

<b>City of Prince Albert</b> <b>Statement of POLICY and PROCEDURE</b>			
Department:	Public Works	Policy No.	<b>16.2</b>
Section:		Issued:	May 12, 2008
Subject:	<b>Parade Policy</b>	Policy Effective:	September 8, 2014
Council Resolution # and Date:	Council Resolution No. 0598 of September 8, 2014	Page:	1 of 6
		Replaces:	Policy No. 16.1
Issued by:	Renee Horn, Executive Assistant	Dated:	December 9, 2013
Approved by:	Wes Hicks, Acting Director of Public Works	Procedure Amendment:	

## **1. POLICY**

- 1.01 Processions and parades occurring in the City of Prince Albert must adhere to guidelines of safety for parade participants as well as members of the public watching parades or processions. These guidelines are designed to ensure appropriate event organization/preparation, ease the impact on residents, traffic, and pedestrians, and address all safety issues.

## **2. PURPOSE**

- 2.01 This policy arises out of a need to set guidelines for parade organizers and to develop a consistency from event to event.

## **3. SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the City of Prince Albert for:
- (a) all requests for permission to close off certain streets to vehicular traffic;
  - (b) all requests for permission to hold an event involving the use of any part of the City right of way (including sidewalks) where an organized procession, march, walk or parade will take place;
  - (c) all requests for permission to hold an event involving the Rotary Trail where an organized procession, march, walk or parade will take place.

## **4. DEFINITIONS**

- 4.01 In this Policy:
- (a) THE CITY – means the City of Prince Albert, its departments and staff.
  - (b) PARADE – all processions, races, marches, rallies, or demonstrations, and other activities or public events, with the exception of funeral processions, that require the
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temporary closing or obstruction of all or a portion of any street, sidewalk, or other public right of way or that substantially hinders or prevents the normal flow of vehicular or pedestrian traffic along a street, sidewalk, or public right of way.

- (c) **VEHICLES** – includes but is not limited to trucks, horses, floats, bicycles.
- (d) **TEMPORARY STREET CLOSURE** – is when a portion of the street is closed to vehicular traffic for parades and block parties (as per Bylaw No. 16 of 2005 4(a)).
- (e) **BLOCK PARTY** – is a social gathering whereby the residents of a particular neighbourhood desire the street to be closed temporarily to vehicular traffic.
- (f) **SPECIAL EVENT** – is an event that requires temporary street closure but it is not defined as a Parade or Block Party and does not involve construction or maintenance activities.
- (g) **PARADE PERMIT** – is a written legal proof of permission to allow an organized parade to temporarily use and function on City streets intended for vehicular traffic or sidewalks. This permit pertains when only one (1) block of one (1) street is to be used for an event.
- (h) **ARTERIAL ROAD** – a high capacity urban road; a major or main route.
- (i) **DIRECTOR** – means the Director of Public Works or Designate.

## **5. RESPONSIBILITY**

- 5.01 The Director of Public Works or Designate is responsible for ensuring compliance with this Policy.

## **6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- 6.01 Traffic Bylaw No. 1 of 2013, as amended.
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## 7. CRITERIA

- 7.01 Those wishing to obtain permission for temporary street closure to vehicular traffic for parades must complete the Parade Permit Application available online at [www.citypa.com](http://www.citypa.com) and/or in person at the Public Works Department located on the 3<sup>rd</sup> Floor of City Hall.
- 7.02 Applications must be submitted to the Public Works Department at least thirty (30) days prior to the event for consideration with detailed documentation. *Application forms received after this time will be processed accordingly; however, the applicant must assume responsibility for any consequences associated with delays in the confirmation/administration process.*
- 7.03 The Applicant is responsible to ensure that all event participants comply with the rules and regulations as outlined in the Parade Permit Application. Any special conditions imposed by the City specific to each parade must also be followed.
- 7.04 The Applicant is responsible to ensure that all event participants comply with all other applicable municipal, provincial and federal regulations.
- 7.05 The Applicant is responsible for reimbursing to the City a \$50.00 fee for lost or stolen barricades.
- 7.06 The Applicant is responsible for the clean up and removal of equipment left from the parade. If the City is called to clean up and/or remove equipment the Applicant will be responsible for the cost to do so.

## 8. PROCEDURE

- 8.01 The Director of Public Works or Designate will review all applications. Review will include, but not be limited to, the following:
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- (a) the effect on Emergency Services, including Police, Fire and Ambulance;
- (b) the effect on residents or businesses; and
- (c) whether any improvements such as gas, electricity, water, re-surfacing, etc. have been scheduled in the requested area.

- 8.02 The Director of Public Works or Designate will notify the Applicants of their decision with regards to each parade request within two (2) weeks from the time that approval of the request has been confirmed.
- 8.03 In approving the Parade Permit Application, the City may impose such conditions or restrictions as it deems fit.
- 8.04 The City assumes no responsibility for claims, damages, or injuries that may arise out of the conduct of this event.
- 8.05 All Parade Permit Applications will be evaluated for compliance with this Policy. The Department of Public Works is responsible for ensuring that all applicants comply with this Policy and that staff abide by the provisions of this Policy.

## **9. RESTRICTIONS**

- 9.01 The City reserves the right to restrict or limit access to parades on Arterial Roads within the City in order to promote the safety of its citizens. An Arterial Road System map has been attached as "Appendix 1" to this Policy.
- 9.02 The City will work with the Applicant to provide a safe road alternative for parades.
- 9.03 Parades are restricted to non-arterial roads in order to:
- (a) ensure the safety of all road users;
  - (b) facilitate unobstructed movement of emergency services vehicles;
  - (c) minimize traffic impacts and disruption; and
  - (c) reduce traffic congestion.
- 9.04 The City reserves the right to allow an exception to 9.01 and 9.03 above for the
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annual Summer Fair and Exhibition Parade route, as approved by the Director on a year by year basis.

