



## Winnipeg Police Service • Service de Police de Winnipeg

“A safer community built on strong, trusting relationships” « Collectivité sécuritaire, fondée sur des rapports solides et de confiance »

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### Winnipeg Police Service Parade Permit Application Guide

This guide provides information to assist in the completion of the downloadable Parade Permit Application. This application is available on the Winnipeg Police Service website, located at <http://www.winnipeg.ca/police/AboutTheService/permits.stm>. This application is in a PDF format to be downloaded to your computer and once completed sent as an attachment by email to [WPS-SpecialEvents@winnipeg.ca](mailto:WPS-SpecialEvents@winnipeg.ca), or mailed in to “**Winnipeg Police Service, Chief of Police, P.O. Box 1680, Winnipeg, Manitoba, R3C 2Z7**”, 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 Highway Traffic Act compliance and normal Traffic rules regarding use of the roadway involving the cohesive movement of a group of people, 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 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, however submission of a valid General Liability Insurance Certificate is required and some applicants may incur a cost obtaining this insurance.

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 duty is limited, and once those officers available for advance scheduling have been booked, no further permits using on-duty officers 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 please note 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 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@winnipeg.ca](mailto:WPS-SpecialEvents@winnipeg.ca) or by phone at 204-986-5403.

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## 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 – year-month-day format), 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. A cell phone contact number is important for Police to be able to contact the applicant on the event date if required.

**Secondary Contact Information** – Provide the name, date of birth (DOB – year-month-day format), 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 General Liability Certificate of Insurance as evidence that insurance is maintained for the parade. This includes:

- minimum insurance limit of \$2,000,000 for each occurrence
- a cross liability cause
- contractual liability
- the date(s) of the parade including time frame (example 12:00-14:00 hrs)
- the route that will be followed
- 15 days notice of cancellation
- name the “**City of Winnipeg, 3rd floor – 185 King Street, Wpg, MB, R3B 1J1**” as “additional insured”

If vehicles are used in the parade, Automotive Liability Insurance with a minimum limit of \$2,000,000 must be added.

If your organization already carries insurance for general operations, contact your Broker to request a Certificate of Insurance for the parade under the existing policy (usually at no cost).

Insurance Certificates may be attached to the Parade Permit Application using the “Attach Insurance Certificate” button or as a separate attachment to the submission.

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 (year-month-day format).

**Start Time:** Time of day that the parade is planned to start (24 hour clock, eg. 14:30 hours). 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 roadway. (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 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 Gmap-pedometer and can be located at <http://www.gmap-pedometer.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.

Maps and other supporting documents may be attached to the Parade Permit Application using the ‘Attach Supporting Document’ button or as a separate attachment to the submission.

**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 type or sign your name, and enter the current date 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.