

CITY OF BURNABY
TRAFFIC SAFETY COMMITTEE

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*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: SANTA CLAUS PARADE

RECOMMENDATIONS:

1. **THAT** Council approve the Santa Claus Parade as outlined in the attached report.
2. **THAT** the coordinator of the event, Phil Henderson, Secretary for the Metro Monarch Lions Club, 1520 Kensington Avenue, Burnaby, B.C., V5B 4C5 be sent a copy of this report.

REPORT

The Traffic Safety Committee, at its meeting held on 2003 October 07, received and adopted the attached report providing details on the Santa Claus Parade proposed for the Edmonds area.

Respectfully submitted,

Councillor D. Evans
Chair

Councillor N. Volkow
Vice Chair

Councillor L. Rankin
Member

COPY: CITY MANAGER
DIRECTOR FINANCE (Risk Manager)
RCMP (Traffic Division)
DIRECTOR ENGINEERING
CITY SOLICITOR

City of Burnaby

INTER-OFFICE COMMUNICATION

TO: TRAFFIC SAFETY COMMITTEE **DATE:** 2003 09 16
FROM: ASST. DIRECTOR ENGINEERING,
TRAFFIC & ENGINEERING SYSTEMS **FILE:** 38000-40
SUBJECT: SANTA CLAUS PARADE
PURPOSE: To report on the Santa Claus Parade proposed for the Edmonds area.

RECOMMENDATIONS:

1. **THAT** the parade, as discussed in this report, be approved.
2. **THAT** the coordinator of the event, Phil Henderson, Secretary for the Metro Monarch Lions Club, 1520 Kensington Avenue, Burnaby BC, V5B 4C5 be sent a copy of this report.

REPORT

1.0 INTRODUCTION

The Open Council meeting agenda for 2003 March 03 included correspondence from Mr. Phil Henderson, Secretary, Metro Monarch Lions Club, proposing to hold a Santa Claus Parade in the City of Burnaby on Saturday, 2003 November 29. Arising from the consideration of the correspondence, Council referred the letter to the Traffic Safety Committee. The Committee requested staff work with the correspondent and report on the feasibility of holding a Santa Claus Parade on Edmonds Street as proposed.

2.0 BACKGROUND

The applicant sponsor believes that this parade would complement the Hats Off Day Parade in timing as well as location and benefit the Edmonds area.

City staff from involved departments have been working with Mr. Henderson on developing a suitable route and have reached a consensus on the parade route and times.

The parade would assemble at the Edmonds Community School (18th Avenue and Canada Way) around 9:30am. At 10:00am, the parade will proceed east on 18th Avenue to Canada Way, left on Canada Way and north to Edmonds Street, left on Edmonds to Fulton, right on Fulton and north to Vista, right on Vista where the parade will disperse at Eastburn Community Centre at approximately 11:00-11:30am (see attached map a). Community winter festivities would continue in Eastburn Community Centre until approximately noon. Organizers are contacting merchants on Edmonds Street seeking participation in the parade and festivities in the community centre.

The parade would close down Edmonds Street between Canada Way and Kingsway from 9:30am to approximately 11:30am. Two-way traffic on Canada Way will be maintained but the southeast bound direction will be coned off to one lane of traffic from New Vista Society to just east of 18th Avenue (see attached map b) at the inception of the parade only. For the duration of the closure, westbound traffic on Canada Way will not be permitted to turn left on either 18th Avenue or Edmonds. Edmonds Street traffic southbound will only be able to turn right or left. Organizers will provide a letter to all affected businesses and residents that will be impacted by the parade. The RCMP will ensure that a safe environment exists by having staff members at Canada Way and Edmonds and Kingsway and Edmonds to handle traffic control.

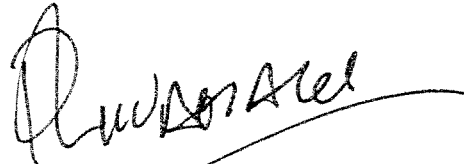
3.0 CONCLUSION

City staff are satisfied that the proposed Santa Claus Parade as outlined is practicable. If the parade is continued in future years it would build on this first experience. In accordance with the Street & Traffic Bylaw, Council approval is required for a parade.

The organizers are aware that Council approval for a parade 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.

