

TO: CITY MANAGER

DATE: 2003 08 13

FROM: DIRECTOR ENGINEERING

FILE: 55-01-02

SUBJECT: 25TH ANNUAL CHRISTMAS TOY RUN

PURPOSE: To advise Council of the preparations for the 25th Annual Christmas Toy Run to be held on Sunday, 2003 October 5.

RECOMMENDATIONS:

1. **THAT** the 25th Annual Toy Run be approved as discussed in this report.
2. **THAT** the RCMP and City staff be authorized to provide continuing support for this event as discussed in this report.
3. **THAT** copies of this report be sent to the event coordinator, Chris Bayliss, Executive Director, Lower Mainland Christmas Bureau, 1370 Napier Street, Vancouver BC, V5L 2M4.

REPORT

1.0 BACKGROUND

A request to ride through Burnaby for the 25th Annual Christmas Toy Run has been received from Chris Bayliss, Executive Director of the Lower Mainland Christmas Bureau. The Christmas Toy Run is an annual event that provides a large quantity of toys for families throughout the Lower Mainland. This year's event has been scheduled for Sunday, October 5.

2.0 PROPOSED ROUTING AND TRAFFIC CONTROL

As in previous years, the Toy Run will commence at Coquitlam Centre, travel west on Barnet Highway, through Port Moody on St. John's Street, west through Burnaby via Barnet Highway and Hastings Street, and into Vancouver to the Pacific Coliseum. The majority of the route passes through the City of Burnaby.

To safely accommodate the needs of residents and participants, an active role for City staff and the RCMP is required. The proposed traffic control plan for the day of the event is summarized as follows:

2.1 Parking Removal

Parking will be removed from the north side of Hastings Street between Inlet Drive and Boundary Road from 9:00am to 1:00pm. City Bylaw Officers will arrange for the removal of any vehicles left on the street during this restriction.

2.2 Road Closures

All intersecting streets on the north side of Hastings Street between Inlet Drive and Boundary Road will be closed from 10:00am to the end of the parade at approximately 12:00pm except for three control points at Willingdon Avenue, Holdom Avenue and Cliff Avenue where traffic will be queued and allowed to cross at the traffic signals at fifteen minute intervals during the parade.

Eastbound traffic will not be permitted to turn left across the parade traffic. Northbound traffic will be restricted to right turns only at all intersections except at the three control points mentioned above. Westbound Burnaby Mountain Parkway traffic will be intercepted at Duthie Avenue and routed southbound to Curtis Street or Broadway for the duration of the parade. Barricades will be placed and monitored by City staff.

2.3 Traffic Signal Operations

All traffic signals, except at the control points, will be held in green operation during the parade, displaying a green light to Hastings Street and red to the crossing street. The signals at the control points will be manually changed to display red on Hastings and green on Holdom or Willingdon for the intervals required to allow traffic to move across Hastings Street. Regular RCMP officers or RCMP auxiliary members will be posted to all signals to monitor and control traffic operations as required during the parade.

2.4 Transit Operations

TransLink has been directly involved with the preparations for the Toy Run. They will be rescheduling or rerouting buses as required during the parade. City staff will work closely with TransLink staff to assist transit operations.

3.0 PUBLIC RELATIONS

Residents and businesses of Burnaby in the area north of Georgia Street between Inlet Drive and Boundary Road will be notified of the event by a notice to be delivered by 2003 September 21. City staff will prepare and arrange for the distribution of the notices. A press release will be prepared and distributed to the newspapers encouraging the public to come and view the event and asking that they modify their travel plans to avoid the route should they need to travel in North Burnaby.

Large advance warning signs will be installed on Hastings Street, Gilmore, Willingdon, Holdom, Kensington, and Sperling Avenues and on Burnaby Mountain Parkway by Friday, September 26. On the day of the event, a large changeable message sign will be installed on Willingdon Avenue south of Lougheed to intercept northbound traffic and attempt to divert Vancouver bound traffic to Lougheed Highway.

4.0 COSTS

It is recommended that the City provide the signing, barricades, policing, and equipment for the event as in prior years. Sufficient funds are available through the 2003 Annual Operating Budget.



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

SC:su/jb

cc: Director Finance

