

POLICY Parade



Policy C5000

Adopted by Council:	2016.02.22	Administrative Responsibility:	Communications
Council Resolution #:	COU16-49	Last Review Date:	2016.02.25
Modified by Resolution #:		Next Review Date:	2020
Replaces:	C021 – Parade Safety		

1.0 POLICY

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

Processions and parades occurring in the Town of Banff must adhere to guidelines of safety for parade participants as well as members of the public watching parades or processions.

2.0 PURPOSE

This policy arises out of a need to set guidelines for parade organizers and to develop consistency from event to event. This policy sets out safety protocols and responsibilities to which parade/procession organizers must adhere.

3.0 DEFINITIONS

Float – a moving display, vehicle, or any other form of transportation carrying persons along a roadway within the Town of Banff during a special event involving a parade or procession.

Parade – an organized parade, procession, march or walk.

4.0 SCOPE

This policy applies to:

- i) all requests for permission to hold a parade within the Town of Banff boundaries; and
- ii) all parades that take place in the Town of Banff boundaries.

5.0 RESPONSIBILITIES

- 5.1 The Destination Events Coordinator must provide this policy to all parade organizers and ensure parade organizers and parade participants adhere to this policy.
- 5.2 The parade organizer must:
 - a) submit a Town of Banff special event application no later than 90 days prior to the intended date of the parade;
 - b) provide this policy to all parade participants;

- c) ensure that all parade participants comply with this policy and any rules and regulations as outlined in the special event application and other municipal, provincial and federal regulations;
 - d) familiarize themselves with the Town of Banff Traffic Bylaw provisions and in particular its rules for parades and processions;
 - e) ensure the parade route, purpose, time and date is advertised in a local newspaper the week of the parade.
- 5.3 Parade participants must observe all regulations and follow directions from parade officials.

6.0 GENERAL STANDARDS AND REGULATIONS

- 6.1 The Town of Banff reserves the right to decline any entry and grants authority to the parade organizers and their staff to remove any entry at their discretion.
- 6.2 The ultimate responsibility for safety lies with each individual entry. Entries must comply with all of the above regulations and must adhere to any relevant government regulations, safety codes, manufacturers' recommendations and similar standards necessary to safely operate floats and equipment.
- 6.3 Due to safety considerations, the throwing of any item, including candy or promotional items, from floats is not allowed. Individuals may walk alongside the float to distribute these items person-to-person.
- 6.4 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.
- 6.5 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.
- 6.6 Children under 10 must be supervised by an adult at all times.
- 6.7 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.).
- 6.8 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 Town of Banff Destination Events Coordinator must be advised through an incident report of the situation.
- 6.9 Road closures must be implemented by traffic control personnel who hold a valid Flag Person ticket.

- 6.10 Organizers must complete a litter clean up along the parade route immediately following the parade.

7.0 FLOAT REGULATIONS

- 7.1 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.
- 7.2 Vehicle insurance is mandatory and is the responsibility of the parade participant.
- 7.3 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.
- 7.4 No flammable gas, flammable liquids or open flame may be carried on the float.
- 7.5 The driver of each float must have a valid driver's license and remain with the vehicle at all times.
- 7.6 Float drivers must have unobstructed 180 degree vision.
- 7.7 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.
- 7.8 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.
- 7.9 Float riders are not permitted on vehicle roofs or on roof racks.
- 7.10 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 Destination Events Coordinator.

8.0 EQUESTRIAN REGULATIONS

- 8.1 All horse entries must show proof of equestrian insurance in the amount of \$5 million dollars general liability adding "The Town of Banff and Her Majesty the Queen in the Right of Canada as Represented by the Parks Canada Agency" as additional insured parties.
- 8.2 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.
- 8.3 All horses are to be in good health and sound condition and maintain proper disposition.

- 8.4 Riders are to maintain control of all animals in a parade environment without assistance from parade organizers or volunteers.
- 8.5 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.

