



# **Parade Permit Application Guidelines**

**Last Revised: January 2019**



# ORILLIA

## Police Services Board

***“Keeping Our Community Safe”***

The Orillia Police Services Board is pleased present this information package designed to assist you and your team as you plan and prepare for this special parade event.

The information requested by the Orillia Police Services Board and the Ontario Provincial Police in the application forms will be used to determine your eligibility for the parade permit requested. It is important to note that parade permits are required in accordance with By-law Number 2016-01.

The application forms must be completed and returned to the Orillia Police Services Board's Office **at least 60 days** prior to the proposed parade event date.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of the issuance of the parade permit. For more information about this collection or assistance in completing the parade application, please contact:

**Leigh Kenderdine, Secretary**  
**Orillia Police Services Board**  
**50 Andrew Street South, Suite 300**  
**Orillia, Ontario, L3V 7T5**  
**Phone: (705) 325-2310**  
**Fax: (705) 325-5178**  
[lkenderdine@orillia.ca](mailto:lkenderdine@orillia.ca)

**CITY OF ORILLIA POLICE SERVICES BOARD  
PARADE PERMIT APPLICATION**

I, \_\_\_\_\_  
*(Applicant's Name)*

of \_\_\_\_\_  
*(Street Address, City & Postal Code)*

\_\_\_\_\_  
*(E-Mail Address)*

Hereby apply on behalf of \_\_\_\_\_ *(Name of Organization)* \_\_\_\_\_ *(Phone No.)*

\_\_\_\_\_  
*(Street Address, City & Postal Code)*

for permission to hold a parade in the City of Orillia on (proposed date of parade): \_\_\_\_\_  
*(Date of Parade)*

Purpose of Parade: \_\_\_\_\_

Formation Area: \_\_\_\_\_

Assembly Time: \_\_\_\_\_ Parade Start Time: \_\_\_\_\_

Location of Viewing Stand *(if applicable)*: \_\_\_\_\_

Parade Completion Time *(estimated)*: \_\_\_\_\_

Dispersal Area: \_\_\_\_\_

Parade Route *(describe in words)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe all authorized banners, placards, flags or insignia to be used by the parade participants:

\_\_\_\_\_  
\_\_\_\_\_

Components of Parade:

Number of Persons on Foot \_\_\_\_\_  
Number of Trucks \_\_\_\_\_  
Number of Motorcycles \_\_\_\_\_  
Number of Horses \_\_\_\_\_  
Number of Bands \_\_\_\_\_  
Number of Non-Motor Vehicles \_\_\_\_\_

Number of Automobiles \_\_\_\_\_  
Number of Floats \_\_\_\_\_  
Number of Bicycles \_\_\_\_\_  
Number of Other Animals \_\_\_\_\_  
Number of Other Vehicles \_\_\_\_\_  
Other (specify) \_\_\_\_\_

Name of Chief Marshall or Person in Charge of Parade:

\_\_\_\_\_  
*(Name of Person in Charge of Parade)*

\_\_\_\_\_  
*(Street Address, City & Postal Code)*

\_\_\_\_\_  
*(Residence Phone)*

\_\_\_\_\_  
*(Business Phone)*

\_\_\_\_\_  
*(E-Mail Address)*

List names, addresses, e-mail and phone numbers of alternate contacts:

\_\_\_\_\_  
*(Name of Alternate Contact # 1)*

\_\_\_\_\_  
*(Street Address, City & Postal Code)*

\_\_\_\_\_  
*(E-Mail Address)*

\_\_\_\_\_  
*(Residence Phone)*

\_\_\_\_\_  
*(Name of Alternate Contact # 2)*

\_\_\_\_\_  
*(Street Address, City & Postal Code)*

\_\_\_\_\_  
*(E-Mail Address)*

\_\_\_\_\_  
*(Residence Phone)*

\_\_\_\_\_  
*(Name of Alternate Contact # 3)*

\_\_\_\_\_  
*(Street Address, City & Postal Code)*

\_\_\_\_\_  
*(E-Mail Address)*

\_\_\_\_\_  
*(Residence Phone)*

***Please remember to attach the Certificate of Commercial General Liability Insurance to the Parade Permit Application***

\_\_\_\_\_  
*(Name of Insurance Company)*

\_\_\_\_\_  
*(Street Address, City & Postal Code)*

\_\_\_\_\_  
*(Policy Number)*

\_\_\_\_\_  
*(Business Phone)*

***By-law Number 2016-01 of the Police Services Board for the City of Orillia is attached to this parade permit application. Please read the by-law carefully before signing this application.***

I, \_\_\_\_\_ confirm that I have read, understand, accept, and agree to abide by the provisions contained within By-law Number 2016-01 of the Police Services Board for the City of Orillia. The foregoing details are a true and accurate description of the proposed parade presented in accordance with the provisions of this By-law.

