

TO: CITY MANAGER

DATE: 2000 03 29

FROM: DIRECTOR ENGINEERING

FILE: 55-01-02

SUBJECT: HATS OFF DAY PARADE - SATURDAY, 2000 JUNE 03

PURPOSE: To seek Council approval for the Hats Off Day Parade

RECOMMENDATIONS:

1. **THAT** Council approve the parade and related road closures as discussed in this report;
2. **THAT** Council cover the added cost of RCMP resources from operating contingency as discussed in this report;
3. **THAT** the coordinator of the event, Liz Dill, Community School Coordinator, Gilmore Community School, 50 S. Gilmore Ave., Burnaby, B.C., be sent a copy of this report.

R E P O R T

Gilmore Community Association has requested that Hastings Street traffic be detoured along City streets on 2000 June 03 between 9:00 am to 2:30 pm for the annual Hats Off Day Parade. In the context of the Street & Traffic Bylaw, a parade requires Council's approval.

In past years, the Hats Off Day Parade was held on Hastings Street between Boundary & Willingdon and this year the organizers are requesting the closure of Hastings to extend eastward to Gamma. This extension builds on past success and includes all businesses that are part of the Heights Merchants Association.

With the proposed extension Engineering Staff, RCMP., Fire B.C. Transit and Parade organizers have been working together to manage the re-route of Hastings Street traffic. It is proposed that westbound traffic be diverted to Penzance/Oxford and eastbound traffic be diverted to Parker Street as in previous years.

The parade will assemble in the 100 and 200 Block of Alpha Avenue and in the 4500 and 4600 Block of Albert Street at 9:00 am. At 9:30 am, the Seattle and Vancouver Police Motorcycle Squads will proceed down Hastings with the parade following at approximately 10:00 am. The parade will proceed westbound along Hastings Street, dispersing in the 3700 Block of Albert Street approximately 12:00 noon.

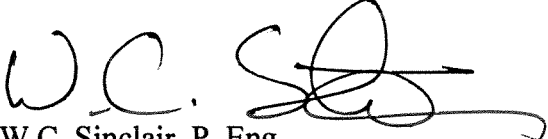
With the extensive closure of Hastings Street from Boundary to Gamma and all feeder streets from Pender to Albert, the RCMP and the event coordinator, Liz Dill, will undertake a mail-out to all affected residents to inform them of the event and closure.

Carleton Street will be closed from Pender to Albert between 8:00 am and 4:00 pm as well as Madison between Pender and Hastings, and MacDonald between Pender and Hastings for non-profit organizations to set up their booths and displays. A new addition to this year's event will be a Petting Zoo that will be situated on City property at the south side of the 3800 Block Hastings. To ensure public safety, the Petting Zoo will set up four interlocking, four foot high enclosures consisting of western style rail fencing.

The organizers are aware that approval is subject to the following conditions:

1. That the parade be conducted under the supervision of one person as marshall or organizer.
2. That all participants be instructed to respect the rights and property of the individuals encountered en route.
3. That the parade be covered with liability insurance in the minimum amount of \$2 million with the City of Burnaby named as co-insured, and that the insurance policy include a 30-day cancellation notice and a cross liability clause.
4. That the coordinator of the Petting Zoo be covered with liability insurance in the minimum amount of \$2million with the City of Burnaby named as co-insured, and The Heights Merchants Association and Heights Neighbourhood Association and that the insurance policy include a 30-day cancellation notice and a cross liability clause.

The RCMP will ensure that a safe environment exists by having staff members available and City staff will be present to assist in the handling of traffic control and to coordinate cleaning.


W.C. Sinclair, P. Eng.
DIRECTOR ENGINEERING

SC;jh

cc: Director Finance
RCMP - Traffic Division



GILMORE COMMUNITY SCHOOL

50 South Gilmore Avenue Burnaby, British Columbia V5C 4P5

Phone: (604) 664-8703 Fax: (604) 664-8772

Community Coordinator's Office: (604) 664-8707

March 28, 2000

Mayor Doug Drummond & Council
City of Burnaby
4949 Canada Way
Burnaby, B.C.

Post-It™ Fax Note	7671E	Date	March 28	# of pages	2
To	Sheryl Coltman	From	Liz Dill		
Co./Dept.	City of Bby	Co.	Gilmore School		
Phone #		Phone #	664-8708		
Fax #	294-7425	Fax #	664-8772		

Dear Mayor Drummond,

Once again, plans for Hats Off Day are well underway. As the June 3, 2000 date looms close the planning committee would like to take this opportunity to seek your support for this annual Heights event. To ensure the success of Hats Off Day 2000 we are seeking the following street closures and parking restrictions:

- Closure of Hastings Street from Gamma to Boundary (9:00 a.m. - 2:30 p.m.)
- Closure of Albert Street from Gamma to Boundary (8:00 a.m. - 2:30 p.m.) for assembly and dispersal of parade with parking restrictions: from Willingdon to Alpha on north side only; from Alpha to Beta on both north and south sides.
- Closure of Pender Street from Gamma to Boundary (8:00 a.m. - 2:30 p.m.) for bus use only.
- Closure of Alpha Avenue from Hastings to Confederation Park; parking restricted on both the east and west sides.
- Parking restricted in the other affected areas from 8:00 a.m. to 2:30 p.m.
- Partial closure of Boundary north to Albert for parade dispersal.
- Closure of the appropriate feeder streets from Albert and Pender to Hastings (length of the parade route) using wooden barriers and/or cones at the intersections.

In addition we are seeking:

- Closure of Carleton Street, north of Hastings to Albert, and south of Hastings to Pender, Madison between Pender and Hastings, and MacDonald between Pender and Hastings (8:00 a.m. - 4:00 p.m.) for non-profit organizations to set up their booths and displays.
- Provision of policing, where appropriate, to assist with any traffic difficulties and safety on the parade route. We understand that additional financial resources will be required to cover the cost of overtime hours for RCMP officers this year. As their participation is critical to the event we are asking for your assistance.
- Permission to utilize the Urban Renewal site adjacent to Hastings Street (3800 block) for planned activities such as a children's petting zoo.

The Rutledges Do-Little Farm has been contracted by the Heights Merchants Association to set up a petting zoo with various farm animals on the urban renewal site on the south side of Hastings Street in the 3800 block between 9:00 a.m. and 4:00 p.m. They will set up four interlocking, four foot high enclosures consisting of western rail style fencing which will allow adults and children to look at the animals and touch them without entering the enclosure.

Mayor Doug Drummond & Council

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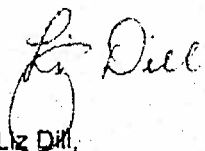
The farm animals will include a llama, miniature horses, miniature donkey, a miniature zebu steer and heifer, a variety of goats and a pot bellied pig.

Two separate lattice style enclosures, approximately 1-1/2 feet high will house a multitude of bunnies, guinea pigs hedgehogs, chicks and ducklings. Three staff will be on site to man the animal display. Pony rides will also be available on the urban renewal site with three ponies that will be tethered to a carousel. The pony rides will take place between 12:00 and 4:00 p.m.

As requested by the City of Burnaby the Rutledges Do-Little Farm will carry \$2 million liability insurance with the Heights Merchants Association, the Heights Neighbourhood Association and the City of Burnaby listed as co-insured.

We look forward to your support for these requests and for Hats Off Day. If you require any further information please contact me at 664-8708.

Sincerely,



Liz Dill,
Gilmore Community School Coordinator

cc: Sheryl Coltman