



## SPECIAL EVENT-WORK ORDER ROAD USE NOTIFICATION

**Event Name: Angus Glen Half Marathon****Owner: Client**

**Overview:** An accredited Ontario Roadrunners Association race that will raise funds for the Markham Stouffville Hospital.

**When:** Sunday, November 2, 2008 0830h – 1230h

**Location:** Start/finish line will be held at the Angus Glen Golf Club.

**Admission:** The first 1500 runners

**Alternative Contact & Organization Information**

Name:	Day Tel:
Title:	Eve Tel:
Organization:	Cel Tel:
Address:	Fax:
City, Prov, PC:	Email:
	Web:

**Main Contact - Organization & Contact Information**

Name:	Sara Sterling	Day Tel:	(905) 887 0766
Title:	Media Consultant & Co-Chair of ½ Marathon	Eve Tel:	(905) 887 3247
Organization:	Sterling Communications	Cel Tel:	(416-797-4282
Work Address:	67 Prospectors Drive	Fax:	Not Provided
City, Prov, PC:	Markham, ON L6C 1Z8	Email:	sterlingcommunications@rogers.com

**Roads Involved**

Sunday, November 2, 2008 0830h – 1230h

This event will utilize both sidewalks and roadways on the following roads:

- |  |                          |
|--|--------------------------|
| A. Start line is at Angus Glen Golf Course                                     | Private Property         |
| B. South on Kennedy Road to Major MacKenzie                                    | Regional Roadway         |
| C. West on Major MacKenzie to Prospector's Drive                               | Regional Roadway         |
| D. South on Prospector's Drive to The Fairways                                 | Primary Response Roadway |
| E. West on The Fairways and south onto Royal Troon Crescent                    | Primary Response Roadway |
| F. Royal Troon Crescent onto Angus Glen Blvd                                   | Local Response Roadway   |
| G. East on Angus Glen Blvd to Potters Wheel Road                               | Local Response Roadway   |
| H. North on Potters Wheel Road to Port Rush Trail                              | Local Response Roadway   |
| I. East on Port Rush Trail to Angus Meadow Drive                               | Local Response Roadway   |
| J. South on Angus Meadow Drive to Angus Glen Blvd                              | Local Response Roadway   |
| K. East on Angus Glen Blvd to Kennedy Road                                     | Primary Response Roadway |
| L. South on Kennedy Road to just north of 16th Avenue                          | Regional Roadway         |
| M. Runners make a u-turn and go north on Kennedy Road to Elgin Mills Road East | Regional Roadway         |



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N. East on Elgin Mills Road to McCowan Road	Primary Response Roadway
O. North on McCowan Road to 19th Avenue	Regional Roadway
P. West on 19th Avenue to Warden Avenue	Primary Response Roadway
Q. South on Warden Avenue to Elgin Mills Road East	Regional Roadway
R. East on Elgin Mills Road East to Kennedy Road	Primary Response Roadway
S. South on Kennedy Road to Angus Glen Golf Course	Regional Roadway

### Municipal Parking Lots Involved

- ☐ Not Requested

### Parking Control Plan:

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

- ☐ Participants will be parking on site

### Community Notification Plan:

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

- ☐ Brochures, posting to the Town of Markham website, mail out to all addresses involved

### 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:

Safety Vests:

### 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.

Barricades are not required - Client is hiring road closure service company

### 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)

### Angus Glen Half Marathon Pay Duty Management Plan

Point	Location Name	York Regional Police			Time
		Pay Duty	Vehicle	Auxillary	
1	Start/Finish	0	0	1	0830h - 1330h
2	Kennedy Road & Angus Glen Driveway	0	0	1	



Corporate Services Commission

3	Major MacKenzie Drive East & Kennedy Road	1	1	0	0830h - 1330h
4	Major MacKenzie Drive East & Prospector's Drive	0	0	1	0830h - 1230h
21	Kennedy Road & Bur Oak Avenue	1	1	0	0830h - 1230h
21a	Kennedy Road & Just North of Bur Oak Avenue - Pizza Nova Plaza	0	0	1	0830h - 1230h
22	Kennedy Road & Fairways/Castlemore Avenue	1	0	0	0830h - 1230h
23	Kennedy Road & (Just North of )Elgin Mills Road	1	1	1	0900h - 1330h
24	Elgin Mills Road & McCowan Road	1	1	0	0900h - 1330h
25	19th Avenue & McCowan Road	1	1	0	0900h - 1330h
26	19th Avenue & Kennedy Road	1	1	1	0900h - 1330h
27	19th Avenue & Warden Avenue	1	1	0	0900h - 1330h
28	11359 Greek Orthodox Church Drive Way	1	1	0	0900h - 1330h
29	Elgin Mills Road & Warden Avenue	1	1	0	0900h - 1330h
30a	Angus Glen Community Centre East Driveway & Major MacKenzie	1	1	0	0830h - 1230h
31	Major MacKenzie & William Berczy Blvd.	1	1	0	0830h - 1230h
YRP	Sgt.York Regional Police - Roving	1	1	0	0830h - 1230h
	Sgt.York Regional Police - Roving	1	1	0	0900h - 1330h
<b>TOTALS</b>		<b>14</b>	<b>13</b>	<b>6</b>	

Documentation:

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



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Insurance Certificate	Yes	<input type="checkbox"/>	
Traffic Control Plan	Yes	<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 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 ☐ 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



*Corporate Services Commission*

- |  |                              |
|--|------------------------------|
| • 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. 2255       |

**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.

