



TO: CITY MANAGER **DATE:** 2013 February 12
FROM: ACTING DIRECTOR ENGINEERING **FILE:** 38000-40
SUBJECT: **HATS OFF DAY PARADE – SATURDAY, 2013 JUNE 01**
PURPOSE: To seek Council approval for the Hats Off Day Parade

RECOMMENDATIONS:

1. **THAT** Council approve the parade as discussed in this report.
2. **THAT** a copy of this report be sent to Lawrence Ryan, Chair, Hats Off Day Committee, c/o Heights Merchants Association, 4019 Hastings St, Burnaby, BC V5C 2J1.

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, 2013 June 01 and the Hats Off Day Committee has requested an extension of their event by one hour to allow participants and spectators more time to take in all the entertainment and attractions. Therefore the Committee has requested a change in the road closure time from 8:30 am - 4:00 pm to 8:30 am - 5:00 pm. In addition, the Committee is seeking similar assistance to what they 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 8:30 am between Gamma & Boundary. For Council's information, the parade floats will be assembled at 8:00 am in the 100 - 200 blocks of Beta Ave and in the 4600 block of Albert St. At 9:00 am the 1st Hats Off Day Mile Run will begin on Hastings between MacDonald and Gilmore. At 9:30 am the Vancouver & Seattle Police Drill Teams will proceed west along Hastings St starting at Beta. The actual parade will start at 10:00 am and end at Boundary Rd, dispersing in the 3700 - 3900 block of Albert St at approximately 11:00 am. Following the parade, Hastings St will remain closed for pedestrian oriented activities. At 4:00 pm, the RCMP will begin to clear the street in preparation of opening it up to traffic at 5:00 pm. The parade route is shown on Figure 1 (*attached*).


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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 RCMP has agreed to monitor all barricades for the duration of the parade.
4. That all emergency and transit services are advised of the event.
5. That the organizers send out letters to residents that are affected by the road closures and temporary parking restrictions 2 weeks prior to the event.
6. 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.
7. 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.



 B.C. Davis, P. Eng.
Acting Director Engineering

SP/br

Attachment

Copied to: Director Finance
RCMP – OIC Burnaby Detachment Chief Supt. Dave Critchley
Fire Chief – Shaun Redmond
BC Ambulance Service, Supt Dist #4 - 302-2955 Virtual Way, Vancouver BC V5M 4X6
Emergency Program Coordinator – Charmaine Pflugrath
Supervisor - Sports & Outdoor Recreation – Carol Chard

HATS OFF DAY PARADE - SATURDAY JUNE 1, 2013

-  CLOSED BETWEEN 8:00am - 5:00pm
-  CLOSED BETWEEN 8:00am - 12 Noon
-  CLOSED BETWEEN 8:30am - 5:00pm
-  CLOSED BETWEEN 10:00am - 12:30pm

