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**TO:** CITY MANAGER **DATE:** 2014 April 02  
**FROM:** DIRECTOR ENGINEERING **FILE:** 38000-40  
**SUBJECT:** HATS OFF DAY PARADE – SATURDAY, 2014 JUNE 07  
**PURPOSE:** To seek Council approval for the Hats Off Day Parade.

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**RECOMMENDATIONS:**

1. **THAT** Council approve the parade and related street closures as outlined 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**

This year's Hats Off Day Parade is proposed to take place on Saturday, 2014 June 07 and the organizers are seeking similar assistance as 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. Hastings Street between Boundary and Gamma will be closed between 8:30 am and 5:00 pm. At the same time, all cross streets and laneways along the same stretch of Hastings will be closed between Albert and Pender. Floats and parade participants will be assembling in the 200 – 300 blocks of Alpha and Beta and the 4500 – 4700 block of Albert between 8:00 am to 12:00 noon. At 9:30 am, the 2nd Hats Off Day Family Fun Dash will begin on Hastings between Madison and MacDonald. At 9:45 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, requiring a partial closure of Boundary Rd north to Albert St for dispersal in the 3700 - 3800 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 and other related street closures are shown on Figure 1 (*attached*).

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From: Director Engineering  
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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.



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

SP/ac

Attachment

Copied to: Director Finance  
RCMP – OIC Burnaby Detachment Chief Supt. Dave Critchley  
Fire Chief – Doug McDonald  
Deputy Fire Chief – Ron Barker  
BC Ambulance Service, Supt Dist #4 - 302-2955 Virtual Way, Vancouver BC V5M 4X6  
BC Ambulance Special Operations, 8100 Nordel Way Delta BC V4G 8A9 Att: Ron Ford  
Emergency Program Coordinator – Charmaine Pflugrath  
Supervisor - Sports & Outdoor Recreation – Jill Porter

FIGURE - 1