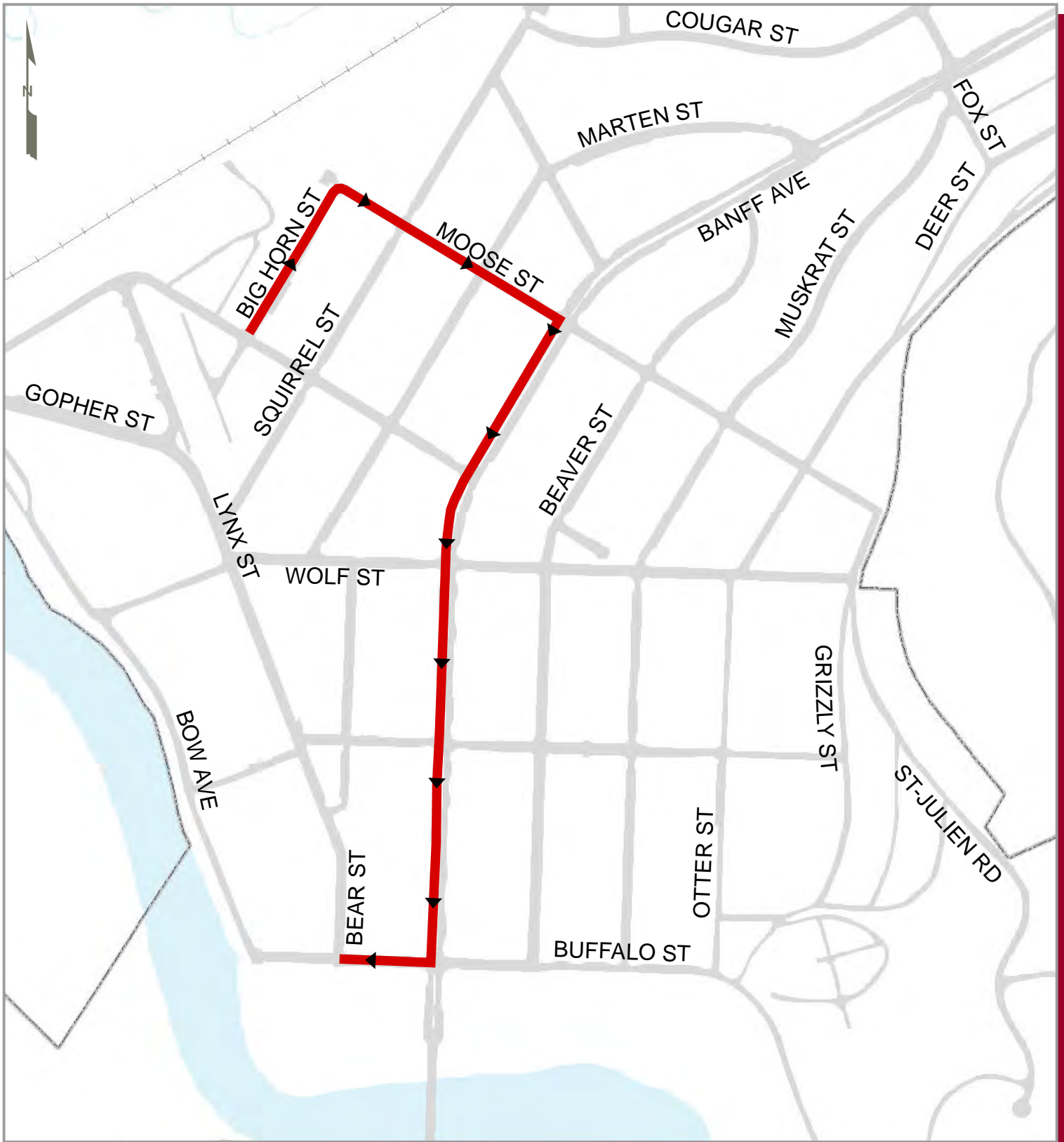
9.0 MARCHING BAND AND WALKING GROUP REGULATIONS

- 9.1 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.
- 9.2 Entries unable or refusing to maintain parade walking pace and/or spacing may be removed from the parade route

10.0 ATTACHMENTS

- 10.1 Appendix 1 – Parade Route Maps

This policy shall be in effect on the date it is approved by resolution of Council.



