

TOWN OF STONEWALL

POLICIES AND PROCEDURES MANUAL

SECTION:	COMMUNITY INITIATIVES	POLICY NO. 9.4
SUBJECT:	PARADES POLICY	
ORIGINALLY APPROVED BY RESOLUTION OF COUNCIL ON:		OCTOBER 23, 2024
MOST RECENTLY AMENDED BY RESOLUTION OF COUNCIL ON:		

BACKGROUND/INTENT:

To establish a policy regarding the application process for holding a parade in the Town in conjunction with the Town of Stonewall Traffic By-Law.

The Town of Stonewall will support the requests of organizations to hold events such as parades that involve Town streets.

POLICY/PROCEDURE:

Council and/or Administration shall not consider requests for parades for the following:

- Commercial requests or matters for profit purposes (e.g. product launches, corporate events)
- Individual conviction, individual recognition, or personal occasions
- Specific professional groups or professions
- Religious or political events or observances
- Events or organizations with no direct relationship to the Town of Stonewall
- Matters promoting any form of discrimination, slander, degradation, violence, or hate
- Campaigns or events contrary to any Town policy, bylaw, or otherwise prohibited by law
- Requests made via social media campaigns

Requirements to receive approval to hold a Parade in Town:

- The inaugural/initial parade held for any purpose, or the inaugural/initial parade held by any group must be approved by a resolution of Council
- Subsequent approval after the inaugural/initial parade for a purpose or a group can be approved by Administration through a permit renewal process
- All applicants must apply to the CAO in writing for Council consideration a minimum of six (6) calendar days prior to the Council Meeting proceeding the parade
- All requests shall specify the nature of the parade, the day and hour at which it is to be held, the places of formation and dispersal, the exact route to be followed, the estimated length of time for the parade to pass a given point as required for the purpose of publishing due notice of the parade and such diversion of traffic as shall be deemed necessary
- A completed permit application form including a map of the parade route must be submitted (See Schedule "A")
- Request made for a street closure with barricades at no cost

Council will be provided with advance notice of all parade permit renewals handled by Administration.

Notice of street closures and parking interruptions resulting from approved parades will be communicated to residents by posting on the Town of Stonewall social media channels, the Town of Stonewall website, or other communication channels as deemed appropriate by Administration.

Upon approval the following requirements must be met:

- Proof of notification to RCMP, Fire Department, and Town of Stonewall Municipal Emergency Coordinator of the parade details provided to Town Office
- Obtain a certificate of liability insurance for your event through the Town of Stonewall insurance program at NO cost
- Post signage making Town residents aware that parking will be banned on the parade route for the specified time at least 12 hours ahead of the scheduled start time

Upon completion of the event:

- All signs and barricades shall be removed promptly
- Any/all signs or barricades borrowed from the Town of Stonewall shall be returned to the Works & Operations Yard as early as possible through arrangements made with Town Works & Operations Manager



Permit No:

In accordance with the Traffic By-Law and Parade Policy, a Parade Permit is required for parade events. A completed Parade Permit Application can be submitted to the Town Office at 293 Main Street, Stonewall. Parade Permit Applications must be submitted a minimum of **six (6) calendar days** prior to the Council Meeting proceeding the parade.

Parade Name:	Proposed Date:
Start Time:	End Time:
Street Closure Start Time:	Street Closure End Time:
Group Name:	Contact Person:
Phone:	Email:
Description/Nature of Parade:	

PLEASE INDICATE THE FOLLOWING

1st Request
 Permit Renewal
 Original Permit No:

The following items must be attached prior to approval:

<input type="checkbox"/>	Map of parade route attached including diagram of places of formation and dispersal
<input type="checkbox"/>	List of intersections or map of intersections requiring barricades

CONDITIONS OF PARADE PERMIT IF APPROVED:

Upon approval the following requirements must be met:

- Proof of notification to RCMP, Fire Department, and Town of Stonewall Municipal Emergency Coordinator of the parade details provided to Town Office
- Obtain a certificate of liability insurance for your event through the Town of Stonewall insurance program at NO cost
- Post signage making Town residents aware that parking will be banned on the parade route for the specified time at least 12 hours ahead of the scheduled start time

Upon completion of the event:

- All litter, signs, and barricades shall be removed promptly
- Any/all signs or barricades borrowed from the Town of Stonewall shall be returned to the Works & Operations Yard as early as possible through arrangements made with Town Works & Operations Manager

Applicant's Signature:	Date:
Approval Signature:	Date:

FOR OFFICE USE ONLY

PERMIT APPROVED

PERMIT DENIED

PARADE STANDARDS & REGULATIONS:

The Town of Stonewall's first priority is to ensure the safety of all parade participants and members of the public watching parades; and to ensure that parade entries comply with local health and safety regulations.

Parade Participants are asked to remember that the purpose of the parade is to provide enjoyment and fun for members of our community. This purpose should be the goal when planning and designing entries.

It is the responsibility of the Parade Organizers to provide the following information to all parade participants:

- Due to safety concerns, the throwing of any item, including candy or promotional items, from floats is not allowed. Individuals may walk alongside the float to hand these items out person-to-person. Candy or edibles must be individually wrapped.
- Smoking and alcoholic beverages 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.
- Children under 10 participating in the parade must be supervised by an adult at all times.
- Groups must stay together throughout the duration of the parade.
- The driver of each float must have a valid driver's license and remain with the vehicle at all times. There will be no premature exiting of the parade route, except for emergencies and emergency vehicles.
- Organizers must complete a litter clean up along the parade route immediately following the parade.
- All entries are required to clean up behind their animals along the route.