



Procedures for Applications to Provide for Parades/Road Closures

1. Parade/Road Closures that take place on Streets/Roads, where the duration of the road closure is minimal, applicants must complete the Ceremonial Parade/Road Closure application form and submit it to the Engineering Department six weeks prior to the event.
2. Parades/Road Closures that have Marshalling or Dispersal areas located on District-owned leased lands or parks must fill out the Special Event/Parade/Road Closure Form and submit it to the Engineering Department six weeks prior to the event.
3. The organizers will be responsible for any damage to parks, District-owned property or District roads by any vendors, organizations, public participants and/or other groups or organizations participating in the Parade/Road Closure.
4. Damage to grounds, buildings, equipment, roads or street signs must be immediately reported to the Manager of Public Works.
5. The Parade/Road Closure Permit is not transferable.
6. The completed application is to be accompanied by a plan of the intended route, including the marshalling area and dispersal area, the locations of the Event Marshalls, barricades, cones and "information" or "Detour" signs.

Traffic Management/Traffic Control

7. The organizers are responsible for providing "Information" signs which should include details of any obstacles or hazards along the intended route, the affected areas (i.e. use of the full road, single lane traffic, direction of traffic, road right-of-way) and the date and time of the Parade/Road Closure. "Information" signs should be located at all key intersections approaching the route.

The size and colours of the letters and signboard shall be in accordance with the standards contained in the Road and Transportation Association of Canada Manual- "Uniform Traffic Control Devices".

SAMPLE

90cm Wide by 120cm High, with 15cm letters
Black letters/Orange signboard

8. The organizers are responsible for providing detour" signs, which should be placed in affected areas.

The size and colours of the fetters and signboard shall be in accordance with the standards contained in Ministry of Transportation & Highways - -Traffic Control Manual for Work on Roadways".

SAMPLE

45cm Wide by 60 cm High, with 10cm letters
Black letters/Orange signboard

9. A refundable damage\clean-up deposit of \$250.00 is required.
10. The organizers shall arrange for \$2 million (\$2,000,000) third party liability insurance coverage, including at least \$2,000,000 per occurrence and \$2,000,000 for participant liability coverage to cover bodily injury and/or death to any one or more persons. The organizers shall provide the municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the municipality, prior to granting a Parade/Road Closure Permit.
11. The organizers shall supply any required barricades to close off roads, lanes, etc.
12. The organizers shall supply traffic cones at 10-15 meter intervals along streets where the Parade/Road Closure takes up only one lane or direction of traffic.
13. The organizers must be able to terminate the Parade/Road Closure in the event of an emergency and/or allow emergency vehicles access to the route.
14. The organizers must provide a communications network (e.g., radio or cellular telephone), and emergency First Aid services for participants.
15. The organizers must check the route (a) one-week prior to the event and (b) on the day of the event, to identify any problems and check that the route is safe for the event to proceed.
16. Event Marshalls must wear reflective safety vests.
17. Event Marshall ratios should be:
 - One for every 100 participants and/or one per intersection.
 - For a run or similar type event, a Marshall is to be positioned:
 - At every location where a change of direction occurs
 - At all barricades where streets are closed to ensure the barricades remain in place
 - At all locations where safety is a major consideration for the participants.
18. The organizers must notify any affected property owner/business, in writing, of an event/parade/road closure etc., two weeks prior to the event. The notice must state:
 - The date, time and affected areas (map)
 - That in the event of an emergency the property owner/business should contact a Marshall for assistance in being directed safely out of the event area
 - Please avoid trying to enter or leave the event area in a vehicle during the event.
19. The organizers must notify the RCMP, Fire Department, Ambulance, BC Transit, Canada Post, Garbage Disposal Company, and if applicable the Ministry of Transportation and Highways, three weeks prior to the event, to ensure that there will not be a significant effect on these organizations' services and allow these organizations to plan alternate routes whenever possible. In the case that these organizations cannot avoid utilizing the event route, the Event Coordinator must make provisions with the Event Marshalls to allow for safe vehicular entry/exit into the event area.
20. Barricades/Cones/Event Marshalls and Signage needs to be in place prior to the event and removed immediately after the event, in order to lessen the impact on traffic.

21. Parades/Road closures shall be subject to the provisions of District of Sechelt Parks Bylaw No. 116 and subsequent amendments, and/or related Park Use policies, as well as the provisions of District of Sechelt Mobile Vendor Bylaw No. 265 and subsequent amendments, and/or related Special Event/Mobile Vendor policies.
22. It shall be the sole responsibility of the Applicant to determine what additional insurance coverage, if any, including but not limited to Workers' Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this permit. Any such insurance shall be maintained and provided at the sole expense of the Applicant.
23. The District does not warrant that this insurance is adequate for the Applicant's needs. The Applicant acknowledges sole responsibility for obtaining whatever coverage in excess of that required by the District that the organizers deem necessary.
24. It is the responsibility of the organizers to ensure that all the rules and regulations pertaining to Parades/Road Closures are adhered to.