



Corporate Services Commission

Request Received: April 25, 2008

Event Code: 2008-027

## SPECIAL EVENT ROAD USE NOTIFICATION

Event Name: Unionville Village Festival

Client: Owner

Overview: A three day event celebrating the vibrancy, history and community spirit that is synonymous with Unionville. Beginning with a Festival Dance Friday night, continuing Saturday with a parade, all day music, family activities, crafts, contests, games and races with a gigantic fireworks finale. Sunday hosts a Fun Run, treasure hunt, more music, contests, games and family fun!

For more information, contact the Unionville Village Festival Corporation: 416-208-0685 or visit the website at [www.unionvillefestival.com](http://www.unionvillefestival.com)

Date & Time: Friday, June 6, 2008  
Saturday, June 7, 2008  
Sunday, June 8, 2008

Location: Main Street Unionville

Admission: Open to the public

### Organization & Contact Information

Name:	Paula Roberts	Eve Tel:	
Title:		Cel Tel:	416-918-4100
Organization:	Unionville Village Festival	Fax:	905-477-0411
Address:	4261 – A14 Highway 7 – Suite 196	Email:	<a href="mailto:paula@robertsgroup.ca">paula@robertsgroup.ca</a>
City, Prov, PC:	Unionville, ON L3R 9W6	Web:	<a href="http://www.unionvillefestival.com">www.unionvillefestival.com</a>
Day Tel:	416-918-4100		

### Alternative Organization & Contact Information

Name:	Bob Ferguson	Eve Tel:	
Title:	Chairman	Cel Tel:	416-258-2486
Organization:	Unionville Village Festival	Fax:	905-477-3995
Address:	4261 – A14 Highway 7 – Suite 196	Email:	<a href="mailto:bobtan@rogers.com">bobtan@rogers.com</a>
City, Prov, PC:	Unionville, ON L3R 9W6	Web:	<a href="http://www.unionvillefestival.com">www.unionvillefestival.com</a>
Day Tel:	905-477-8857		

### Road Use Contact Information

Day Prior:	Paula	Roberts	416-918-4100
Day of:	Paula	Roberts	416-258-2486

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](mailto:specialevents@markham.ca)



## Roads Involved

SATURDAY, JUNE 7, 2008

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

- Main Street, Unionville north from Highway 7 to north of Library Lane 0700h – 1200h
- Main Street, Unionville south from Highway 7 to Unionville Gate 0700h – 1100h
- Unionville Gate west from Kennedy Road to Main Street South (signage only) 0700h – 1100h
- Highway 7 east from Warden Avenue to west of Kennedy By-Pass 0930h – 1130h
- No access from Main Street Unionville east onto 0700h – 1200h
  - a. Unionville Gate
  - b. Unionville Gate Medical Centre Parking Lot
  - c. Rouge Avenue
  - d. Richard Maynard Cres
  - e. Library Lane
- No access from Main Street Unionville west onto 0700h – 1200h
  - a. South Drive
  - b. East Drive
  - c. Toogood Pond Park

Please Note: All traffic coming off residential streets onto Highway 7 should be directed to turn west and exit

SATURDAY, JUNE 7, 2008

0700h – 1930h

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

- Main Street Unionville north from Highway 7 to south of Library Lane
- Fred Varley Drive west from Main Street to east of Fonthill Boulevard
- Fred Varley Drive west of EJ Lennox Way east of plaza driveway -will have limited access for residents
- Carlton Road west of Wembley Avenue to west of Back Access Lane (Concession Road)
- No access from Main Street Unionville east onto
  - a. Eckardt Avenue
  - b. Maple Lane
  - c. Victoria Avenue
  - d. Carlton Road
- No access from Main Street Unionville west onto
  - a. Pavilion Street
  - b. Euclid
  - c. Station Lane
  - d. Fred Varley
  - e. Main Street Lane
  - f. Carlton Road

SUNDAY, JUNE 8, 2008

0800h - 1800h

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

- Main Street Unionville north from Concession Road to south of Carlton Road
- No access from Main Street Unionville east onto

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- a. Carlton Road
- No access from Main Street Unionville west onto
  - a. Fred Varley
  - b. Carlton Road

Note: Event Code 2007- 027A – Sunday, June 8, 2008 Unionville Fun Run road use notification – on its own application form.

