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## Parade Policy

POLICY NUMBER: 224-RC-22

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Approval Date: October 25, 2022

Revise Date:

Motion Number: CRM20221025.1007

Repeal Date:

Supersedes:

Review Date:

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### 1.0 Policy Intent

The City of Cold Lake recognizes that there is a need to set guidelines for parade organizers, to develop consistency from event to event and ensure Parades held within the City of Cold Lake do not compromise the City of Cold Lake's public interest. This policy will provide also safety protocols and responsibilities to which Parade organizers and participants must adhere. These guidelines are designed to ensure appropriate event preparation or organization, ease the impact on residents, traffic, and pedestrians, and address all safety issues.

### 2.0 Purpose

The purpose of this policy is to:

- 2.1 Confirm the process to obtain authorization to conduct a parade within the City of Cold Lake;
- 2.2 Establish eligibility criteria for participants who wish to participate within the parade;
- 2.3 Establish guidelines for parade processions within the City of Cold Lake;
- 2.4 Establish a central manager for the administration of parades within the City of Cold Lake.

### 3.0 Policy Statement

- 3.1 The City of Cold Lake is committed to providing an open and transparent process for the authorization of parades and their associated content displayed within the City of Cold Lake.
- 3.2 The City of Cold Lake acknowledges that sharing messages, information, and advertising through parade participation has value to entrants as a way to reach the public. The communication of information through parades must not compromise the City of Cold Lake or the public's interest by displaying messages that are:
  - 3.2.1 Offensive, harmful, discriminatory;
  - 3.2.2 Interfere with the safety and comfortable enjoyment of the community;
  - 3.2.3 Diminish the reputation of the City of Cold Lake.

- 3.3 The City of Cold Lake wishes to establish guidelines for parade organizers and participants that ensure that parades within the community, on public lands and spaces, are a safe and enjoyable event for all.
- 3.4 The City of Cold Lake acknowledges that clarifying who is responsible for parade administration on behalf of the City supports transparent, timely and effective implementation. As such, the City of Lake wishes to appoint the Manager of Recreation and Programming to be the central manager of parade administration for the City of Cold Lake.

#### **4.0 Managerial Guidelines**

##### **4.1 Definitions**

- 4.1.1 “Parade” means a procession or march that is:
  - 4.1.1.1 organized to entertain spectators, for display or inspection purposes, or promote a cause or purpose; and
  - 4.1.1.2 likely to block, obstruct, impede hinder or otherwise interfere with vehicle or pedestrian traffic;
- 4.1.2 “Parade Entry” means any motorized or non-motorized vehicle, float(s), Equestrian, Marching Band, individual, Walking Group or any other type of participant of a parade that requests to participate in the parade and includes those participants of a parade that do so within authorization or permission;
- 4.1.3 “Parade Official” means City of Cold Lake staff or any other individual appointed by the City of Cold Lake to provide direction at the parade.

##### **Parade Authorization and Responsibilities**

- 4.2 No person shall hold or take part in any parade without first having obtained from the CAO a permit for the parade to be held, in accordance with Bylaw No. 536-PL-14, Traffic Bylaw.
- 4.3 In determining whether to issue the Parade permit, including for parades hosted by the City of Cold Lake, the City shall consider the nature and object of the Parade to ensure it is not:
  - 4.3.1 discriminatory or incite hatred towards any group;
  - 4.3.2 unlawful;
  - 4.3.3 interfere with the safety and comfortable enjoyment of the community;
  - 4.3.4 are contrary to the policies of the City of Cold Lake;
  - 4.3.5 diminish the reputation of the City of Cold Lake;
  - 4.3.6 controversial content;
  - 4.3.7 are deemed unsuitable for any other reason by the City of Cold Lake designated authority.
- 4.4 In addition to the requirements under Bylaw No. 536-PL-14, Traffic Bylaw, the parade organizer must:

- 4.4.2 ensure the parade route, purpose, time and date is advertised in a local newspaper the week of the parade;
- 4.4.3 complete a litter clean up along the parade route immediately following the parade;
- 4.4.4 apply for a Noise Permit pursuant to City of Cold Lake Bylaw No. 534-PL-14, if applicable.

