



Community & Fire Services Commission

Request Received: March 20, 2006

Event Code: 2006- 005

SPECIAL EVENT-WORK ORDER ROAD USE NOTIFICATION

Event Name: Canada Day Celebrations

Owner: Working Committee

Overview: The Town of Markham celebrates our Nation's birthday with a parade down McCowan Road and a firework display in Milne Park.

Date & Time: Saturday, July 1, 2006

Location: Parade - McCowan Road from Heritage Road to Milne Park entrance
Fireworks - McCowan Road is closed from Unionville Gate to Highway 7

Admission: Free To All

Organization & Contact Information

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

Road Use Contact Information

Day Prior:	Bob <i>First Name</i>	Walter <i>Last Name</i>	416-936-0691 <i>Telephone</i>
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Day of:	Bob <i>First Name</i>	Walter <i>Last Name</i>	416-936-0691 <i>Telephone</i>
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Roads Involved

Saturday, July 1, 2006 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 Drive Regional Roadway

Saturday, July 1, 2006 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 Highway 7 to South Unionville Drive Regional Roadway

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

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

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:

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 ☐ ☐

Traffic Control Plan ☐ ☐ 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:

- 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. 2255

Distribution:

Town of Markham

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

York Region

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

Other

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

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 30 days prior to your event.
Failure to do so may jeopardize our ability to commit to your event.**

Client Signature: _____

Date: _____