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**TO:** CITY MANAGER **DATE:** 2011 April 19  
**FROM:** DIRECTOR ENGINEERING **FILE:** 38000-40  
**SUBJECT:** HATS OFF DAY PARADE – SATURDAY, 2011 JUNE 04  
**PURPOSE:** To seek Council approval for the Hats Off Day Parade

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**RECOMMENDATIONS:**

1. **THAT** Council approve the parade as discussed in this report.
2. **THAT** the coordinator of the event, Mabel Wisniewski, co-chair, Hats Off Day Committee, c/o Heights Merchants Association, 4019 Hastings St, Burnaby, BC V5C 2J1, be sent a copy of this report.

**REPORT**

With the past successes of the Hats Off Day Parade, this annual event is attracting more and more people every year. This year, the event is proposed to take place on Saturday, 2011 June 04. Last year the Hats Off Day Committee had requested an extension of their event by one hour to allow participants and spectators more time to take in all the entertainment and attractions. The extension was considered a success by all parties involved. Therefore they would like the road closure to be changed from 8:30am - 3:00pm to 8:30am - 4:00pm for all future events. In addition, they are seeking similar assistance they have received in the past including support for the necessary street closures, parking restrictions, traffic control, sanitation services, and utilization of the Heights Fountain Square and Urban Renewal Site adjacent to Hastings St.

In the context of the Street & Traffic Bylaw, a parade requires Council's approval. The requested time extension of the road closure has been reviewed and is supportable. It is recommended that Hastings St be closed at 8:30am between Gamma & Boundary. Parade floats will be assembled at 8:00am in the 100 - 200 blocks of Beta Ave and in the 4600 block of Albert St. At 9:00am, the Vancouver & Seattle Police Drill Teams will proceed west along Hastings St starting at Beta, followed by the rest of the parade at 9:30am. The parade will end at Boundary Rd and disperse in the 3700 - 3900 block of Albert St at approximately 11:30am. Following the parade, Hastings St will remain closed for pedestrian oriented activities. At 3:30pm, the RCMP will begin to clear the street in preparation of opening it up to traffic at 4:00pm. The parade route is shown on Figure 1 (attached).

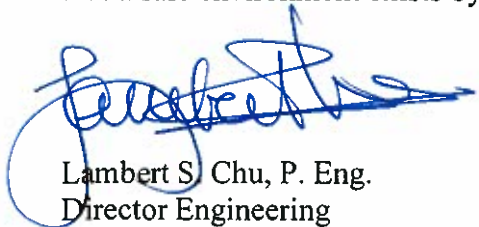
To: City Manager  
From: Director Engineering  
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Parade organizers will be working with Engineering, RCMP, Fire, and Coast Mountain Bus Company to manage the diversion of Hastings St traffic. Eastbound and westbound traffic will be diverted to Lougheed Hwy to minimize traffic diversions through local residential streets.

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 marshal 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 organizers send out letters to residents that are affected by the road closures and the temporary No Parking areas.
5. That a signed copy of the “City of Burnaby Permit For Short Term Use And Occupancy Of City Lands” be received no later than one week prior to the event.

As in past years, City staff will be providing the requested support and the RCMP will ensure that a safe environment exists by having staff members available.



Lambert S. Chu, P. Eng.  
Director Engineering

SC/br

Attachment

Copied to: Director Finance  
RCMP – OIC Burnaby Detachment Supt Rick Taylor  
Fire Chief – Bob Cook  
BC Ambulance Service - Carlisa Hampton, Special Operations  
302-2955 Virtual Way, Vancouver BC V5M 4X6  
Fraser Health – Gordon Stewart, Manager  
300 – 4946 Canada Way, Burnaby, BC V5G 4H7

