



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Fernando Lamanna & Paul Lagrandeur  
**Position:** Clerk & Deputy CAO and Director of Public Works  
**Title / Subject:** Road Closures for Special Events  
**Date of Report:** August 3, 2023  
**Date of Meeting:** August 14, 2023  
**Report No:** 2023-GG-022

#### 1.0 Issue / Origin

At the Council meeting held on June 26, 2023, representatives from Sunderland Legion Branch 141 made a delegation to Council regarding the Sunderland Remembrance Day Services and Road Closures.

#### 2.0 Background

The Sunderland Legion representatives outlined past practices with respect to the Remembrance Day road closures required on Regional Road 10 from Albert Street to Maple Street between 10:30 am to 12:30 pm.

The representatives indicated that leading up to and during their 2022 Remembrance Day Services that they experienced challenges with the Regional Road Closure application as well as a lack of DRPS support. As such, volunteer members were required to supervise and control the road closure, which later raised concern with Legion Executives with respect to liability.

To avoid future concerns of liability with respect to the road closure Sunderland Legion representatives requested that the Township of Brock apply for the Regional Road closure and assume all liability as it relates to the closure.

#### 3.0 Analysis

##### Special Event Road Closures

Staff have reviewed and discussed Special Event road closures with both Durham Region Traffic Operations staff as well as DRPS North Division and provide the following:

- A [Special Event Permit](#) is required which can be obtained online.
- Township must provide approval of the event.

- DRPS involvement – Police Escort, Police Control, Paid Duty Officer or Auxiliary Officers.
- Emergency Services and Durham Region Transit approval is required.

Good practice for organizations/individuals that apply for a Special Event road closure, is to submit with all agencies a thought out traffic management plan as well as an emergency management plan.

When staff spoke to Durham Region Transportation Services, it was noted that the practice of applying for a Special Event road closure has been in place for some time and the process has not changed other than the opportunity of applying online to make it more convenient.

In speaking with Staff Sargent Wilson, of DRPS North Division, it was advised that generally DRPS is contacted to participate in such events and in 2022 sent 2 auxiliary officers as well as Officer Granger, who laid a reef at the cenotaph on behalf of DRPS.

Staff Sargent Wilson noted that the request for Auxiliary Officers can be made directly with North Division but noted that the Auxiliary Officers is dependent on availability as they are volunteer positions. He advised that any organization should give at minimum 30 days notice with respect to booking Auxiliary Officers. Another option would be to have paid duty officers attend special events.

#### Township Assuming Road Closure

In response the Legion representatives' request for the Township to apply and assume all responsibility for the road closure, staff advise that in consultation with our representative from the Durham Region Insurance Pool, that if the Township were to apply for the road closure that Brock would then assume all liability for the closure and would be required to ensure the road closure is carried out in accordance with the Terms and Conditions. This would also mean that Township staff would be required to manage the road closure, resulting in increased costs.

As Brock does not have an Events Coordinator it is unclear who would take charge in taking the responsibility for permits for each event. PW would take on responsibility for road closures and maintaining closures throughout the event. There would be significant costs associated with this event as staff have Remembrance Day recognized as a paid day off.

#### What Do Other Municipalities Do?

Other municipalities vary in involvement related to organizing and hosting Remembrance Day Services, acknowledging and respecting that the significance of Remembrance Day is directly tied to the Royal Canadian Legion and Armed Forces, a number of municipalities have no involvement other than invitations to Mayor and Council. Where municipalities have a cenotaph on Civic Centre grounds, an events coordinator and/or the Executive Assistant to Mayor & Council are responsible in organizing the event. However, these municipally run events often do not require any road closure as the event is all within municipal property.

#### Various Community Organizations & Road Closures

Regarding the request from the Sunderland Lions for their Remembrance Day Parade, staff advise Council to be cognizant of the other community organisations within Brock that may also come forward, asking for the same privileges. Currently there are 8 different events that would require road closures.

#### **4.0 Related Policies / Procedures**

There are no related policies that would impact this report.

#### **5.0 Financial / Budget Assessment**

There are no related financial implications to this report. However, should Council consider the assumption of the Sunderland Legion Remembrance Day road closure, as well as, other community organisation road closures, then budget considerations must be allocated for the remainder of 2023 budget and any future budgets. An event such as the Remembrance Day Service would involve two staff on a paid day off which would be double time and an additional day off on another agreed upon day. As per the Collective Agreement. Therefore, an event such as this one, it would cost the Township approximately +/- \$1,500.

#### **6.0 Climate Change Impacts**

There are no climate change impacts in relation to this report.

#### **7.0 Communications**

This report is published on a public agenda and shared with the representatives of the Sunderland Legion who made the delegation at the Council meeting held on June 26, 2023.

#### **8.0 Conclusion**

The Township of Brock appreciates the hard work that all not-for-profit community organizations put into organizing and hosting various community events. The challenge for Brock aside from financial and staffing resources, also include the fact that there may be 8 or more community events that would require similar treatment.

#### **9.0 Recommendation**

BE IT RESOLVED THAT report 2022-GG-022 "Road Closures for Special Events" be received for information; AND THAT

Council approve the Sunderland Legion Branch 141 request for the Sunderland Legion Remembrance Day Service; AND THAT

Council deny the request of the Sunderland Legion Branch 141 for the Township of Brock to apply for and assume all responsibility for the road closure; AND THAT

Council authorize staff to work with the Sunderland Legion Brach 141 to provide direction/assistance to the Legion in applying for the Special Permit Event registration and in connecting with DRPS for Police Escort services for the event.