
TO: CITY MANAGER **DATE:** 2013 July 02

FROM: DIRECTOR ENGINEERING **FILE:** 38000 40

SUBJECT: ANNUAL SOUTH BURNABY COMMUNITY OPEN HOUSE AND BARBECUE

PURPOSE: To seek Council approval for a road closure

RECOMMENDATIONS:

1. **THAT** Council approve the road closure for the Annual South Burnaby Community Open House and Barbecue as outlined in this report.
2. **THAT** the coordinator of the event, Antonia Beck, Executive Director, South Burnaby Neighbourhood House, 4845 Imperial St, Burnaby BC V5J 1C5 be sent a copy of this report.

REPORT

A request to use City streets for the 5th Annual Community Open House and Barbecue on Thursday, 2013 August 08 between 11:00am and 2:30pm has been received from Antonia Beck, Executive Director of the South Burnaby Neighbourhood House. Council approval is required by the Street & Traffic Bylaw.

South Burnaby Neighbourhood House is a not for profit organization that offers a wide range of programs and services to people of all ages and diverse cultures living in Burnaby. This annual Open House and Barbecue event is a public event that further promotes their work in building welcoming and inclusive neighbourhoods. Over 500 people are expected to attend this year's event. In addition to the barbecue, the event will have a variety of information displays, and children and family activities such as games, face painting and crafts.

To: City Manager
From: Director Engineering
Re: ANNUAL SOUTH BURNABY COMMUNITY OPEN
HOUSE AND BARBECUE

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The Neighbourhood House is requesting the closure of Jubilee Ave from Nelson to Imperial (see attachment) on Thursday, 2013 August 08 between 10:00 am and 3:30 pm to ensure a safe and relaxing environment for all participants. The Neighbourhood House has consulted with all of the businesses on Jubilee and they are supportive of this request. Parking will be removed on Jubilee for the event. The organizer will be allowing access and parking for the employees of the neighbouring businesses on Jubilee.

The organizers are aware that approval is subject to the following conditions:

1. That the road closure 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. The barricades remain in place and will be manned at all times during the road closure.
4. That the road closure 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.
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.

Leon. A. Gous, P. Eng. MBA
Director Engineering

SP/br
Attachment

Copied to: Director Finance
RCMP – OIC Burnaby Detachment Chief Supt. Dave Critchley
Fire Chief – Doug McDonald
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