

**TO:** MAYOR & COUNCIL  
**FROM:** GENERAL MANAGER ENGINEERING  
**SUBJECT:** **TEMPORARY ROAD CLOSURE REQUEST – REMEMBRANCE DAY PARADE AND CEREMONY, SOUTH BURNABY**  
**PURPOSE:** To seek Council approval for a temporary road closure on Grimmer Street, Royal Oak Avenue, Imperial Street, Nelson Avenue, and Jubilee Avenue for the Royal Canadian Legion, Branch 83, Remembrance Day Parade and Ceremony.

## **RECOMMENDATION**

**THAT** the closure of Grimmer Street, Royal Oak Avenue, and Imperial Street be approved from 10:00 AM – 11:00 AM on November 11, 2023, as outlined in the October 16, 2023, report titled “Temporary Road Closure Request – Remembrance Day Parade and Ceremony, South Burnaby”;

**THAT** the closure of Nelson Avenue between Bennett Street and Imperial Street be approved from 10:00 AM – 12:00 PM on November 11, 2023, as outlined in the October 16, 2023, report titled “Temporary Road Closure Request – Remembrance Day Parade and Ceremony, South Burnaby”; and

**THAT** the closure of Jubilee Avenue between Imperial Street and Nelson Avenue be approved from 8:00 AM – 12:00 PM on November 11, 2023, as outlined in the October 16, 2023, report titled “Temporary Road Closure Request – Remembrance Day Parade and Ceremony, South Burnaby”.

## **CHIEF ADMINISTRATIVE OFFICER’S COMMENTS**

I concur with the recommendation of the General Manager Engineering.

### **1.0 POLICY SECTION**

Temporary road closures for special events do not require Council approval, as such, this report is discretionary based on previous administrative practices.

### **2.0 BACKGROUND**

The Royal Canadian Legion, Branch 83, will be returning with their annual parade and ceremony on November 11, 2023. This year, the parade will proceed west from the Legion at 5289 Grimmer Street, then south on Royal Oak Avenue, then west on Imperial Street, then north on Jubilee Avenue, and on to the South Burnaby Cenotaph.

**3.0 GENERAL INFORMATION**

To facilitate the temporary road closure, staff will work with a qualified traffic management company to develop a traffic control plan, coordinate with the City’s Sign Shop to install temporary parking restriction signage, and coordinate with City Bylaw Enforcement for parking enforcement. City staff will also be working closely with the RCMP to safely accommodate the needs of residents and participants.

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

- 1. That a qualified traffic control management company will set up the road closures according to the approved layout; and
- 2. That the event be covered with liability insurance for a 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.

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

The event organizer is aware that all emergency and transit services are to be advised of the event. Notification letters to impacted residents and businesses will be sent out at least two (2) weeks prior to the event to advise them of the road closures and any temporary parking restrictions.

**5.0 FINANCIAL CONSIDERATIONS**

Funding support is provided as part of the 2023 Engineering Operating budget.

Respectfully submitted,

Jozsef Dioszeghy, P.Eng., General Manager Engineering

**ATTACHMENTS**

Attachment 1 – Map of Temporary Road Closure for Remembrance Day RCL 83

**REPORT CONTRIBUTORS**

This report was prepared by Faye Chan, Traffic Technician 1, and reviewed by Eric Tam, P.Eng., PTOE, Senior Transportation Engineer, and Amy Choh, P.Eng., PMP, Director Engineering Transportation.