

TO: CHIEF ADMINISTRATIVE OFFICER **DATE:** March 9, 2023
FROM: GENERAL MANAGER ENGINEERING **FILE:** 38000-40
SUBJECT: HATS OFF DAY – SATURDAY, JUNE 3, 2023
PURPOSE: To seek Council approval for road closures.

RECOMMENDATIONS:

1. **THAT** Council approve the road closures for the Hats Off Day festival as outlined in this report.
2. **THAT** a copy of this report be sent to Mischa Greenwood, Chair, Hats Off Day Committee, c/o Heights Merchants Association, 4019 Hastings St, Burnaby, BC V5C 2J1.

REPORT**1.0 INTRODUCTION**

Mischa Greenwood – Chair, Hats Off Day Committee requests to use City streets for the Hats Off Day Festival on Saturday, June 3, 2023 between 8:30 am – 5:00 pm.

2.0 BACKGROUND

Hats Off Day Festival will take place on Saturday, June 3, 2023, with the theme “Out of this World!” (Outer Space). The organizers are seeking similar assistance from the City of Burnaby as they have received previously, 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 Street.

Hastings Street between Boundary Road and Gamma Avenue will be closed between 8:30 am and 5:00 pm on June 3, 2023. Albert Street between Willingdon Avenue and Gamma Avenue and the laneway north of Albert Street from Alpha Avenue to Gamma Avenue will be closed between 8:00 am and 12:00 pm for assembly and dispersal of the parade. Starting at 8:30 am, adjacent cross streets and laneways along Hastings Street will be closed between Albert Street and Pender Street. Hastings Street will be closed for vehicle access with pedestrian oriented activities, including Show & Shine Car Show and Family Fun Dash from Gamma Avenue to Boundary Road, see **Attachment 1**.

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

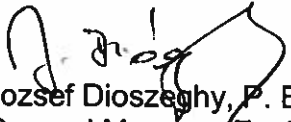
To: Chief Administrative Officer
From: General Manager Engineering
Re: Hats Off Day Festival – Saturday, June 3, 2023
March 9, 2023 Page 2

1. That the festival be conducted under the supervision of a designated marshal or event 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 control and monitor traffic operations at Hastings Street and Willingdon Avenue for the duration of the road closure;
4. That a traffic control management company is responsible for arranging all traffic control devices and barricades except where RCMP will be present;
5. That all emergency and transit services are advised of the event;
6. That the organizers send out letters to residents and businesses, who will be affected by the road closures and temporary parking restrictions at least two weeks prior to the event;
7. That the festival be covered with liability insurance in the minimum amount of \$5,000,000 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; and
8. 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.

City staff will be providing the requested support and the RCMP will ensure that a safe environment exists by having staff members available.

3.0 RECOMMENDATIONS

Staff recommend Council's approval of the road closures for Hats Off Day as outlined in this report. It is further recommended that a copy of this report be sent to Mischa Greenwood, Chair, Hats Off Day Committee, c/o Heights Merchants Association, 4019 Hastings St, Burnaby, BC V5C 2J1.


Jozsef Dioszeghy, P. Eng.
General Manager Engineering

KL/JJL/AC/jds
Attachment 1

Copied to: General Manager Community Safety
RCMP - OIC Burnaby Detachment Chief Supt.
Fire Chief
BC Ambulance Special Operator, via email at SpecialOperations@bcehs.ca
Emergency Program Coordinator
Supervisor Sports and Outdoor Recreation