\_\_\_\_\_  
*(Date of Application)*

\_\_\_\_\_  
*(Signature of Applicant)*

\_\_\_\_\_  
*(Position of Applicant in Organization)*

\_\_\_\_\_  
*(Residence Phone / Business Phone)*

**PLEASE DRAW OR ATTACH A DIAGRAM OR MAP OF THE PROPOSED PARADE ROUTE**

A large, empty rectangular box with a thin black border, occupying the majority of the page below the instruction. It is intended for the applicant to draw or attach a diagram or map of the proposed parade route.

**PLEASE ATTACH THE CERTIFICATE OF COMMERCIAL GENERAL LIABILITY INSURANCE**

**PLEASE REVIEW THE OPP ORILLIA PAID DUTY POLICY – REQUESTOR AGREEMENT ON THE FOLLOWING PAGE AND COMPLETE THE ONTARIO PROVINCIAL POLICE PAID DUTY REQUEST FORM, IF APPLICABLE.**

**QUESTIONS? CONTACT THE ONTARIO PROVINCIAL POLICE – ORILLIA DETACHMENT AT TELEPHONE NUMBER (705) 326-3536.**

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Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Detachment Name  
Détachement

66 Peter Street South  
Orillia, ON.. L3V 5B1  
Telephone/Téléphone:  
Facsimile/Télécopieur:

66 Rue Peter Sud  
Orillia, ON.. L3V 5B1  
705-326-3536  
705-326-4126

# PAID DUTY REQUEST FORM

Contract #: (i.e. 2012-001)

File number:/Référence:

## Company Information Billing Information (if different from Company Information)

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company E-mail of Contact Person: \_\_\_\_\_

Tax Registration No. \_\_\_\_\_ (mandatory for businesses/agencies)

Name \_\_\_\_\_ of \_\_\_\_\_ Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company E-mail of Contact Person: \_\_\_\_\_

Journal Coding String (if within OPS only) \_\_\_\_\_

## Event Information

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Escort

Traffic Control

Interview

Other: \_\_\_\_\_

**Instructions:**  
(Start / Event Location, Route, Destination, Contact #s, etc)

# of Members Required	# of hrs/Member (4 hr min)	Type	Amount per hr/Member	Sub Total	HST 13% (Note 1)	Total
		PDO	\$65.13			
		PDS	\$73.60			
# of Vehicles Required	# of hrs/Vehicle	Amount / Hr / Vehicle				
		\$25.00				
Administration fee \$60.62 per contract						
Accommodation (if applicable) Approx. Cost (Rates may vary depending on hotels & location)						
Meals (if applicable) Approx. Cost (Rates may vary depending on restaurants & location)						
Invoice amount may change based on actual service provided						

**Note 1 - HST of 13% should be charged to all customers with the exception of Municipalities and School Boards who are HST exempt.**

Number of paid duty hours per OPP Member will be a **minimum of 4 hours** at a rate of \$65.13/hr for Officer or \$73.60/hr for Supervisor (2014 rate) plus applicable HST. Number of vehicles required will be charged at a rate of \$25.00 per hour per vehicle (no minimum) plus applicable HST.

**Hours will be calculated and billed based on a round trip for both officer and vehicles.**

**If there is a discrepancy between estimated and actual hours, billing will be based on actual hours worked.**

Administration fee of \$60.62 per contract plus applicable HST will apply.

Cancellation by requestor with less than 24 hours notice, requestor is responsible for payment of the minimum 4 hours rate of pay for each assigned Member and the administrative fee.

**DO NOT PAY from this contract** - Requestor will receive an invoice from Ontario Shared Services payable to Minister of Finance due within 30 days of invoice date.

I have read, understood and agree to the current OPP Paid Duty Policy - Requestor Agreement on page 2, and am requesting this Paid Duty.

