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**TO:** CITY MANAGER **DATE:** 2016 September 07

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

**SUBJECT:** REMEMBRANCE DAY PARADE - SOUTH BURNABY –  
2016 NOVEMBER 11

**PURPOSE:** To seek Council approval for a Remembrance Day Parade on Friday, 2016  
November 11.

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**RECOMMENDATIONS:**

1. **THAT** Council approve the parade as discussed in this report.
2. **THAT** the coordinator of the event, Peter Pasanen, Royal Canadian Legion #83, 5289 Grimmer St Burnaby BC V5H 2H3, be sent a copy of this report.

**REPORT**

A request to use City streets for a Remembrance Day Parade on Friday, 2016 November 11 has been received from Branch #83 of the Royal Canadian Legion. Council approval is required by the Street & Traffic Bylaw.

In the recent past, the parade started at the Royal Canadian Legion at 5289 Grimmer St and was routed along Royal Oak, Imperial and Jubilee to the cenotaph at the corner of Nelson & Imperial. Last year a shorter route had been agreed to by the organizers to reduce the amount of resources required to facilitate the event.

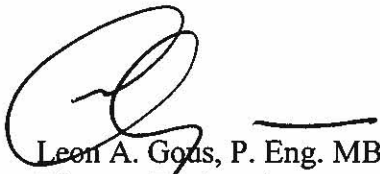
The parade will again assemble at Fire Hall No. 3 on Bennett at Marlborough. Bennett St between Marlborough and Nelson will be closed at 10 am for parade assembly and at 10:30 am the parade will march west on Bennett, south on Nelson and southwest onto Jubilee to the cenotaph at the corner of Nelson and Imperial where the ceremony will commence at 11:00am. The streets surrounding the parade route will be barricaded just prior to the start of the parade to control traffic as shown on the *attached* map. Barricades are lifted once the parade moves onto Jubilee. Jubilee will remain closed until the ceremony is complete at approximately 12:30pm.

City staff will be working closely with the RCMP to safely accommodate the needs of residents and participants. There is no impact to Transit services in the area.

To: City Manager  
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 individuals encountered en route.
3. 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.
4. That the RCMP agrees to monitor all barricades and traffic signals for the duration of the parade.
5. That an informational letter and map be sent out to all residents and businesses impacted by the road closures at least 2 weeks in advance of the parade.
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. Goss, P. Eng. MBA  
Director Engineering

SP/ac

Attachment

Copied to: RCMP – OIC Burnaby Detachment Chief Supt. Stephan Drolet  
Fire Chief – Joe Robertson  
BC Ambulance Special Operator via email at EMSO@bcehs.ca  
Emergency Program Coordinator – Charmaine Pflugrath  
Supervisor - Sports & Outdoor Recreation – Jill Porter

