



Corporate Services Commission

Request Received: June 12, 2008

Event Code: 2008-130

SPECIAL EVENT – WORK ORDER ROAD USE NOTIFICATION

Event Name: Thornhill Village Festival

Event Owner: Client

Overview: The community of Thornhill closes its streets and opens their community to visitors who are encouraged to stroll the laneways, watch the parade and shop with local vendors.

Date & Time: Third Saturday in September 0900h – 1630h
Saturday, September 20, 2008

Location: Historic Thornhill
Yonge Street & Centre Street

Admission: Adults \$3.00
Seniors \$2.00
Free to children 12 and under
Free to anyone in historic costume

Organization & Contact Information

Name:	Brian G. Ryan	Day Tel:	905-918-9205
Title:	Director of Operations	Eve Tel:	
Organization:	Society For The Preservation of Historical Thornhill	Cel Tel:	416-453-9091
		Fax:	905-918-9205
Address:	30 Mayfair Court	Email:	randdholding@yahoo.ca
City, Prov, PC:	Richmond Hill, On L4B 3X7	Web:	www.thornhillhistoric.org

Road Use Contact Information

Day Prior: Brian Ryan Contact Number: 416-453-9091

Day of: Brian Ryan Contact Number: 416-453-9091

Roads Involved

Saturday, September 20, 2008 0800h – 1630h

- ☐ This event will utilize both sidewalks and roadways on the following roads:
- | | |
|--------------------------------------------------|-------------------------|
| A. Church Lane from John St beyond Colborne St. | Secondary Response Road |
| B. Colborne Street from Yonge St. to Church Lane | Secondary Response Road |
| C. Eliza Street | Secondary Response Road |
| D. Thornhill Summit Drive | Secondary Response Road |

Saturday, September 20, 2008 Parade - 1130h – 1400h

- John Street from Yonge Street to Henderson Avenue Primary Response Road

Forwarded Through Co-ordinator of Special Events:

101 Town Centre Blvd., Markham, ON L3R 9W3
Tel: 905-477-7000 ext. 3797 Fax: 905-475-4710
Email: specialevents@markham.ca



- Yonge Street between Royal Orchard Blvd and Clark Avenue

Regional Municipality

Please note the following Parade Route 1130h – 1230h

- Begin on Centre Street – Thornhill Presbyterian Church, Vaughan
- Yonge Street south from Royal Orchard Blvd to just north of Clark Avenue – closure only
- Dismantle on Arnold Street – Thornhill Public School, Vaughan

Municipal Parking Lots Involved

Day, Date, Year

- ☐
- Not Requested

Parking Control Plan:*Please describe what preparations are in place to accommodate participants/guests parking:*

- ☐
- Participants and guests will be encouraged to park throughout the community
-
- ☐
- By-Laws will be notified so that leniency can be applied throughout the day

Community Notification Plan:*Please describe what methods are being utilized to inform the community of the upcoming road closures 14 days prior to event:*

- ☐
- Road signs, notice in papers and community posters

Request for Supplies:*A limited number of pylons and safety vests are available from the Roads Maintenance Department located at 555 Miller Avenue in Markham. All pick-ups and returns are the responsibility of the borrower and a request form must be completed prior to receiving items:*

Pylons: Not Requested

Safety Vests: 30

Barricade Drop Points:*The Town of Markham will deliver barricades that will consist of two orange colored A-Frame Stands and a 2' X 6' board that measures approximately 10'-14' in length. These barricades weigh approximately 50lbs and are the responsibility of the applicant to assemble and disassemble unless otherwise noted.*

Location of barricade drop points:

Colborne Street at Yonge Street

- 1 - "Road Closed" sign (small)
- 2 - 8' barricades
- 20 m snow fence
- 4 stanchions

Church Lane at John Street

- 1 - "Road Closed" sign (small)
- 2 - 8' barricades

Church Lane at Charles Lane (lane between cemeteries just north of John Street)

- 20 m snow fence
- 2 stanchions

Sumner Lane at John Street

- 1 - 8' barricade – (no snow fencing & no

	stanchion)
Yonge Street & John St. (at Scotiabank Plaza – sw corner of parking lot)	8 - 8' barricades
Yonge Street at John Street	4 - 8' barricades "Road Closed" sign (Large)
Yonge Street at Royal Orchard Boulevard	10 traffic cones to block two southbound lanes of Yonge St. "Road Closed-Detour" sign directing southbound traffic onto Royal Orchard Blvd. 6 - 8' barricades to block Yonge
Royal Orchard Boulevard and Inverlochy Boulevard (south side)	"No access to Yonge St." sign supplied & installed by Festival Committee
Royal Orchard Boulevard at Weeping Willow, Wild Cherry, Silver Aspen Baythorn Drive,	"Yonge St. Detour" sign south side of Royal Orchard Blvd.directing traffic to continue along Royal Orchard Blvd. " No exit to Yonge St." sign
Royal Orchard Boulevard at Kirk Drive, Knotty Pine, Shady Lane and Blue Spruce	"Yonge St. Detour" sign directing southbound traffic onto Royal Orchard Blvd.
Royal Orchard Boulevard at Bayview Avenue	"Yonge St. Detour" sign directing southbound traffic to turn right at Bayview Ave. via the southbound slip road
John Street at Bayview Avenue	"Road Closed at Henderson Ave." sign
John Street at Henderson Avenue	"Road Closed" sign (large) "1 - 8' barricade to partially block John St. westbound
Yonge Street at Clark Avenue	"Road closed Ahead-Detour" sign (large) to direct northbound traffic west along Clark Ave. 6 - 8' barricades to block northbound Yonge St. 10 traffic cones
Yonge Street at Elgin Street	"Road Closed" sign (large) "Detour" sign directing northbound traffic to turn right along Elgin St. 6 - 8' barricades to block Yonge St. diagonally allowing traffic a right turn only onto Elgin St.
Thornhill Summit Dr (in front of Answell Seniors Centre)	48 m of snow fence (continuing from east end of CIBC Bank fence across Thornhill Summit Dr. to Answell Seniors Bldg)