\_\_\_\_\_  
Signature of Requestor Date (DD-MMM-YY)

## POLICE USE ONLY

Paid Duty:  **Approved** \*(Client A/R must be in good standing)

**Denied (Reason):** \_\_\_\_\_

Authorized by: \_\_\_\_\_

Requested Hours at time of Contract \_\_\_\_\_

Actual Hours Worked at Event \_\_\_\_\_

Badge # \_\_\_\_\_ Date (DD-MMM-YY) \_\_\_\_\_

**\* Client A/R in good standing**

**Arrears < 90 days: Yes / No**





## OPP (Detachment) Paid Duty Policy – Requestor Agreement

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**THE COMPANY, REPRESENTATIVE, and/or INDIVIDUAL REQUESTOR (“referred to as “Requestor””) AGREE TO AND UNDERSTAND THE FOLLOWING GENERAL TERMS AND CONDITIONS:**

1. A paid duty shall not conflict with an OPP responsibility, and will only be accepted if operationally viable.
2. A paid duty shall not be awarded to a customer with an account balance in arrears >90 days (residual interest charges not applicable). SEE OPP AR AGING REPORT on BMB website <http://jusoppas1013/intranet/index.php?id=1360>
3. The number of paid duty hours per Member will be a minimum of **4 hours at a rate of \$65.13 (2014 rate) per hour, plus HST** if applicable.
4. The cost per police vehicle is \$25.00 per hour, plus applicable HST (no minimum).
5. An administrative fee of \$60.62 plus applicable HST will be charged for each paid duty contract.
6. If the paid duty is cancelled by the requestor with less than 24 hours notice, the Requestor is responsible for payment of the minimum 4 hours rate of pay **for each assigned Member and the administrative fee, plus applicable HST**. When cancelling a Paid Duty event, the requestor shall notify detachment Paid Duty Coordinator or designate during normal business hours Monday to Friday between 8:30am to 4:00pm. If during non-business hours, contact the detachment On-Duty Sergeant at xxx-xxx-xxxx. Voice mail / email not acceptable forms of cancellation.
7. In the event that the OPP cancels a paid duty with less than 24 hours notice due to operational requirements, no fees shall be charged to the Requestor. The OPP will make a reasonable effort to provide notice of cancellation to the Requestor.
8. Requestor is responsible and will be invoiced for meals and accommodation for those officers providing the service, as required for out-of-town paid duties.
9. A signed **“Paid Duty Request Form” shall be completed for all Paid Duties** (see below).

### **PAYMENT INSTRUCTIONS**

1. Amounts owing for paid duty assignments including administrative fees, officers’ time, vehicle fee, meals and accommodation will be invoiced from Ontario Shared Services (OSS). The invoice will be sent to the Requestor’s billing address and payable within thirty (30) days of the invoice date. Late payments will result in interest charges and may restrict the availability of officers to work future paid duties.
2. Instructions are to be followed on the invoice with payment submitted to the OSS, Sudbury office.
3. Payment of all fees and applicable HST shall be made **payable to Minister of Finance**.
4. HST shall not be charged to municipalities or ministries within the provincial government.
5. If paid duty request is from within the provincial government, billing will be via journal ADI (not invoiced through OSS).

### **PRISONER SECURITY**

1. A request for a prisoner security paid duty shall be made to the on-duty shift supervisor.
2. A minimum of two (2) officers per prisoner is required.
3. The officers assigned to a prisoner security detail shall adhere to the requirements of Prisoner Care and Control policy pursuant to Police Orders.
4. Ministry of Correction officer will leave a kit for each prisoner containing leg irons, cuffs, prisoner info, warrant, and journal. Members will assume responsibility for these kits and turn them over to relieving officers.

### **INTERVIEW**

1. A request for an interview regarding a police investigation may be made directly to the paid duty co-coordinator.
2. The officer shall conduct the interview with the Requestor at a mutually convenient, non-shift scheduled time.
3. The information discussed by the investigating officer at an interview shall be based solely on the information released from the technical collision investigation file or, in the absence of such a file, from the collision report.
4. Police records, notes, statements, and reports shall not be released at an interview. Requests for these items must be made through Freedom of Information.

### **ESCORTS / TRAFFIC CONTROL**

1. A police escort is required when the vehicle and/or load width exceed 5.0 meters or when the lane width is 3.05 meters or less, or during a period after sunset/before sunrise and/or as directed by the Ontario Ministry of Transportation.
2. A request for an over-dimensional vehicle and/or load escort for extended trips must be made at least 7 days prior to commencement of the escort to the Provincial Police Detachment Manager of the area where the escort commences.
3. A minimum of two (2) officers and two (2) cruisers are required per tractor-trailer/load.
4. At time of escort, the permit holder (requestor) must be in possession of, and compliance with, an over-dimension vehicle movement permit issued by the Ontario Ministry of Transportation.

