

TO: MUNICIPAL MANAGER 1991 FEBRUARY 05

FROM: DIRECTOR ENGINEERING

SUBJECT: GILMORE COMMUNITY ASSOCIATION  
'HATS OFF DAY PARADE', 1991 JUNE 08

PURPOSE: To respond to Council's directive that Municipal staff report on the request for staff assistance from the Gilmore Community Association.

RECOMMENDATION:

1. THAT a copy of this report be sent to:
  - i) Jennifer Nash, President, Gilmore Community Association;
  - ii) Jerry Triggs, Community School Coordinator; and
  - iii) Bill Baker, District Highways Manager, Ministry of Transportation & Highways.

REPORT

1.0 INTRODUCTION

At the regular Council meeting held on 1990 December 10, Council received a presentation from the Gilmore Community Association requesting Municipal assistance in organizing the 1991 'Hats Off Day Parade'.

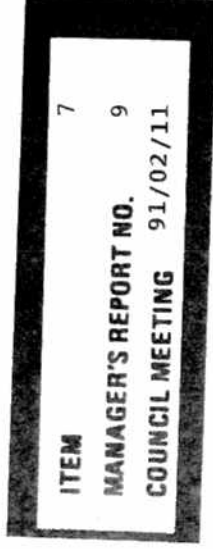
Arising from the discussion, Council adopted the resolution:

"THAT Municipal staff prepare a report on the request from the Gilmore Community Association including the feasibility of providing a Municipal staff coordinator."

Interest was also expressed by members of Council for the use of Hastings Street as part of the parade route. This report addresses these concerns.

2.0 STAFF RESOURCES

Last year, Municipal staff resources were deployed to help make this community event a success. This assistance included review of parade routing, various signing, a recycling display, provision of barricades, etc. Our expectation has been that the Corporation would continue to provide this supporting role. There was considerable discussion amongst staff regarding the possible coordination of this event. We concluded that current staffing levels and work volume does not enable us to assign an individual staff member for the considerable time commitment this venture requires. As this event will require input from various Municipal departments, Engineering Department staff have consulted with members of these departments. As a result, we propose that the following staff members be made available to the Gilmore Community Association as resource people:



- 1) Mary Ellen Pennington, Clerks Department  
Public Relations/Protocol Officer
- 2) John Foster, Planning Department  
Social Planner
- 3) Phil Sanderson, Planning Department  
Economic Development Planner
- 4) S/Sgt. S.P. Melanson, R.C.M.P.  
N.C.O. In Charge (Traffic Section)
- 5) Ron Kozoway, Engineering (Yard)  
Physical Plant Foreman
- 6) Theresa Pickford, Engineering (Hall)  
Traffic Assistant

We feel that the Gilmore Community Association will be well served if these staff members act in a liaison capacity, offering advice and help as requested.

The thrust of this report has been reviewed with Jerry Triggs, Gilmore Community School Coordinator, who is agreeable to our conclusions. Mr. Triggs coordinated last year's 'Hats Off Day Parade' and expects to continue to shoulder this task this year.

### 3.0 PARADE ROUTE

There is considerable conceptual attraction to routing the 'Hats Off Day Parade' via Hastings Street but there are also serious operational concerns that will have to be addressed. As Hastings Street is a Provincial arterial, it would be most appropriate if a copy of this report also be sent to the Ministry of Transportation & Highways' district office. Mr. Triggs is aware of the need for coordination of the parade with M.O.T.H., liaison with the R.C.M.P. and Council approval. Engineering (Traffic) staff would participate and assist in the approval process.

TP/PL:jb/ar

cc: Mary Ellen Pennington  
John Foster  
Phil Sanderson  
S/Sgt. S.P. Melanson  
Ron Kozoway  
Theresa Pickford  
Director Planning & Building Inspections  
Director Administrative & Community Services

  
DIRECTOR ENGINEERING