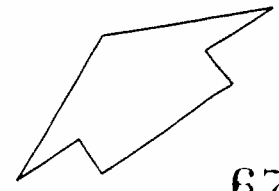
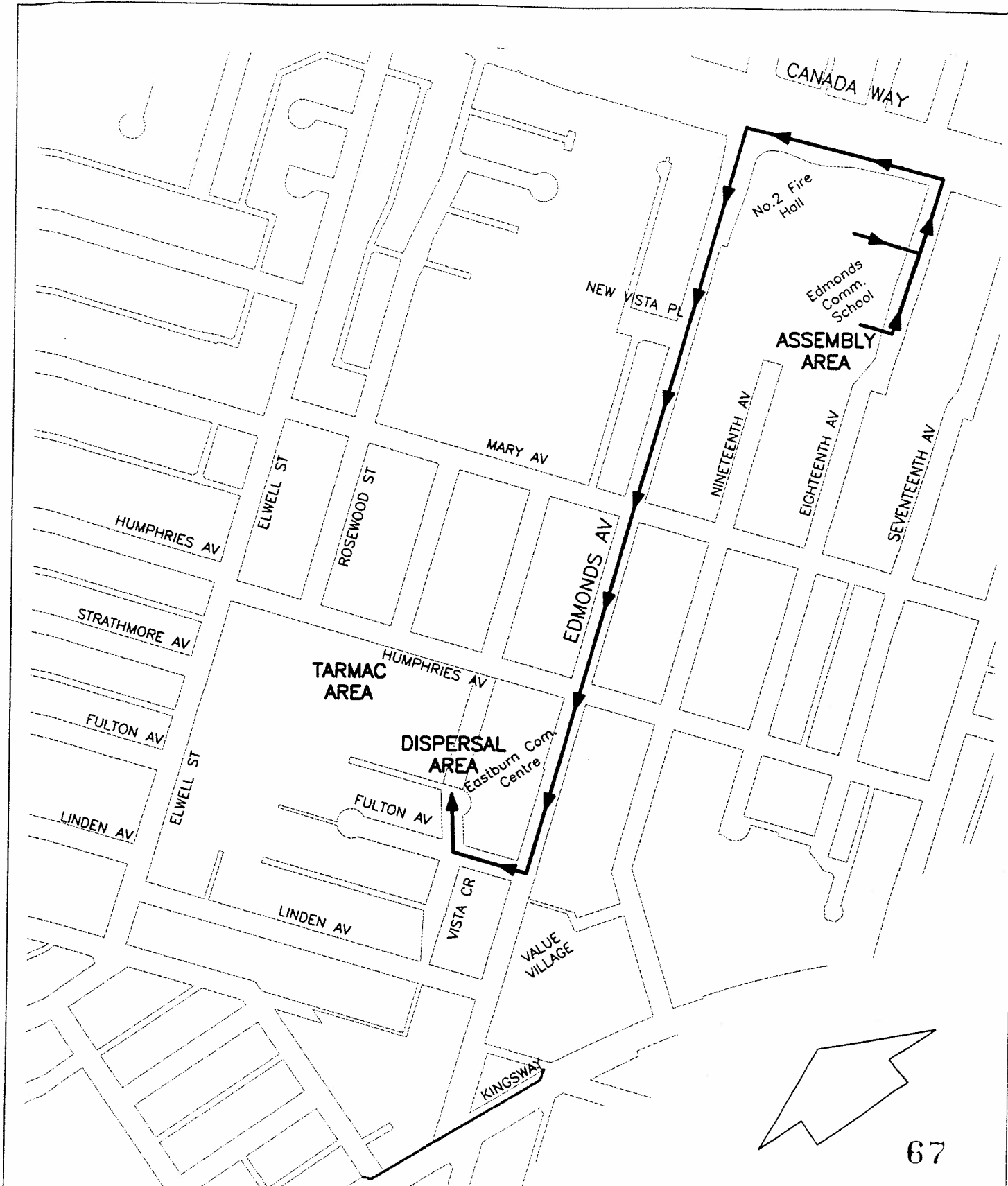
3. That the parade be covered with liability insurance in the minimum amount of \$2 million with the City of Burnaby named as co-insured, and that the insurance policy include a 30 day cancellation notice and a cross liability clause."



