

## Checklist for Parade Organizers

1. Review the Parade, City Road Allowances and Water Lots By Law, Chapter 538, Article 5.
2. Complete the Parade Permit Application.
  - Describe the proposed parade route.
  - Attach a copy of the Certificate of Commercial General Liability Insurance, please see the application for requirements.

**Important: Please include the following as additional insured:**

- The Corporation of the City of Orillia  
50 Andrew Street South, Suite 300, Orillia , ON. L3V 7T5
- The Ontario Provincial Police Station (OPP) including the Orillia OPP Detachment Commander and all Auxiliary Police Officers  
1 University Ave., Orillia, ON. L3V 07Z

3. If applicable, review the OPP Orillia Paid Duty Policy – Requestor Agreement.
4. If applicable, complete the Ontario Provincial Police Paid Duty Policy Request Form. Questions regarding Paid Duty Police Officers should be directed to:

Ontario Provincial Police – Orillia Detachment  
1 University Ave.  
Orillia, ON., L3V 0YZ  
Phone: 705-3266-3536

5. Obtain the necessary Building Permit from the City's Development Services Department (Orillia City Centre, 50 Andrew Street South, Third Floor, Orillia) for the assembly of a viewing stand, if applicable.
6. Sign the Parade Agreement and Indemnity Form included in the Parade Permit Application.
7. Electronically submit your Parade Permit Application, proposed parade route, Certificate of Commercial General Liability Insurance, Paid Duty Request Form (if applicable), and Parade Agreement and Indemnity Form no later than sixty (60) days prior to your parade event.
8. Communicate to all prospective participants in the parade, the terms and conditions of the parade permit which apply during and throughout the course of the parade.

## Checklist for Parade Organizers – Continued

9. Ensure that no vehicle, float, trailer, or other displays shall be used in any parade that exceeds 40 meters in height. **Note: The cost to repair any damage resulting from such height of vehicle will be borne by the applicant**
10. Ensure that every person participating in the event shall, unless otherwise permitted, travel along the route in the direction approved upon permit issuance.
11. Be responsible for the strict observance of all rules and regulations included in this By-law and the written permission issued in the form.
12. Be responsible for posting, publishing, and communicating all prospective participants in the parade, the terms and conditions of the permit which apply during and throughout the course of the parade.

Any questions relating to your parade permit application may be directed to:

Administrative Support  
Facilities Climate Change & Operations  
20 James St. W. Orillia, ON.  
Phone: 705-326-4585  
E-mail: [mocop@orillia.ca](mailto:mocop@orillia.ca)

Any questions relating to your policing requirements may be directed to:

Municipal Administrative Sergeant  
Ontario Provincial Police – Orillia Detachment  
1 University Ave., Orillia, ON. L3V 0Y7  
Fax: 705-325-7725

Best wishes as you plan and prepare for this special event!