

Pursuant to Council Policy 28(2) Council Members' Expense Account, part (d),  
the following submission is made to the  
Corporate Services Committee for approval, on an exception basis

Councillor Paul Hubert Ward 8

DESCRIPTION OF THE PROPOSED EXPENSE -

2016 Hyde Park Santa Claus Parade

The proposed expenditure can generally be considered under the following allowable purpose:

- |  |  |
|--|--|
| <input type="checkbox"/> Conference/seminar      | <input type="checkbox"/> Advertising             |
| <input type="checkbox"/> Educational Course      | <input checked="" type="checkbox"/> Ward Matters |
| <input type="checkbox"/> Gift/Souvenir           | <input type="checkbox"/> Forum Hosting           |
| <input type="checkbox"/> Spousal/hosting expense | <input type="checkbox"/> Office Support          |
| <input type="checkbox"/> Contract Assistance     | <input type="checkbox"/> In-town travel          |
| <input type="checkbox"/> Not Applicable          |  |

(Categorizing the proposed expenditure with the context of the allowable fund use is intended to assist the Corporate Services Committee in its exception granting recommendation to Council.)

EXPENSE TOTAL \$ 175.00

- Approximately  
 Taxes included  
 Taxes additional

This is a one-time expense  yes  no

There is a policy change related to this proposed expenditure that should be considered (please attach additional relevant information)  yes  no

BACKGROUND – information demonstrating how the proposed expense will support the performance of the diverse role of representing constituents.

In previous years the Councillor Expense Policy allowed for Community Sponsorship. The Hyde Park Santa Claus Parade has been a growing attraction for the surrounding and extended community. The requested financial support will mitigate the increasing costs of security for the parade.

Additional documentation attached

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Correct

Sent from my BlackBerry 10 smartphone on the Rogers network.

**From:** Griffiths, Ashleigh

**Sent:** Friday, October 16, 2015 10:06 AM

**To:** Hubert, Paul

**Subject:** RE: 2015 Hyde Park Santa Claus Parade

Hi Paul:

Per previous discussion, you would now like to donate \$175 to the Hyde Park Santa Claus Parade.

Please confirm.

Thank you kindly ☺

*Sincerely,*

**Ashleigh Griffiths**

Administrative Assistant

Councillors' Office

519-661-2500 ext. 4922

**From:** Hubert, Paul

**Sent:** Tuesday, October 13, 2015 6:14 AM

**To:** Griffiths, Ashleigh

**Subject:** RE: 2015 Hyde Park Santa Claus Parade

Please fill out and return with a \$100 fee

Thanks

paul

**From:** INFO [<mailto:info@hydeparkparade.com>]

**Sent:** October 12, 2015 9:08 PM

**To:** Hubert, Paul

**Subject:** 2015 Hyde Park Santa Claus Parade

Please see the attached registration form and information package. This attachment includes our registration deadline, parade information and parade rules, please be sure to read it over carefully.

Please submit your **completed** registration to - [info@hydeparkparade.com](mailto:info@hydeparkparade.com)

Due Date: Friday October 30, 2015

We will inform you by email if you have been registered or not. We do have a limit to how many floats we can have.

Regards,

Lion Rosie Delfre & Lion Sue Marsland

Float/Sponsor Coordinators

Hyde Park Santa Claus Parade Committee



## HYDE PARK SANTA CLAUS PARADE

### HOSTED BY THE HYDE PARK LIONS CLUB AND NOR'WEST OPTIMIST CLUB

Thank you for your interest in the Hyde Park Santa Claus Parade. We are looking forward to another successful year! Our organizers have been very busy planning away. We expect record crowds this season!

If you are interested in participating in the Parade this year please fill out the attached application and return it to Float/Sponsor Coordinators no later than Friday, October 30, 2015. We are VERY limited in our number of entries so please do not delay! Please note- All float registrations can be emailed to: [info@hydeparkparade.com](mailto:info@hydeparkparade.com).

