
TO: CITY MANAGER **DATE:** 2016 May 03

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

SUBJECT: ROAD CLOSURE – DUNCAN AVENUE (WESTRIDGE ELEMENTARY SCHOOL FUNDRAISER)

PURPOSE: To seek Council approval for a road closure along Duncan Avenue.

RECOMMENDATIONS:

1. **THAT** Council approve the road closure as discussed in this report.
2. **THAT** the coordinator of the event, Rhonda Manson, Westridge PAC Co-Vice Chair/Event Coordinator, 1590 Augusta Ave, Burnaby, BC V5A 2V6, be sent a copy of this report.

REPORT

A request to use a City street for a fundraiser on Friday, 2016 May 27 has been received from Rhonda Manson, Westridge PAC Co-Vice Chair/Event Coordinator. Council approval is required by the Street & Traffic Bylaw.

The Westridge Elementary School Parent Advisory Council is hosting a play-on street hockey tournament to raise funds to replace an aging playground structure. The event requires the closure of Duncan Ave between Hastings & Union on Friday, 2016 May 27th between 11 am and 10 pm for set up and take down of fencing (see attached map). The hockey tournament will start at 3:30 pm, 25 minutes of play, 5 minute turn-around and end at 9:00 pm. There will be six arenas to accommodate up to 24 teams of 7 children aged 7 to 13.

The organizers have polled and received approval from the impacted residents of their proposed event.

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 marshal or organizer.
2. That all participants be instructed to respect the rights and property of the individuals encountered en route.

To: City Manager
From: Director Engineering
Re: Road Closure – Duncan Avenue (Westridge
Elementary School Fundraiser)
2016 May 03..... Page 2

3. That the organizer has agreed to monitor all barricades for the duration of the road closure.
4. That all emergency and transit services are advised of the event.
5. 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.
6. 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/cp

Copied to: Director Finance
RCMP – OIC Burnaby Detachment Chief Supt. Dave Critchley
Deputy Fire Chief – Dave Samson
BC Ambulance Special Operations via email at EMSO@bcehs.ca
Emergency Program Coordinator – Charmaine Pflugrath
Supervisor - Sports & Outdoor Recreation – Jill Porter