Parade Policy - Route 01

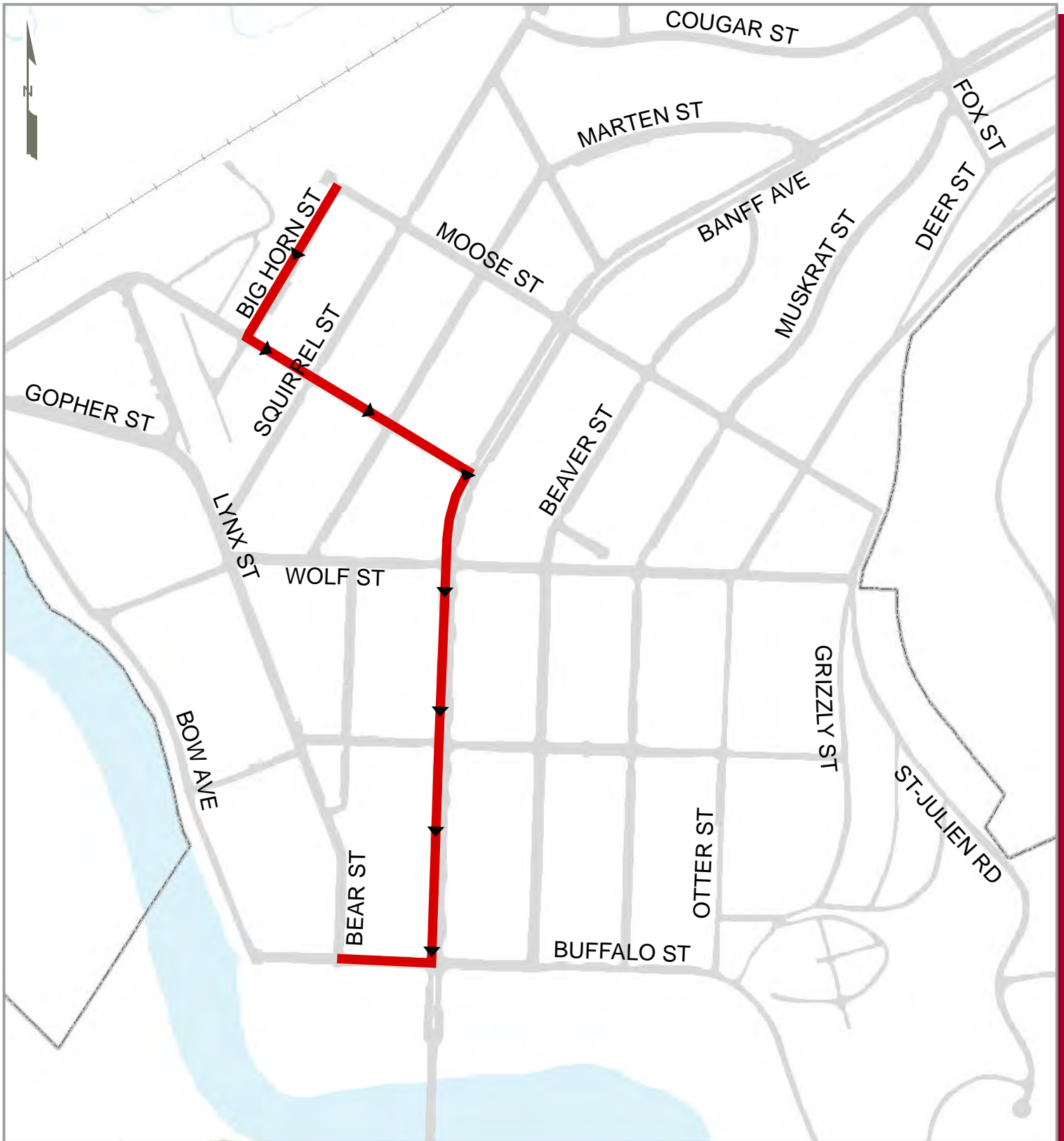
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Parade Policy - Route 02