- 9.05 The City does not supply safety vests and/or related equipment, including hand held stop signs, to parade Applicant.

## **10. ELIGIBILITY**

10.01 Eligibility will only be considered for parades that:

- (a) contribute to the promotion of cultural, heritage, social, or well-being of the community or address a community need; and
- (b) meet a community development need and priority of the City.

10.02 Eligibility will not be considered for parades that:

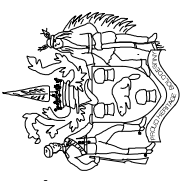
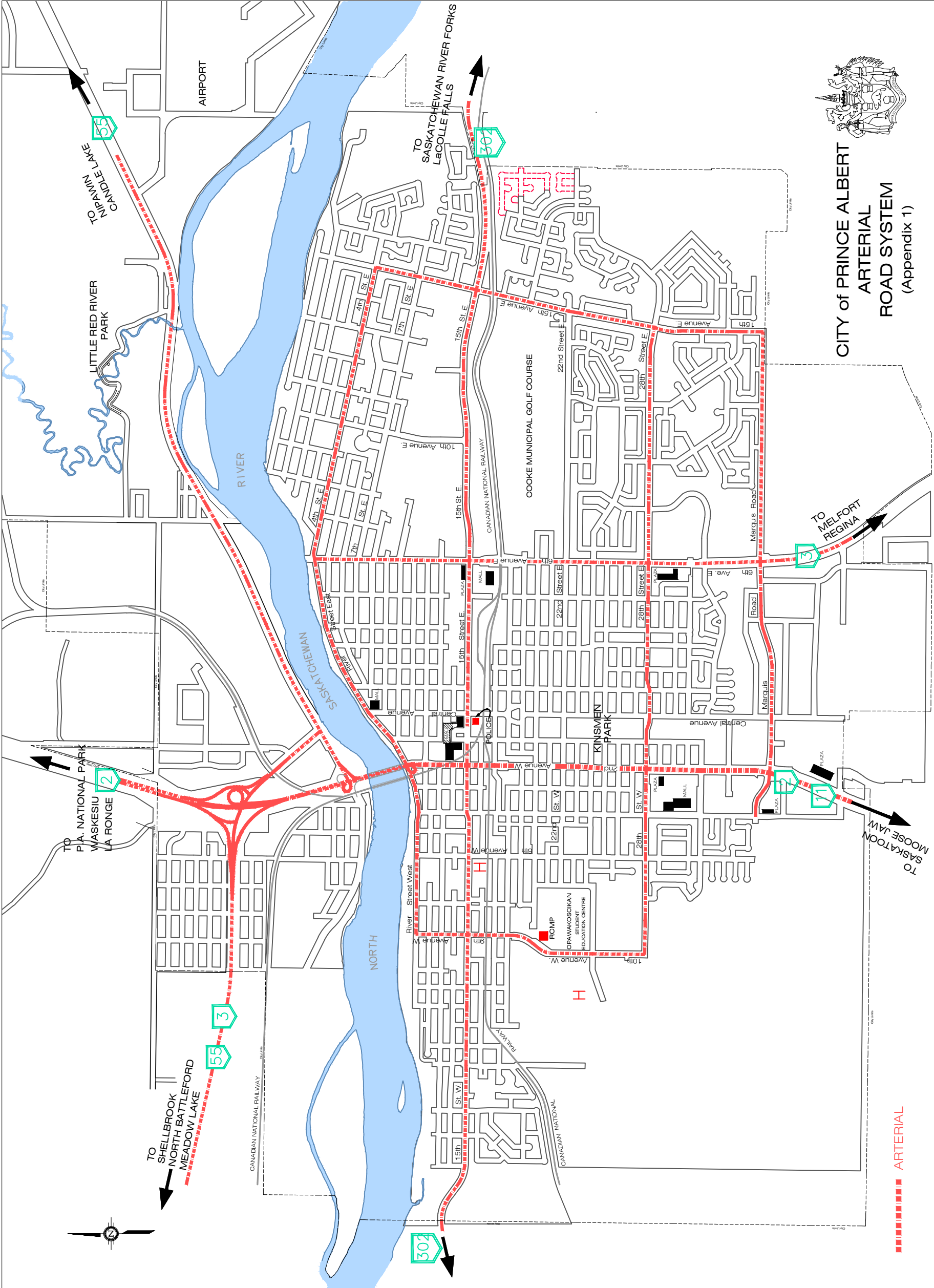
- (a) are political in nature;
- (b) are commercial in nature;
- (c) are discriminatory or incite hatred towards any group;
- (d) are unlawful;
- (e) are contrary to the policies of the City of Prince Albert;
- (f) have not fulfilled their obligations during previous parades;
- (g) are deemed unsuitable for any other reason by the Director of Public Works; and
- (h) are scheduled to occur before 9:00 am, during the noon hour and/or after 10:00 pm.

## **11. APPEALS**

- 11.01 Any Applicant who has been denied a Parade Permit may appeal the decision of the Director of Public Works by appearing before Council to present their rationale for receiving a Parade Permit.

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11.02 Applicants wishing to appear before Council must contact the City Clerk for further information and instruction.



CITY OF PRINCE ALBERT  
ARTERIAL  
ROAD SYSTEM  
(Appendix 1)