Regardless of the automatic crossing barriers the client must still pick up cones from 555 Miller Ave and place traffic cones on the north and south side of the tracks in keeping with the direction to notify pedestrians crossing the tracks of the potential tripping hazard. The cones should not be placed closer than 10 ft to the centre line of the tracks. The tracks will be live, YDHR will be running and the tracks must not be blocked - anytime is train time.

#### Street Sweeping

- Request for Main Street Unionville to be swept on Thursday, June 5, 2008. This must be done prior to marking the street for the booths and this occurs first thing on Friday morning.
- Request for Main Street Unionville and the Crosby Curling Club parking lot to be swept on Monday, June 9 following the pick up of all picnic tables

#### **Traffic Control Map**

Town of Markham Roads Department to develop.

#### **Parking Control Plan:**

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

Municipal lots will be opened and all side streets will be utilized.

Please note that parking on one side of the street from North of Main Street to Library Lane and Bridle Trail for emergency access. Please provide a physically able adult to man the barricade at all times.

#### **Community Notification Plan:**

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

Ads will be placed on the Town Page with a mobile sign being posted throughout the area prior to the event by both the client and the Town's Road Department.

#### **Request for Supplies:**

*A limited number of 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: Not Requested

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**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:

Unionville Gate at Kennedy Road (Road Closed Ahead Sign Only)  
Unionville Gate at Main Street Unionville South ( 8 barricades)  
Unionville Gate at the parking lot of Unionville Gate Medical Centre – first driveway north of Unionville  
Main Street Unionville South at Rouge Avenue  
Main Street Unionville South at East Drive  
Highway 7 north side & Main Street Unionville  
Highway 7 & Main Street Unionville (north west corner Auto Sound Design driveways)  
Highway 7 south side & Main Street Unionville (Road Closed Sign with six large barrels)  
Highway 7 & Warden  
Highway 7 & Kennedy Road  
Main Street Unionville & Rouge Avenue  
Main Street Unionville & Richard Maynard Crescent  
Main Street Unionville & Library Lane  
Main Street Unionville & South Drive  
Main Street Unionville & East Drive  
Main Street Unionville & Toogood Pond Park – Client to provide & post sign to read Parking Lot Closed At 1500h for Fireworks)  
Fred Varley Drive & Sciberras - Local Traffic Only  
Fred Varley Drive at Fonthill Boulevard – Road Close Ahead Sign  
Carlton Road at Wembley Avenue (4 Barricades)  
Carlton Road at Back Access Lane/Concession Road - 2 Barricades  
Main Street Unionville & Eckardt Avenue  
Main Street Unionville & Maple Lane  
Main Street Unionville & Victoria Avenue  
Main Street Unionville & Carlton Road  
Main Street Unionville & Pavilion Street  
Main Street Unionville & Euclid Street – 1 barricade plus a special event post with fencing & ties  
Main Street Unionville & Station Lane  
Main Street Unionville & Fred Varley  
Main Street Unionville & Main Street Lane  
Main Street Unionville & Carlton Road  
Main Street Unionville & Back Access Lane & Ramp Main Street Lane - 4 Barricades at bottom of ramp/driveway  
Main Street Unionville and Back Access Lane by the garbage bins behind the arms

Please note to place pylons or cones onto the railway tracks to avoid tripping.

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**Documentation:**

Provided through the Town of Markham

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### 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 requires:

- ☐ Council Approval - Traffic is interrupted
- ☐ York Region Transportation & Works Department
- ☐ Ministry of Transportation – Roadwork, Scheduling and Coordination Unit

### 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.
- GO Transit has requested that all railway crossings be kept clear of booths or other fixed objects
- 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, pylons and road signage with the Special Events Coordinator
- 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

### 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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Corporate Services Commission

Town of Markham

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

York Region

- York Region
- York Region EMS
- York Region Transit
- York Regional Police

Other

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

Comments:

**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.

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