**PARADE AGREEMENT AND INDEMNITY**

I, \_\_\_\_\_  
*(Name of Applicant)*

of \_\_\_\_\_  
*(Street Address, City & Postal Code)*

having carefully and completely read By-law Number 2016-01 of the Police Services Board for the City of Orillia:

**DO SOLEMNLY PROMISE AND AGREE** in consideration of the Board's granting permission to hold a parade in accordance with my application, to assume complete legal liability and responsibility for the conduct of such parade and to observe and be bound by all the provisions of the said By-law and by the terms and conditions in the formal written permission for such parade.

**I FURTHER PROMISE AND AGREE** to indemnify and save harmless the Corporation of the City of Orillia, the Orillia Police Services Board, the Ontario Provincial Police (OPP) including all Auxiliary Police Officers, and the Orillia OPP Detachment Commander, for all claims, actions, lawsuits, and legal proceedings, provided that this indemnity shall not apply to wrongful acts, or negligent acts of omission or commission, by the persons indemnified in this agreement.

\_\_\_\_\_  
*(Signature of Applicant)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Applicant)*

\_\_\_\_\_  
*(Date)*

## CHECKLIST FOR PARADE ORGANIZERS

1.  Review the Orillia Police Services Board's Parade By-law Number 2016-01.
2.  Review the Orillia Police Services Board's Parade Permit Application Guidelines.
3.  Complete and sign the Parade Permit Application.
  - Attach a diagram or a map of the proposed parade route.
  - Attach a copy of the Certificate of Commercial General Liability Insurance.

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

- The Corporation of the City of Orillia  
50 Andrew Street South, Suite 300, Orillia, Ontario, L3V 7T5
  - The Orillia Police Services Board  
50 Andrew Street South, Suite 300, Orillia, Ontario, L3V 7T5
  - The Ontario Provincial Police (OPP) including the Orillia OPP Detachment Commander and all Auxiliary Police Officers  
66 Peter Street South, Orillia, Ontario, L3V 5B1
4.  Review the OPP Orillia Paid Duty Policy – Requestor Agreement.
  5.  Complete the Ontario Provincial Police Paid Duty Request Form, if applicable. Questions regarding Paid Duty Police Officers should be directed to:

**Ontario Provincial Police – Orillia Detachment**  
**66 Peter Street South, Orillia, Ontario, L3V 5B1**  
**Phone: (705) 326-3536**

6.  Obtain the necessary Road Occupancy Permit from the City's Environmental Services and Operations Department (20 James Street West, Orillia) for the placement of a viewing stand, if applicable.
7.  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.
8.  Sign the Parade Agreement and Indemnity Form.
9.  Submit your Parade Permit Application, Map of 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 to:**

**Leigh Kenderdine, Committee Secretary, Orillia Police Services Board**  
**50 Andrew Street South, Suite 300, Orillia, Ontario, L3V 7T5**  
**Fax: (705) 325-2310 [lkenderdine@orillia.ca](mailto:lkenderdine@orillia.ca)**

## CHECKLIST FOR PARADE ORGANIZERS - CONTINUED

10.  Provide notice of the parade event to the following local media **at least ten (10) days prior to the parade event:**

**Orillia Matters**

Phone: (705) 558-9595

E-Mail: [advertising@orilliamatters.com](mailto:advertising@orilliamatters.com)

**Orillia Today**

25 James Street West, Unit #3, Orillia, Ontario, L3V 8A6

Phone: (705) 329-2058

E-Mail: [fmatys@simcoe.com](mailto:fmatys@simcoe.com)

**KICX 106**

7 Progress Drive, RR #1, Orillia, Ontario, L3V 6H1

Phone: (705) 722-5429

E-Mail: [mornings@kicx106.com](mailto:mornings@kicx106.com)

**Sunshine 89.1 FM**

490 West Street North, Suite 2, Orillia, Ontario, L3V 5E8

Phone: (705) 325-9786

E-Mail: [news@sunshine891.ca](mailto:news@sunshine891.ca)