#### A few things you need to know:

*Theme* – Christmas: A Time for Sharing

*Date* – Saturday, November 28<sup>th</sup> 2015

*Time* – 10:00 AM (same time as last year)

*Route* – Same as last year, Parade begins at Sherwood Forest Mall (marshalling area) and travels west on Gainsborough ending just a tad west of Hyde Park Road – there will be a participant reception immediately following the Parade at the end of the parade route on North Routledge Park Drive.

*Website* – [www.hydeparkparade.com](http://www.hydeparkparade.com)

*Twitter* - @hydeparkparade

*Facebook* – Hyde Park Santa Claus Parade

*Sponsorship* – All Float Participants: Due to newly incurred policing costs (the City Police can no longer provide their service for free) & additional parade expenses, a donation would be appreciated. Corporate Floats: We kindly ask for a minimum \$50 donation.

Once you send in your registration we will send you a confirmation email. Later on, we will send you a final email letting you know your arrival times at the mall as well as any last minute details – between now and the Parade If you have any questions or comments at all please do not hesitate to contact us at [info@hydeparkparade.com](mailto:info@hydeparkparade.com)

## **PARADE RULES**

- NO SANTAS – we cannot say enough there can only be one Santa and he is at the end of the Parade!
- ALL vehicles/entries must be included in your registration, what is included on your registration are the only vehicles we will permit in the marshalling area on Parade day. This includes bicycles/motorized children's vehicles etc.
- ALL participants MUST register – if someone shows up on Parade day and has not filled and sent in a registration they will NOT be allowed to participate in the Parade.
- ALL participants are responsible for their OWN insurance coverage – if you are unsure if your coverage covers this type of group activity, please check with your insurer.
- ALL young children MUST be accompanied by an adult throughout the entire Parade including the marshalling area and Parade end. This especially is important during the Parade itself – we did have a few instances of children riding toy cars alone etc very close to the floats (transport trucks) and children reaching under floats – PLEASE keep in mind – the drivers of these vehicles have a lot to focus on during the Parade – they may not see young children behind.
- ALL entries must be decorated – we did have a few company vehicles arrive last season with no holiday decor – your entry MUST be decorated in the spirit of the Parade – please remember this is a community event – not to be used solely for advertising. Entries who arrive as plain company vehicles without any type of decor (which includes people dressed up, holiday music, decorations etc.) will not be allowed to participate.
- The Organizing committee does not provide transportation back to Sherwood Forest Mall at the end of the Parade – please make sure your group is aware, arrangements need to be made in advance.
- Animals are permitted (must be included info in registration) IMMEDIATE clean up along the route is expected.
- Although we encourage candy give away – you cannot throw the candy to the spectators – this can cause injury – you are responsible for the people in your group, please make sure they are aware.
- Absolutely NO alcohol, illegal substances or any type improper behaviour. The Organizing committee reserves the right to remove any participant/group from the Parade we deem are not acting in accordance with the “spirit of the Parade”.
- Cell Phones are not to be used while driving in the Parade.
- The Organizing Committee hires a photographer and does post pictures of the floats and participants – please make your entire group aware and be sure to let us know if you have someone who cannot be photographed.
- ALL vehicles MUST arrive at their designated arrival time AND register with the registration person who will be located at the entrance of the mall parking lot.

## **REGISTRATION**

Organization Name –

Contact Name –

Contact Email –

Contact Phone –

Alternate Contact Name –

Alternate Contact Email –

Alternate Contact Phone –

Entry Type (Float, Walking, Car, Band) –

Float Size if applicable -

Approximate Number of Participants –

Number of Vehicles and type –

Entry details – (brief description of your entry, please include if you are planning to have music and the type of system you will be using) –

Sponsorship (see details above) –

Sponsorship Amount –

Comments/Questions –

Again, thank you so very much for joining us on November 28<sup>th</sup>! See you there!