



Community & Fire Services Commission

Request Received: Jun 7/07

Event Code: 2007-071

SPECIAL EVENT ROAD USE NOTIFICATION

Event Name: Unionville Celtic Festival

Overview: Come one! Come All! Join the merchants of Main Street Unionville as they celebrate together with the community our nation's Celtic heritage. Main Street will be closed to vehicular traffic allowing guests to stroll the historic street in old time peace and quiet.

Date & Time: Saturday, July 14, 2007 1800h – 2300h
Sunday, July 15, 2007 1000h – 1800h

Location: Main Street Unionville

Admission: Open to everyone

Organization & Contact Information

Name:	Greg McCormick	Day Tel:	905-477-0117
Title:	Chairman	BusTel:	905-479-2085
Organization:	Unionville BIA	Cel Tel:	905-477-0117
Address:	Box 64711	Fax:	905-479-6658
City, Prov, PC:	Unionville, ON L3R 0M9	Email:	unionvillebia@bellnet.ca
		Web:	www.unionvilleinfo.com

Alternative Organization & Contact Information

Name:	Tracy MacKinnon	Eve Tel:	N/A
Title:	Owner/Operator	Cel Tel:	905-477-0117
Organization:	Unionville Trading Post	Fax:	905-479-6658
Address:	154a Main Street	Email:	unionvillebia@bellnet.ca
City, Prov, PC:	L3R 2G9	Web:	www.unionvilletradingpost.ca
Day Tel:	905-479-2085		

Road Use Contact Information

Day Prior:	Greg	McCormick	905-477-0117
Day of:	Greg	McCormick	905-477-0117

Roads Involved

Saturday, July 14, 2007 1800h – 2300h

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. Main Street Unionville diagonally @ Main Street Unionville Lane also known as Concession Road Arterial/Primary

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



B. Main Street Unionville north to Carlton Road

Arterial/Primary

C. Fred Varley Drive west of EJ Lennox Way east of plaza driveway

Primary Response Roadway

Traffic Control Map

Please indicate the following information on traffic control map:

- Streets Involved
- Barricade Locations
 - 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)
- Indicate parking opportunities for participants/guests and VIP's
- Emergency Access Routes
- Detour Routes for Local Traffic
- Signage indicating road closures, barricades & detours
- Number of parade marshals

Parking Control Plan:

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

Public parking lots will not be affected

Community Notification Plan:

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

Advertisements in the local newspaper as well as poster distribution

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: Not Requested

Barricade Drop Points:

The Town of Markham will deliver barricades that will consist of two orange coloured 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:

On Main Street Unionville diagonally to Concession Road allows vehicular access to Concession Road but not Main Street itself. First Sign - "Road Closed Ahead" to be dropped on the south side of Fred Varley Drive at Sciberras Road. The Unionville BIA volunteers will be responsible for set up and take down of the sign on the boulevard

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Community & Fire Services Commission

Second Sign - "Road Closed - To Local Traffic Only" to be dropped at the most eastern driveway of the plaza on Fred Varley Drive and again the Unionville BIA volunteers will be responsible for the set up and take down of this sign. It will be placed in the east bound lane of Fred Varley Drive.

Third Sign - "Road Closed" sign to be delivered to the same location as the barricades and placed by the Unionville BIA volunteers.

Barricades - 2 barricades will be dropped on the south side of Fred Varley Drive just east of EJ Lennox with Unionville BIA volunteers placing the barricades from the south side of Fred Varley Drive to the north side. The barricades will be manned at all times as outlined in the Road Use Notification document.

At the Crosby Arena to block vehicular access to Main Street from the driveway
South & West Corners of Main Street & Carlton Road

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"/>

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

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.

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- 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.
- Comply 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

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Email: specialevents@markham.ca



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 |
| • EMS | 800-668-7821 |
| • York Regional Police | 905-881-1221 ext 7001 |
| • Town of Markham, Special Events Co-ordinator | 905-477-7000 ext. 3797 |

Circulation:

Town of Markham

- | | |
|---|-------------------------------|
| • Commissioner, Fire & Community Services | • Mayor & Members of Council |
| • Director, Leisure & Cultural Services | • MFES Alarm Room Station 95 |
| • Director, Operations & Asset Management | • MFES Fire Chief |
| • General Manager, Operations | • Special Events Co-ordinator |
| • Markham Hydro | • Town Clerk |

York Region

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

Other

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

Comments:

**Please sign and return to the Special Event Coordinator at least 30 days prior to your event.
Failure to do so may jeopardize our ability to commit to your event.**

Client Signature: _____

Date: _____

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Email: specialevents@markham.ca



Community & Fire Services Commission

Request Received: April 27, 2007

Event Code: 2007-073B

SPECIAL EVENT ROAD USE NOTIFICATION

Event Name: Jazz on Main

Owner: Client

Overview: Come one! Come All! Join the merchants of Main Street Unionville as they celebrate together with the community the Jazz Festival. Main Street will be closed to vehicular traffic allowing guests to stroll the historic street on Friday and Saturday evening street parties. Enjoy this growing and popular event fill with the sounds of a great mix of jazz.

