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**TO:** CITY MANAGER **DATE:** 2016 August 15

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

**SUBJECT:** 38TH ANNUAL CHRISTMAS TOY RUN

**PURPOSE:** To seek Council approval for the road closures and staff support for the 38<sup>th</sup> Annual Christmas Toy Run to be held on Sunday, 2016 October 02.

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**RECOMMENDATIONS:**

1. **THAT** Council approve the road closures required for the 38th Annual Toy Run as discussed in this report.
2. **THAT** the RCMP and City staff be authorized to provide continuing support for this event as discussed in this report.
3. **THAT** a copy of this report be sent to the event coordinator, Chris Bayliss, Executive Director, Lower Mainland Christmas Bureau, 3fl-1870 Pandora St, Vancouver BC V5L 1M5.

**REPORT****1.0 BACKGROUND**

A request to ride through Burnaby for the 38th Annual Christmas Toy Run has been received from Chris Bayliss, Executive Director of the Lower Mainland Christmas Bureau. The Christmas Toy Run is an annual event that provides a large quantity of toys for families throughout the Lower Mainland. This year's event has been scheduled for Sunday, 2016 October 02.

**2.0 PROPOSED ROUTING AND TRAFFIC CONTROL**

As in previous years, the Toy Run will commence at Coquitlam Centre, travel west through Port Moody on St. Johns St, west through Burnaby via Barnet Rd and Hastings St, and into Vancouver to the Pacific Coliseum. The majority of the route passes through the City of Burnaby.

To safely accommodate the needs of residents and participants, an active role for City staff and the RCMP is required. The proposed traffic control plan for the day of the event is summarized as follows:

## **2.1 Parking Removal**

Parking will be removed from the north side of Hastings St between Inlet Dr and Boundary Rd from 8:30am to 11am. City Bylaw Officers will arrange for the removal of any vehicles left on the street during this restriction.

## **2.2 Road Closures**

All intersecting streets on the north side of Hastings St between Inlet Dr and Boundary Rd will be closed from 10:00am to the end of the parade at approximately 12:00pm except for three control points at Willingdon Ave, Holdom Ave and Cliff Ave where traffic will be queued and allowed to cross at the traffic signals at the RCMP's discretion.

Eastbound traffic will not be permitted to turn left across the parade traffic. Northbound traffic will be restricted to right turns only at all intersections except at the three control points mentioned above. Westbound Burnaby Mountain Pkwy traffic will be intercepted at Duthie Ave and routed southbound to Curtis St or Broadway for the duration of the parade. Barricades will be provided by City staff.

## **2.3 Traffic Signal Operations**

All traffic signals will be held in amber or red flash operation during the parade. Regular RCMP officers or RCMP auxiliary members will be posted to all signals to monitor and control traffic operations as required during the parade.

## **2.4 Transit Operations**

TransLink has been directly involved with the preparations for the Toy Run. They will be rescheduling or rerouting buses as required during the parade. City staff will work closely with TransLink staff to assist transit operations.

## **3.0 PUBLIC RELATIONS**

Residents and businesses of Burnaby in the area north of Georgia St between Inlet Dr and Boundary Rd will be notified of the event by a notice to be delivered by 2016 September 16. City staff will prepare and arrange for the distribution of the notices. A press release will be prepared and distributed to the newspapers encouraging the public to come and view the event and asking that they modify their travel plans to avoid the route should they need to travel in North Burnaby.


To: City Manager  
From: Director Engineering  
Re: 38th Annual Christmas Toy Run  
2016 August 15 ..... Page 3

Large advance warning signs will be installed on Hastings St, Gilmore, Willingdon, Holdom, Kensington, and Sperling Aves and on Burnaby Mountain Pkwy by Friday, September 23.

#### 4.0 CONDITIONS

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 marshall or organizer.
2. That all participants be instructed to respect the rights and property of the individuals encountered en route.
3. That all road closure barricades must be attended by the organizers or volunteers for the duration of the event.
4. 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 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:ac

Copied to: RCMP – OIC Burnaby Detachment Chief Supt. Stephan Drolet  
Fire Chief – Dave Samson  
BC Ambulance Special Operator, via email at EMSO@bcehs.ca  
Emergency Program Coordinator – Charmaine Pflugrath