	20 stanchions 2 - 8' barricades
Thornhill Summit Dr at Yonge Street	3 - 8' barricades
Thornhill Summit – south side of street beside the Old Post Office – side entrance	40m snow fence 6 stanchions

PLEASE SWEEP ON MONDAY SEPT 15 OR TUESDAY SEPT 16 BUT NO LATER – THEY MARK THE ROADS FOR THE BOOTHS WITH CRAYONS AND THE SWEEPING WILL ERASE IT ALL

Please Note:

- Barricades on local, secondary, rural streets are to be manned at all times with volunteers (V) that are at least 18 years of age
- Barricades on arterial/primary, 400 series, regional streets require hired security personnel (SP) or York Regional Police (YRP) or York Regional Police Pay Duty Officers (PDO)

Documentation:

Town of Markham provides Insurance Coverage

Conditions of Road Closure:

- Emergency access for emergency vehicles must be maintained at all times. Failure to comply could result in suspension of the event.
- The road right of way must be clear of litter and debris within the 24 hours following the event. Failure to do so will result in Town Staff completing the task at a cost of \$150 per hour (3 hour minimum) with charges being the responsibility of the event.
- Compliance with any and all other conditions imposed by the Town of Markham and its Departments.

One week prior to the event:

- Confirm arrangements for barricades and pylons with the Special Events Coordinator
- Payment of fees for goods and services provided by the Town of Markham must be received
- Appropriate approvals
- Provide notification to all affected residences, churches and businesses regarding the date, time and duration of the road(s) closure
- Post signs notifying the public of the road closure and potential traffic delays

Additional Conditions:

None applied.

Road Closure Fee:

Amount:

☐ Paid

☐ Waived

Credited to Account Number: 700-998-9299

Approval Levels:

Road Use that is contained to Town of Markham roadways requires approval from the following group(s):

☐ Council Approval

Traffic is interrupted



Road Use that occurs within the right-of-way of a regional road:

☐ York Region Transportation & Works Department

Cancellation of a Road Closure:

If the timing of the road closure is altered for any reason, the applicant must immediately notify the following emergency services:

- | | |
|------------------------------------------------|------------------------------|
| • Markham Fire & Emergency Services | 905-477-2011 |
| • York Region EMS | 800-668-7821 or 705-726-8103 |
| • York Regional Police | 905-881-1221 ext. 7001 |
| • Town of Markham, Special Events Co-ordinator | 905-477-7000 ext. 3797 |

Distribution:

Town of Markham

- | | |
|------------------------------|---------------------------------|
| • By-Laws | • Operations & Asset Management |
| • Markham Hydro | • Special Events Co-ordinator |
| • Mayor & Members of Council | • Town Clerk |
| • MFES | |

York Region

- | | |
|------------------------|------------------------|
| • York Region EMS | • York Region Transit |
| • Roads Transportation | • York Regional Police |

Other

- | | |
|-------------------------------|------------------------------|
| • 407 ETR | • Ministry of Transportation |
| • Area Churches | • Ontario Provincial Police |
| • BIA – Markham Village | • Toronto Transit Commission |
| • BIA - Unionville | |
| • Go Transit – Bus Operations | |

VIA Fax:

- | | |
|--------------------------------------|--------------|
| • Georgian Ambulance Dispatch Centre | 705-739-6831 |
| • OPP | 905-841-6794 |
| • Student Buses | 905-713-2533 |

**Please sign and return to the Special Event Coordinator at least 60 days prior to your event.
Failure to do so may jeopardize our ability to commit to your event.**

I/We _____, on behalf of _____, the party requesting the rental/use of The Corporation of the Town of Markham Facility/Location noted above on this form (the "Facility/Location") do hereby hold and save harmless and agree to indemnify The Corporation of the Town of Markham and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors and assigns with respect to any and all actions, debts, suits,



demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use by me/us/it of the Facility/Location.

I/We have read and understood the Special Event Registration Form and its terms and conditions and agree to abide by them during the rental/use of the Facility/Location.

Client Signature: _____ **Date:** _____

I/We have the authority to bind the corporation.