Date & Time:

Friday, August 17, 2007	1800h-2300h
Saturday, August 18, 2007	1200h-2400h
Sunday, August 19, 2007	1200h-2000h

Location: Main Street Unionville
Bandshell & Main Street

Admission: Open to everyone

Organization & Contact Information

Name:	Greg McCormick	Day Tel:	905-477-0117
Title:	Chairman	BusTel:	N/A
Organization:	Unionville BIA	Cel Tel:	416- 312-7006
Address:	Box 64711	Fax:	905-479-6658
City, Prov, PC:	Unionville, ON L3R 0M9	Email:	unionvillebia@bellnet.ca
		Web:	www.unionvilleinfo.com

Alternative Organization & Contact Information

Road Use Contact Information

Day Prior:	Greg	McCormick	905-477-0117
Day of:	Greg	McCormick	905-477-0117

Roads Involved

Friday, August 17, 2007	1800h – 2400h
Saturday, August 18, 2007	1800h – 2400h

Classification of roads in use: local, arterial/primary,

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

- | | |
|--|------------------|
| A. Main Street Unionville diagonally @ Main Street Unionville Lane also known as Concession Road | Arterial/Primary |
| B. Main Street Unionville north to Carlton Road | Arterial/Primary |

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C. Fred Varley Drive just east of EJ Lennox Way

Community & Fire Services Commission
Primary Response Roadway

Traffic Control Map

Please indicate the following information on traffic control map:

- Streets Involved
- Barricade Locations
 - 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)
- Indicate parking opportunities for participants/guests and VIP's
- Emergency Access Routes
- Detour Routes for Local Traffic
- Signage indicating road closures, barricades & detours
- Number of parade marshals

Parking Control Plan:

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

Public parking lots will not be affected

Community Notification Plan:

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

Advertisements in the local newspaper as well as poster distribution

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: Not Requested

Barricade Drop Points:

The Town of Markham will deliver barricades that will consist of two orange coloured 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:

On Main Street Unionville diagonally to Concession Road (allows vehicular access to Concession Road but not Main Street itself)
First Sign - "Road Closed Ahead" to be dropped on the south side of Fred Varley Drive at Sciberras Road. The Unionville BIA volunteers will be responsible for set up and take down of the sign on the boulevard

SPECIAL EVENT COORDINATOR

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



Community & Fire Services Commission

Second Sign - "Road Closed - To Local Traffic Only" to be dropped at the most eastern driveway of the plaza on Fred Varley Drive and again the Unionville BIA volunteers will be responsible for the set up and take down of this sign. It will be placed in the east bound lane of Fred Varley Drive.

Third Sign - "Road Closed" sign to be delivered to the same location as the barricades and placed by the Unionville BIA volunteers.

Barricades - 2 barricades will be dropped on the south side of Fred Varley Drive just east of EJ Lennox with Unionville BIA volunteers placing the barricades from the south side of Fred Varley Drive to the north side. The barricades will be manned at all times as outlined in the Road Use Notification document.

At the Crosby Arena to block vehicular access to Main Street from the driveway
South & West Corners of Main Street & Carlton Road

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"/>

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

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.

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- 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.
- Comply 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

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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 |
| • EMS | 800-668-7821 |
| • York Regional Police | 905-881-1221 ext 7001 |
| • Town of Markham, Special Events Co-ordinator | 905-477-7000 ext. 3797 |

Circulation:

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Other

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Comments:

**Please sign and return to the Special Event Coordinator at least 30 days prior to your event.
Failure to do so may jeopardize our ability to commit to your event.**

Client Signature: _____

Date: _____

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Request Received: April 27, 2007

Event Code: 2007-075

SPECIAL EVENT ROAD USE NOTIFICATION

Event Name: Unionville Heritage and Big Band Festival**Owner: Client**

Overview: Come one! Come All! Join the merchants of Main Street Unionville as they celebrate together with the community for the Unionville Heritage and Big Band Festival. Main Street will be closed to vehicular traffic allowing guests to stroll the historic street in old time peace and quiet.

Date & Time: Monday, September 3, 2007 0900h – 1800h

Location: Main Street Unionville

Admission: Open to everyone

Organization & Contact Information

Name:	Greg McCormick	Day Tel:	905-477-0117
Title:	Chairman	BusTel:	905-479-2085
Organization:	Unionville BIA	Cel Tel:	905-477-0117
Address:	Box 64711	Fax:	905-479-6658
City, Prov, PC:	Unionville, ON L3R 0M9	Email:	unionvillebia@bellnet.ca
		Web:	www.unionvilleinfo.com

Alternative Organization & Contact Information

Name:	Tracy MacKinnon	Eve Tel:	N/A
Title:	Owner/Operator	Cel Tel:	905-477-0117
Organization:	Unionville Trading Post	Fax:	905-479-6658
Address:	154a Main Street	Email:	unionvillebia@bellnet.ca
City, Prov, PC:	L3R 2G9	Web:	www.unionvilletradingpost.ca
Day Tel:	905-479-2085		

Road Use Contact Information

Day Prior:	Greg McCormick	905-477-0117
Day of:	Greg McCormick	905-477-0117

Roads Involved

Monday, September 3, 2007 0900h – 1800h

Classification of roads in use: local, arterial/primary,

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

- | | |
|--|------------------|
| A. Main Street Unionville diagonally @ Main Street Unionville Lane also known as Concession Road | Arterial/Primary |
| B. Main Street Unionville north to Carlton Road | Arterial/Primary |

Forwarded Through Co-ordinator of Special Events:

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Traffic Control Map

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- Signage indicating road closures, barricades & detours
- Number of parade marshals

Parking Control Plan:

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

Public parking lots will not be affected

Community Notification Plan:

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

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First Sign - "Road Closed Ahead" to be dropped on the south side of Fred Varley Drive at Sciberras Road. The Unionville BIA volunteers will be responsible for set up and take down of the sign on the boulevard

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On Concession Road there is a secret driveway that allows vehicular access to Main Street
At the Crosby Arena to block vehicular access to Main Street from the driveway
South & West Corners of Main Street & Carlton Road

Documentation:

	Required	Received
Hold Harmless Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
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Amount: ☐ Paid ☐ Waived

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Approval Levels:

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Client Signature: _____

Date: _____

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