District of West Hants and Parade Organizers must adhere to the guidelines. Failure to comply with any of the guidelines, may prohibit the organizers from hosting or entering any future parades in the Municipality of the District of West Hants or the Town of Windsor.

DEFINITIONS:

- a. "CSA" means the Canadian Standards Association;
- b. "RCMP" means Royal Canadian Mounted Police;
- c. "REMO" means Regional Emergency Measures Organization.

1. Give away smiles, not stuff:

- Throwing of candy or any object, including water, shall not be allowed.
- Any handouts require volunteers to walk through the crowd.
- The parade is not a fundraising opportunity; entrants cannot directly solicit business or donations during the parade.

2. Vehicle/Float Requirements:

- Due to increased participation in parades and to ensure public safety, all entries must register in advance and the organizers must collect the information below.
The information can be provided to the RCMP through the REMO Coordinator two weeks in advance of the parade:
 - Drivers Licence for the driver of each vehicle entered into the parade.
 - Valid registration for all vehicles, including trailers entered into the parade.
 - Insurance documents for all vehicles, including trailers entered into the parade.
- If Driver's Licence and insurance documents have not been submitted in advance, no late entries will be permitted into the parade.
- RCMP will be on site to verify that drivers and insurance match the vehicles entered.
- All entries must have someone walking on EACH side of the vehicle/float. The walkers will walk behind the last set of wheels to ensure no one comes into contact with moving vehicles.
- Anyone driving a float should notify their automobile insurer that they are participating in the parade.
- All parade entries are subject to approval by on-site personnel.

3. Animal and Livestock Requirements:

- All entries with live animals must have at least one handler per animal.
- Any entries with live animals must clean up after their animals. The cleaning must occur immediately after any incidents.
- There is no stopping along the route for petting or playing between animals and bystanders. The entrants must keep pace with the parade.



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- Any livestock or horses must have (\$5,000,000.00) five million-dollar liability insurance and the Municipality of the District of West Hants is to be named as "additional insured". Copy of liability insurance it to be provided to the REMO Coordinator two weeks in advance of the parade.

4. Safety Rules and Regulations:

- Individuals and organizations in the parade are expected to perform courteously, in good taste, and with safety in mind at all times during the formation, execution and dismissal of the parade.
- All entries are to maintain reasonable and consistent spacing to the entry in front of them. Marching bands and other performing or walking groups are not to unduly delay the parade.
- The parade has a strict no open flame policy.
- Only CSA approved generators are permitted.
- Each float must have an A-B-C fire extinguisher on board.
- Parade marshals are required to ensure no bystanders enter the roadway at any time while the parade is in motion.
- A means of communication (e.g. radios, walkie-talkies) will be used for communication between RCMP, Organizers, Public Works, Traffic Authority, Fire and any other personnel involved in the safeguarding of the parade (Intersection volunteers). Through the REMO Coordinator, radios can be requested from the RCMP with one month's notice.
- For the safety of all involved, once the parade begins, any person not on the float/vehicle will not be allowed admittance to the float/vehicle. Likewise, no person can come off the float/vehicle after the parade commences.
- It is the driver and float organizer's responsibility to ensure that all individuals be securely seated, and children are supervised. All passengers should be seated while the vehicle is in motion.
- The Parade Committee and/or the Municipality of the District of West Hants reserve the right to refuse entry to any group deemed unsuitable to the parade.
- By signing the application, the organizer agrees to comply with the Municipality of West Hants Parade Guidelines and will educate and ensure all entrants adhere to the guidelines.

By initialing this box, I agree to accept the guidelines set out above. I acknowledge that if I fail to comply with any of the above guidelines, I may be prohibited from hosting/entering any future parades in the Municipality of the District of West Hants or the Town of Windsor.

Name of Organizer(s): _____

Signature of Organizer(s): _____

Date: _____



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Approved by: _____
Martin Laycock MBA, CPA, CMA
Chief Administrative Officer

Adoption	
Notice to Council:	Not Applicable
Approval:	May 31, 2019
Description: Initial approval of the Parade Guidelines, ADGE-020.05.	

Original Guideline signed by Martin Laycock, Chief Administrative Officer.

The following is provided for information and does not form part of the Parade Guidelines.

Waiver/Registration Form – to be modified by Organizer

It is suggested the Organizer seeks legal opinion or review. The below is a suggested Waiver and Registration Form. The Organizer does not hold the Municipality of the District of West Hants liable.

In consideration of the acceptance of the _____ (Organizer and Parade Name) application, I hereby release the _____ (Organization), the parade committee and volunteers, parade sponsors and the Municipality of the District of West Hants from any and all claim for damages which may occur to me at anytime hereafter in favour of myself, my heirs, representatives, or dependents, against said organization, its officers and members, which may be suffered by me or any of them because of any matter, thing, condition, negligence, or default, or any person whatsoever, or the _____ (Organizer and Parade Name) organizers.

By initialling this box, I agree to accept the Parade Guidelines of the Municipality of the District of West Hants as provided to me. I acknowledge that if I fail to comply with any of the guidelines, I may be prohibited from entering any future parades in the Municipality of the District of West Hants or the Town of Windsor.

Entrant Name: _____

Signature: _____

Group/Organization: _____

Float Activity Description _____

Will you have a float? Yes ____ No ____

Length of float _____ Walkers are required for all vehicles/floats

Will there be walkers Yes ____ No ____ How many? ____

Will there be animals Yes ____ No ____ How many? ____

Do you have an ABC fire extinguisher for the float? Yes ____ No ____

Contact Person _____

Contact Number _____

Contact Email _____

Attached:

- Copy of front and back of the Driver's Licence for the driver of each vehicle
- Copy of valid registration for all vehicles, including trailers entered into the parade.
- Copy of insurance documents for all vehicles, including trailers entered into the parade.
- Copy of \$5 million liability insurance for any livestock/horse entries naming the Municipality of the District of West Hants as an "additional insured".