



Corporate Services Commission

Request Received: May 14, 2008

Event Code: 2008- 005

SPECIAL EVENT-WORK ORDER ROAD USE NOTIFICATION

Event Name: Canada Day Celebrations

Owner: Working Committee

Overview: Held in cooperation with Citizenship & Immigration, new Canadians are sworn in as residents of our Country with friends, family, Mayor & Members of Council in attendance. A reception with light refreshments follows the ceremony and it is a formal and prestigious beginning to Markham's Canada Day Celebrations!

Ribbons, streamers and flags for almost a mile! That's how we do a parade in Markham. School bands, local dance groups, kids with decorated bikes, Mayor & Members of Council, Emergency Vehicles like fire trucks, ambulances and police cars not to mention the people carrying or wearing red and white fill McCowan Road and make for a wonderful procession for all to see.

Date & Time: Tuesday, July 1, 2008

Location: Parade – 1600h – 1630h
McCowan Road from Heritage Road to Milne Park entrance
Fireworks – 2200h - 2230h
McCowan Road is closed from Unionville Gate to Highway 7

Admission: Free To All

Organization & Contact Information

Name:	Carolina Moretti	Eve Tel:	N/A
Title:	Councilor Ward 4	Cel Tel:	
Organization:	Town of Markham	Fax:	905-479-7763
Address:	101 Town Centre Blvd	Email:	
City, Prov, PC:	Markham, ON L3R 9W3	Web:	N/A
Day Tel:	905-477-7000 ext. 7751		

Road Use Contact Information

Day Prior: Bob Walter 416-936-0691

Day of: Bob Walter 416-936-0691

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



Roads Involved

- Road Use Notification

Tuesday, July 1, 2008 1500h – 1630h

Classification of roads in use: local, arterial/primary, secondary, rural, 400 series, regional

- ☐ This event will utilize both sidewalks and roadways on the following roads:
 - A. McCowan Road from Bullock Drive to South Unionville Avenue Regional Roadway

Tuesday, July 1, 2008 2030h -2330h

Classification of roads in use: local, arterial/primary, secondary, rural, 400 series, regional

- ☐ This event will utilize both sidewalks and roadways on the following roads:
 - B. McCowan Road from Bullock Drive to South Unionville Avenue Regional Roadway

Municipal Parking Lots Involved

- ☐ Not Requested

Parking Control Plan:

Please describe what preparations are in place to accommodate participants/guests parking:

- ☐ Shuttle busses will be running from Markville Shopping Centre to Milne Park
- ☐ Limited \$5 parking in Milne Park

Community Notification Plan:

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

- ☐ Town Page Ads, Community Centre Marquees and poster distributions

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: 50
Safety Vests: 20

- ☐ Town staff will be issued with vests and pylons placed accordingly

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:

- Provide barricades for road closure and Milne Park

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 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:

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 require:

- ☐ 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:

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|--|------------------------------|
| • 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.**

Client Signature: _____

Date: _____