11.  Submit payment to the Ontario Provincial Police – Orillia Detachment for any Paid Duty Police Officers required for the parade event.
12.  Obtain from the Environmental Services and Operations Department (20 James Street West, Orillia) **at least four (4) business days prior to your parade event**, traffic barricades in the number required by the OPP, subject to availability.  
**Note: Applicants will assume the cost to repair or replace any damaged barricades.**
13.  Obtain from the Orillia Police Services Board (50 Andrew Street South, Suite 300, Orillia) **at least four (4) business days prior to your parade event**, reflector safety vests, which shall be worn by all parade marshalls, in the number required by the OPP, subject to availability.  
**Note: Applicants will assume the cost to repair or replace any damaged safety vests.**
14.  Appoint designated volunteers, if required, to set up traffic barricades **one (1) hour prior to the parade event**, and remove the traffic barricades **immediately after the parade event**.
15.  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.
16.  Ensure that no vehicle, float, trailer, or other displays shall be used in any parade that exceeds 4.0 metres in height.  
**Note: The cost to repair any damage resulting from such height of vehicle will be borne by the applicant.**

## **CHECKLIST FOR PARADE ORGANIZERS - CONTINUED**

17.  Ensure that every person participating in the event shall, unless otherwise permitted, travel along the route in the direction approved upon permit issuance.
18.  Be responsible for the strict observance of all rules and regulations included in this By-law and the written permission issued in the form satisfactory to the Board.
19.  Be responsible for posting, publishing and communicating to all prospective participants in the parade, the terms and conditions of the permit which apply during and throughout the course of the parade.
20.  Return all traffic barricades and reflector safety vests to the City of Orillia's Environmental Services and Operations Department (20 James Street West, Orillia).

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

**Leigh Kenderdine, Committee Secretary**  
**Orillia Police Services Board**  
**50 Andrew Street South, Suite 300, Orillia, Ontario, L3V 7T5 Phone: (705) 325-2310**  
**Fax: (705) 325-5178**  
**[Email: lkenderdine@orillia.ca](mailto:lkenderdine@orillia.ca)**

Any questions or concerns relating to your **policing requirements** may be directed to:

**Municipal Administrative Sergeant**  
**Ontario Provincial Police – Orillia Detachment**  
**66 Peter Street South, Orillia, Ontario, L3V 5B1**  
**Phone: (705) 326-3536**  
**Fax: (705) 325-7725**

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



**FOR POLICE AND BOARD USE ONLY**

It is the responsibility of the Board's Executive Assistant to provide notification of the parade event to the following staff and agencies:

**Parade Notification and Permit Issuance  
Departmental/Agency Circulation**

<b>DEPARTMENTAL/AGENCY CIRCULATION</b>	<b>NOTIFICATION SENT BY E-MAIL</b>
Administrative Sergeant – Orillia OPP	△
Platoon Supervisor – County of Simcoe Paramedic Services	△
Legislative Services Division – City of Orillia - Clerk's Dept	△
Fire Chief – City of Orillia – Fire Dept	△
Deputy Fire Chief – City of Orillia – Fire Dept	△
Executive Assistant – City of Orillia – Fire Dept	△
Manager of Engineering and Transportation – City of Orillia – Engineering and Transportation Dept	△
Manager of Construction/Transit – City of Orillia – Engineering and Transportation Dept	△
Secretary, Transit – City of Orillia – Engineering and Transportation Dept	△
Manager of Source Protection and Operations City of Orillia – Environmental Services and Operations Dept	△
Superintendent of Roads and Fleet City of Orillia – Environmental Services and Operations Dept	△
Recreation Policy and Permitting Supervisor – City of Orillia – Parks, Recreation and Culture Dept	△
Manager – Downtown Orillia Management Board	△
Transportation Manager – Casino Rama	△
Transit Operating Supervisor – First Student Canada	△

Permission Granted:    Yes \_\_\_\_\_                      No \_\_\_\_\_                      Date \_\_\_\_\_  
 Paid Duty Required:    Yes \_\_\_\_\_                      No \_\_\_\_\_                      Total \_\_\_\_\_  
 Paid Duty Paid:        Yes \_\_\_\_\_                      No \_\_\_\_\_                      Total \_\_\_\_\_  
 Parade Permit Issued: Yes \_\_\_\_\_                      No \_\_\_\_\_                      Date \_\_\_\_\_  
 Operations Notified:    Yes \_\_\_\_\_                      No \_\_\_\_\_                      Date \_\_\_\_\_  
 Parade Permit Number: 2019-\_\_\_\_\_