Winnipeg Police Service Parade Permit Application Guide

This guide provides information to assist in the completion of the on-line Parade Permit Application. This application is available on the Winnipeg Police Service website, located at http://www.winnipeg.ca/police under Services/Permits/Parade Permit. This application may be sent by email or mailed in and must be received by the Winnipeg Police Service Special Events Coordinator a minimum of two weeks prior to the parade date.

The City of Winnipeg Traffic By-law #1573/77 governs most small parades. Parade permits are issued by the Chief of Police for events where participants wish to be exempt from normal Traffic rules and are continuously moving in a procession on a roadway. Stationary events or parades with stops of more than 15 minutes during the procession must obtain a Use of Street permit from the City of Winnipeg Public Works Department. Due to the potential for severe traffic disruptions, parade permits for on-roadway parades will not be issued for any event occurring during either of the rush-hour periods (07:00-09:00 hours, or 15:30-17:30 hours, Monday-Friday). There is currently no cost for the issuing of a parade permit.

Providing accurate information in the application is important to ensure the appropriate number of Police officers and vehicles are assigned to assist with the escort.

The Winnipeg Police Service will contact you within five business days from receipt of your application to confirm receipt, advise if your request can be accommodated, confirm approval of your Insurance Certificate, and to discuss details of your event if required. If your parade request is approved your application will be signed by the Chief of Police (or designate) and returned to you via email with a Permit number and Incident number for reference.

Applicants should be aware that approvals for on-roadway parades requesting on-duty Police assistance for any single date will be limited based on personnel availability. Permits are issued on the basis of request receipt date, on a first-come-first-served principle. The number of on-duty officers available for parade duties is very limited, and once those officers available for advance scheduling have been booked, no further permits will be approved for that date and time. If your permit request is denied for these reasons you will be notified, and offered the options of choosing an alternate time or date; hiring Special Duty Police through the Winnipeg Police Service Special Duty Policing program; having participants use Sidewalks instead of roadways (police assistance not required); conduct the parade in a City Park in accordance with the City of Winnipeg Parks By-law (police assistance not required).

It must be stressed that for everyone's safety, on-roadway parades may only occur if Police are present to control traffic. If you choose to request on-duty Policing for your event, you need to be aware that parade escort personnel may be pre-empted at the last minute to deal with higher priority Policing duties. If this were to occur, Police may not be available to conduct your parade escort on the event date and your event would have to be cancelled, postponed, or use only sidewalks instead of the roadway. Proceeding on the roadway without Police presence is NOT an option, and is prohibited by law. If your event is such that one of these three options would create an unacceptable hardship for your event, it is recommended you hire Special Duty officers for your Policing requirements, as Special Duty officers are not subject to being pre-empted for other Policing duties.

If you have any questions regarding completion of the application, approval of your event, or Policing options, you may contact the Special Events Coordinator by email at WPS-SpecialEvents@winnipegpolice.ca or by phone at 204-986-5403.

Application Fields

This application requires you to provide contact information for specific persons and organizations involved in the event, and details regarding the event. The following section describes the information required under each field within the application.

Applicant Information – Provide the name, date of birth (DOB), and contact information including cell phone number for the person making the parade permit request. This person and/or the Secondary Contact must be present during the parade.

Secondary Contact Information – Provide the name, date of birth (DOB), and contact information for a second person involved in organizing the parade.

Organization Information – If the event has affiliation with any organization or business, provide the organization name and contact information. Provide any organization website address if applicable.

Liability Insurance – Provide a Certificate of Insurance as evidence that insurance is maintained for the parade. This includes: (1) General Liability insurance with a minimum limit of $2,000,000 for each occurrence, a cross liability cause, contractual liability, indicating the date(s) of the parade including time frame (example noon-2:00pm), the route they will follow, along with 15 days notice of cancellation and (2) if vehicles are used in the parade, Automotive Liability Insurance with a minimum limit of $2,000,000. The CGL insurance must name the City of Winnipeg, 3rd floor – 185 King Street, Wpg, MB R3B 1J1 as "additional insured".

If your organization already carries insurance for their operations, contact their Broker to make them aware of the event and request a Certificate of Insurance.

The intent of the insurance provided for the City is to offer liability insurance coverage for a loss caused by the actions of an organization holding a parade and for which the parade organizer(s) did not provide evidence of their insurance. This proof of insurance requirement is for the City's protection not the protection of the parade organizers.

Event Information –

Event Name: Provide the name of the event you are planning.

Type of Event: Choose the most applicable category to describe your event type;

- Awareness Walk
- Celebration
- Church/Religious
- Escort
- Fun Run
- Legion/Military
- Other
- Protest
- School Event

Parade Date: Date the permit is being requested for.

Start Time: Time of day (24 hour clock – eg. 14:30 hours) that the parade is planned to start. If there are other aspects to the event other than the parade you may provide additional documentation to provide additional timelines, but this section should reflect only the start time for the parade.

*** **Important Note** *** If using the roadway a parade may not take place during either rush-hour period (07:00-09:00 hours, or 15:30-17:30 hours, Monday-Friday). All on-roadway parades must start and end before or after these rush hour periods.

End Time: Estimate of the expected end time for all participants in the parade, when all the participants will be off the roads and/or sidewalks. (24 hour clock – eg. 15:30 hours)

Start Location: Provide the name of the location/building/park and a street address, or both street names if starting at a roadway intersection (example City Hall-510 Main Street, or Main Street/Market Avenue).

End Location: Provide the name of the location/building/park and a street address, or both street names if ending at a roadway intersection (example The Legislative Building-450 Broadway, or Broadway / Memorial Boulevard).

Number of Participants expected: Provide an estimate of the number of people you expect to participate. Some form of personal confirmation by the organizer should be used. "Facebook" confirmations are not acceptable as they have proven to be very unreliable. An accurate number is required to determine the appropriate number of police officers and cars required to provide safe escort.

Route Description – Provide a description of your parade route, starting with the start address or closest intersection, listing each street name along the entire route and naming the direction you wish to walk along each street, then listing the end address or closest intersection. Use the following example format;

"Start at City Hall (510 Main St.), south on Main St, west on Portage Ave, south on Memorial Blvd, ending at the Legislative Building (450 Broadway)."

Saved Map URL Link – If you are able to create a digital map of your route provide the internet link to the map file. A simple mapping tool for this purpose is called Milermeter and can be located at http://www.milermeter.com/ . Many other mapping programs are available, but please ensure you use one that allows sharing without requiring the recipient to need an account or password.

Additional Information – Provide any other pertinent information you feel would assist in planning the police escort for your event.

Terms and Conditions of this permit – Review the details in this section. If you agree to comply with the noted terms and conditions place a check mark in the box at the end of the section. Compliance with the noted terms and conditions is mandatory. If you do not indicate your agreement to these terms and conditions no permit will be issued.

To Be Completed by the Winnipeg Police Service – This section is for Winnipeg Police Service use only. If the permit is approved a Parade Permit number will be assigned and indicated beside "Permit #". A Police report number will also be assigned for reference purposes and indicated beside "Incident #". A signature approving the permit will be added on the Signature line.

Submission Instructions – once the form is completed save a copy to your desktop and email it along with a copy of the Certificate of Insurance to; WPS-SpecialEvents@winnipegpolice.ca, or print out the form and mail it to; Winnipeg Police Service, Chief of Police, P.O. Box 1680, Winnipeg, Manitoba, R3C 2Z7 along with a copy of the Certificate of Insurance.