P. Liyamagi, P. Eng.
ASST. DIRECTOR ENGINEERING,
TRAFFIC & ENG. SYSTEMS

SC:jb
Attach.

cc: City Manager
Director Finance (Risk Manager)
RCMP (Traffic Division)

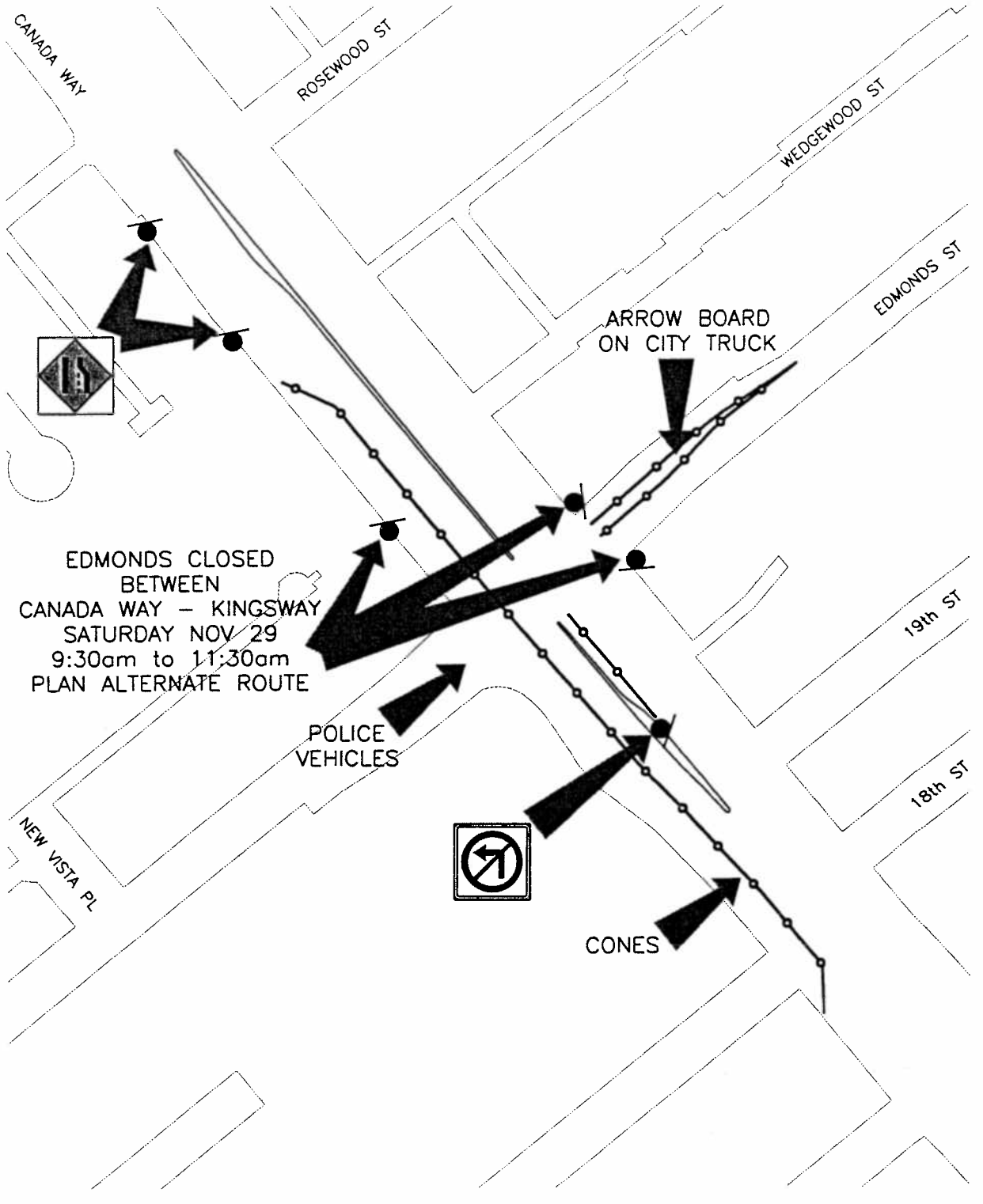


NO.	DATE	REVISION

**PROPOSED SANTA CLAUS PARADE
NOVEMBER 29, 2003**



DRAWN BY: HLOUIE	SCALE: N.T.S.	A 591a
APPRV'D BY:	DATE: 2003-08-19	



EDMONDS CLOSED
 BETWEEN
 CANADA WAY - KINGSWAY
 SATURDAY NOV 29
 9:30am to 11:30am
 PLAN ALTERNATE ROUTE

ARROW BOARD
 ON CITY TRUCK

POLICE
 VEHICLES

CONES

68



NO.	DATE	REVISION

**PROPOSED SANTA CLAUS PARADE
 TRAFFIC ROUTING**

DRAWN BY: HLOUIE SCALE: N.T.S.
 APPR'V'D BY: CDL DATE: 2003-09-09 **A 591b**