



Request Received: May 27, 2008

Event Code: 2008-308

SPECIAL EVENT – WORK ORDER ROAD USE NOTIFICATION

Event Name: Fiesta Canada's Multicultural Day

Overview: This is a special event recognizing Canada's diverse multicultural mosaic of citizens living in the Markham area.

When: June 27, 2008 - 1700H – 2400H

Facility/Location: Markham District Veteran's Association, 7 Washington Street, Markham

Admission: Free

Anticipated Number of People: 500-1500 people

Will Alcohol Be Served: Yes

Organization & Contact Information

Name: Trevor Cleland

Title: President

Organization: Markham District Veterans' Assocn.

Eve Tel: 905-470-1456

Cell Tel: 416-410-7671

Fax:

Address: 7 Washington Street

Email: traltd@primus.ca

City, Prov, PC: Markham, ON L3P 2R3

Web: www.markhamvets.bravehost.com

Day Tel: (905) 294-3159

Road Use Contact Information

Day Prior: Trevor Cleland
First Name Last Name

905-470-1456
Telephone

Day of: Trevor Cleland
First Name Last Name

416-410-7671
Telephone

Summary of Roads Involved

Date Friday, June 27, 2008

Start Time & End Time: 17:00H – 2400H

Classification of roads in use: Secondary/ Local/ Roadways

- ☐ This event will be contained to the sidewalks / roadways / road closure on the following roads:
- ☐ Washington Street from Hwy 7 to south Centre Street
- ☐ Jerman Street from Hwy 7 to south Edward Street

Please provide the route and map

Municipal Parking Lots Involved

Day, Date, Year

☐ Parking Lot – Location

Time of Use

Parking Control Plan:

Please describe what preparations are in place to accommodate participant/guest parking:

- *Volunteers at barricades will allow access to parking and residential areas*
- *Secondary barricades will be contained to event area only i.e. barricades will be located 40 ft south of the MDVA building as well as 40 feet north of the MDVA building on Washington Street, as well as the same on Jerman Street which surrounds MDVA's parking lot.*

Community Notification Plan:

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

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:

Safety Vests: 16

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 & quantity of barricade drop points: 16

- 8 barricades on grassy knoll at Church St & Washington Sts
- 8 barricades at MDVA bldg, 7 Washington St.

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:

	Required	Received
Hold Harmless Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>

Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Deposit	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	As developed by Town of Markham Operations – Roads Maintenance Department

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, pylons, safety vests and road signage 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:

Road Closure Fee:

Amount: \$100.00 plus GST

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):

☐ Clerks Department

Road use is contained within a specified area in which there is a minimum number of homes involved

☐ Council Approval

Main traffic is interrupted

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

☐ York Region Transportation & Works Department

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

☐ Ministry of Transportation/Road Work Scheduling & Coordination Unit

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**

- | | |
|-----------------------------------------|---------------------------------|
| • Corporate Communications – Web Master | • MFES |
| • By-Laws | • Operations & Asset Management |
| • Power Stream | • Special Events Co-ordinator |
| • Mayor & Members of Council | • Town Clerk |

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.

Street Party Signatures

Please provide signatures of all the affected residence.

We, the residents of the above noted address, are aware and support the above noted closure.

[illegible]



Corporate Services Commission