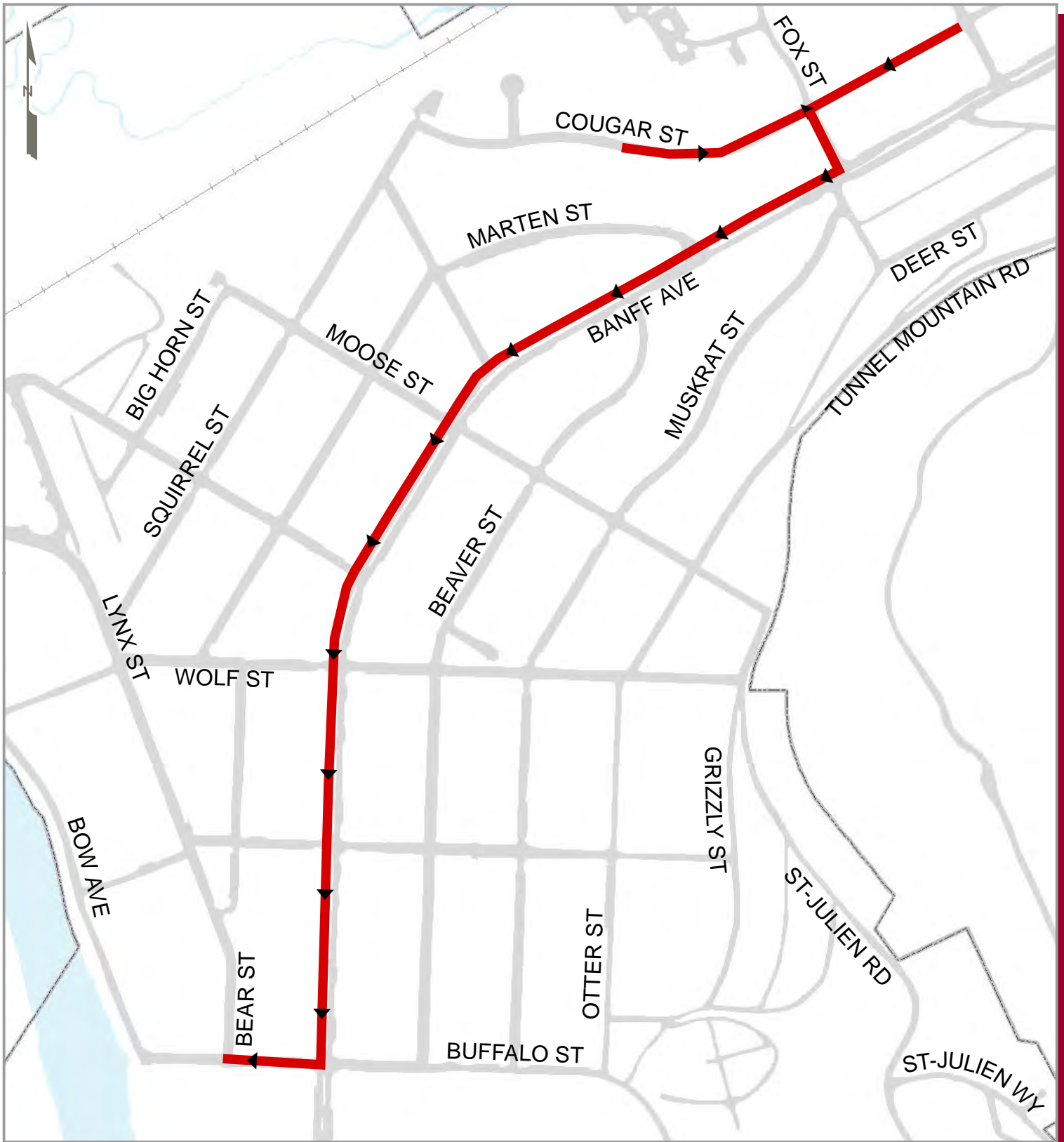
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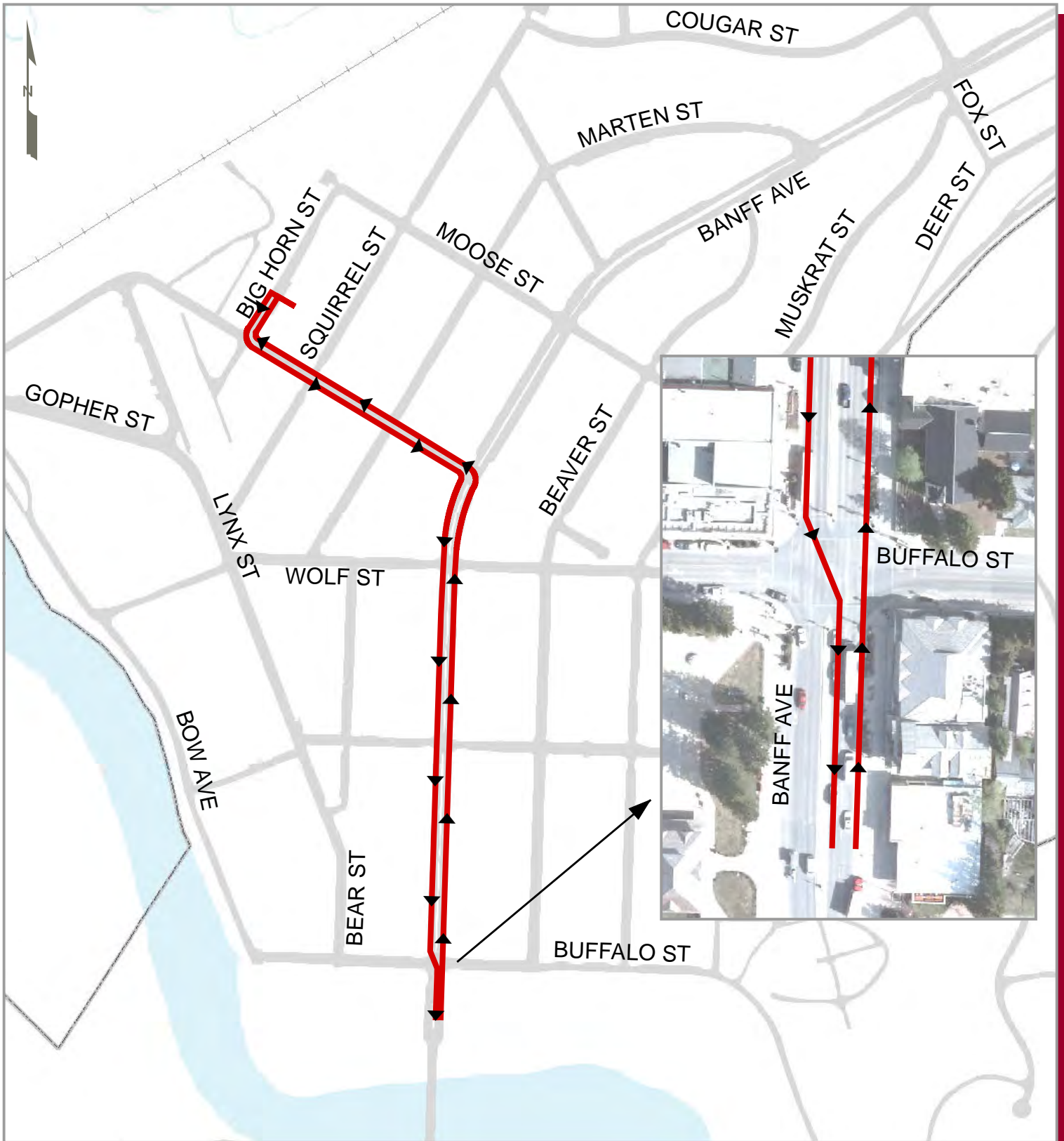


Parade Policy - Route 03

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Parade Policy - Route 04

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