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**TO:** CITY MANAGER **DATE:** 2008 August 06  
**FROM:** DIRECTOR ENGINEERING **FILE:** 38000-40  
**SUBJECT:** 30<sup>TH</sup> ANNUAL CHRISTMAS TOY RUN  
**PURPOSE:** To advise Council of the preparations for the 30<sup>th</sup> Annual Christmas Toy Run to be held on Sunday, 2008 October 05.

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**RECOMMENDATIONS:**

1. **THAT** the 30<sup>th</sup> 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** a copy of this report be sent to the event coordinator, Chris Bayliss, Executive Director, Lower Mainland Christmas Bureau, Floor 3-1870 Pandora St, Vancouver BC V5L 1M5.

**REPORT****1.0 BACKGROUND**

A request to ride through Burnaby for the 30th 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 05.

**2.0 PROPOSED ROUTING AND TRAFFIC CONTROL**

As in previous years, the Toy Run will commence at Coquitlam Centre, travel west through Port Moody on St. Johns St, west through Burnaby via Barnet Hwy and Hastings St, 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 St between Inlet Dr and Boundary Rd 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 St between Inlet Dr and Boundary Rd will be closed from 10:00am to the end of the parade at approximately 12:00pm except for three control points at Willingdon Ave, Holdom Ave and Cliff Ave 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 Pkwy traffic will be intercepted at Duthie Ave and routed southbound to Curtis St or Broadway for the duration of the parade. Barricades will be provided 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 St 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, Willingdon and Cliff for the intervals required to allow traffic to move across Hastings St. 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 St between Inlet Dr and Boundary Rd will be notified of the event by a notice to be delivered by 2008 September 19. 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.

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

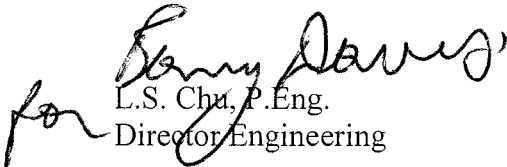
#### 4.0 COSTS

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 2008 Annual Operating Budget.

#### 5.0 CONDITIONS

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 all road closure barricades must be attended by the organizers or volunteers for the duration of the event.
4. 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 cross liability clause.

  
for L.S. Chu, P.Eng.  
Director Engineering

SC:br

Copied to: Director Finance  
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