#### **Parade Entrant - General Standards and Regulations**

- 4.5 Parade participants must observe all regulations and follow directions from Parade Officials.
- 4.6 Parade Entrants shall not be permitted that have a nature, purpose or display messages that relate to any of the factors indicated in section 4.3.
- 4.7 City reserves the right to decline any entry and grants authority to the parade organizers and their staff to remove any entry at their discretion.
- 4.8 The ultimate responsibility for safety lies with each individual entry. Entries must comply with this policy and must adhere to any relevant government regulations, safety codes, manufacturers' recommendations and similar standards necessary to safely operate floats and equipment.
- 4.9 Due to safety considerations, the throwing of any item, including candy or promotional items, from floats or vehicles is not allowed. Individuals may walk alongside the float or vehicle to distribute these items person-to-person.
- 4.10 Money toss floats, where the intent is to have spectators throw money into a moving vehicle, are not permitted. The collection of coins by individuals walking in a parade as part of a local, non-profit organization, is permitted.
- 4.11 Smoking, alcoholic beverages and other controlled substances are forbidden on any float, in any vehicle, or on the person of any parade participant. Violators of this rule are subject to removal from the parade.
- 4.12 Children under 10 must be supervised by an adult at all times.
- 4.13 Parade organizers are required to have no less than three parade safety walkers accompanying the parade with one (1) parade safety walker required for each block of length of parade. These walkers must wear safety vests and be in radio contact with each other. They should be spaced out along the parade (one at the front, one at the rear, through the middle, etc.).
- 4.14 If parade walkers see an infraction of any of the regulations outlined in this policy, the situation must be corrected and the float organizer warned. Should the infraction occur a second time, the float organizer should be advised that they are not permitted to participate in next year's parade and the City of Cold Lake designated authority must be advised through an incident report of the situation.

**Parade Entrant - Float Regulations**

- 4.15 Floats may be a maximum height of 15 feet from the ground and must be capable of clearing all obstacles. Inflatable items over 15 feet high are permissible on a float however must not be inflated while driving outside of the parade route.
- 4.16 Vehicle insurance is mandatory and is the responsibility of the parade participant.
- 4.17 Motorized vehicles towing a float or motorized floats must carry a working and fully serviced ABC Dry Chemical fire extinguisher. All fire extinguishers must be readily accessible to the driver operator.
- 4.18 No flammable gas, flammable liquids or open flame may be carried on the float.
- 4.19 The driver of each float must have a valid driver's license and remain with the vehicle at all times.
- 4.20 Float drivers must have unobstructed 180-degree vision.
- 4.21 Each float rider must have appropriate body support, seatbelts, or hand holds bolted to the float. In special cases, the parade organizer may authorize the use of railings around the perimeter of the deck. This railing must be of solid construction with top and intermediate rails. The top rail shall be a minimum of 36 inches above the deck.
- 4.22 Float drivers and float riders must have rapid means of escape in an emergency. No person shall be wired or tied in a manner which means they cannot release themselves quickly.
- 4.23 Float riders are not permitted on vehicle roofs or on roof racks.
- 4.24 Offenders of this policy will not be permitted to participate in future parades until improvements to their float are completed to the satisfaction of the parade organizer and or City of Cold Lake designated authority.

**Parade Entrant - Equestrian Regulations**

- 4.25 All horse entries must show proof of equestrian insurance in the amount of \$5 million dollars general liability adding "City of Cold Lake" as additional insured parties.
- 4.26 An individual entry must provide a certificate of insurance with Alberta Equestrian Federation (AEF). Commercial entries must have commercial equestrian insurance. Entries without this proof of insurance will not be allowed in the parade.
- 4.27 All horses are to be in good health and sound condition and maintain proper disposition.
- 4.28 Riders are to maintain control of all animals in a parade environment without assistance from parade organizers or volunteers.
- 4.29 All tack, wagons, carriages, etc. shall be complete and in good repair. All accessories must be secured and are not to interfere with livestock. All light and heavy horse hitches must have an assistant in the front seat of the wagon.

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**Parade Entrant - Marching Band and Walking Group Regulations**

- 4.30 Marching Bands and other walking organizations must be willing & sufficiently physically fit to maintain both the parade pace of 3.5km/h & spacing of 10 meters behind the nearest entry.
- 4.31 Entries unable or refusing to maintain parade walking pace and/or spacing may be removed from the parade route

**Parking Regulations**

- 4.32 All parking restrictions pursuant to Bylaw No. 536-PL-14, Traffic Bylaw must be followed.

**5.0 References**

- Bylaw No. 536-PL-14, Traffic Bylaw
- Bylaw No. 540-PL-14, Off Highway Vehicle Bylaw
- Bylaw No. 534-PL-14, Noise and Public Nuisance Bylaw
- Bylaw No. 535-PL-14, Animal Care and Control Bylaw
- Bylaw No. 539-PL-14, Parks and Public Facilities Bylaw

**6.0 Persons Affected**

- City of Cold Lake Administration.
- Members of the Public.

**7.0 Revision/Review History**

Nov. 3, 2022  
Date

Nov 3 2022  
Date

7/1/2022  
Chief Administrative Officer

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Mayor

