

**REQUEST RECEIVED****EVENT CODE : 2009-073A****COMMUNITY EVENT – WORK ORDER  
ROAD USE NOTIFICATION****EVENT NAME: Markham Jazz Festival**

Description of the event: (please provide description) Come one! Come All! Join the merchants of Main Street Markham as they celebrate together with the community the Markham Jazz Festival. Main Street Markham will be closed from Hwy 7 to 144 Main Street North and Robinson Street East will be closed to vehicular traffic allowing guests to stroll the historic street in old time peace and quiet.

**EVENT ORGANIZER CONTACT – ORGANIZATION INFORMATION**

Name: Phil Howes  
Title: Manager  
Host Organization: Markham Village BIA  
Address: 132 Robinson Street  
Markham, Ontario L3P 5H5  
Day Tel: 905-472-2462

Eve Tel:  
Cel Tel:  
Fax:  
Email: [info@mainstreetmarkham.com](mailto:info@mainstreetmarkham.com)  
Web: [www.mainstreetmarkham.com](http://www.mainstreetmarkham.com)

**ROAD USE CONTACT INFORMATION**

Day Prior:	Phil First Name	Howes Last Name	905-472-2462 Telephone
Day of:	Phil First Name	Howes Last Name	905-472-2462 Telephone

**ROADS INVOLVED** (please provide the route & map)

Main Street Markham from Hwy 7 to Bulloch Dr/Parkway Ave. and Robinson Street from water Street to Washington Street

Please indicate whether the event will be contained to the sidewalks, roadways and/or road closure. List the street(s) and/or roads affected and proposed closures from start to finish route.

Sunday, August 16, 2009      9:00AM – 6:00 PM

Classification of roads in use Regional and Local:      9:00Am – 6:00PM

☐ This event will be contained to the road closure and sidewalks on the following roads:

- Main Street Markham north from Highway 7 to South of parkway Avenue -Primary
- Access east from Main Street Markham is closed to -



- a. Centre Street - -Primary
- b. Robinson Street - -Primary
- Access west from Main Street Markham is closed to –
  - a. Dublin Street - -Secondary Response
  - b. Robinson Street -Primary
  - c. Wilson Street -Primary
- Robinson Street West from Main Street Markham to Water Street -Primary

Please indicate the date, time and location of the event

Event Set-up Date: August 16,2009

Tear Down Event Date: August 16,2009

Event Set-up Time: 9:00 am

Tear Down Event Time: 6:00 pm

Event Start Time: 10:00 am

Event End Time: 5:00 pm

Event Location: Main Street Markham from Hwy 7 to Bulloch Dr/Parkway Ave. and Robinson Street from water Street to Washington Street

#### **BARRICADES DROP LOCATION(S):**

- Location & quantity of barricade drop points: 13
  - 2 @ Main & Parkway
  - 4 @ Main & Highway 7
  - 1 @ Main & Wilson
  - 2 @ Main & Robinson St west – east end of Plaza entrance
  - 1 @ Main & Centre St
  - 2 @ 144 Main St. Markham
  - 1 @ Main and Dublin St
- Advance signage road closure at Highway 7 and Parkway Avenue

#### **Please Note:**

- Please note that each road will require two barricades for safety reasons. Each barricade must be manned with a minimum of two adults at least 18 years of age, wearing safety vests.
- Barricades on local, secondary, rural streets are to be manned at all times. Barricades on arterial/primary, 400 series, regional streets require bona fide security personnel (SP), York Regional Police (YRP); or York Regional Police Paid Duty Officers (PDO)

#### **MUNICIPAL PARKING LOTS INVOLVED**

Use of Municipal parking lot Yes \_\_\_\_\_ No \_\_\_\_\_X\_\_\_\_\_

Indicate the Parking Lot Location \_\_\_\_\_ Time of Use \_\_\_\_\_

#### **PARKING/ TRAFFIC & TRANSPORTATION CONTROL PLAN**

Participant and Guest Parking Plan:



## PYLONS & SAFETY VESTS

Quantity required:

Pylons: \_\_\_\_\_

Safety Vests: \_\_\_\_\_ 14 \_\_\_\_\_

## REGIONAL & PROVINCIAL ROADS

Use of regional or provincial roads Yes \_\_\_\_\_ No \_\_\_\_\_ X \_\_\_\_\_

## Road Closure Fee:

Amount: \$100.00 plus GST

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):

☐ Clerks Department

Road use is contained within a specified area in which there is a minimum number of homes involved

☐ Council Approval

Main traffic is interrupted

Road Use that occurs within the right-of-way of a regional road requires:

☐ York Region Transportation & Works Department Permit

Road Use that occurs within the right-of-way of a provincial road:

☐ Ministry of Transportation/Road Work Scheduling & Coordination Unit

## 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, Community Event Coordinator | 905-477-7000 ext. 3797       |

## Distribution:

Town of Markham

- |   |                              |
|---|------------------------------|
| • Corporate Communications – Web Master | • Power Stream               |
| • By-Laws                               | • Mayor & Members of Council |



*Corporate Services Commission*

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- MFES
- Operations & Asset Management

York Region

- York Region EMS
- Roads Transportation

Other

- 407 ETR
- Area Churches
- BIA – Markham Village
- BIA - Unionville
- Go Transit – Bus Operations

- Community Event Coordinator
- Town Clerk

- York Region Transit
- York Regional Police

- Ministry of Transportation
- Ontario Provincial Police
- Toronto Transit Commission

Via Fax to:

- |                                      |              |
|--------------------------------------|--------------|
| • Georgian Ambulance Dispatch Centre | 705-739-6831 |
| • OPP                                | 905-841-6794 |
| • Student Buses                      | 905-713-2533 |

**REQUEST RECEIVED****EVENT CODE 2009-079****COMMUNITY EVENT-ROAD USE APPLICATION****INTRODUCTION**

Any organized activity such as: marathon, walk-a-thon, bike-a-thon, street festival or street party involving the use of, or having impact upon a public property, public facilities, parks, sidewalks, pathways, closing of street, or temporary use of private property that varies from its current land use, requires approval from the Town of Markham.

Please note: The boulevard area is part of the road allowance and therefore cannot be included for use without a road closure. Crowds on the boulevards are located too close to the edge of road and hazardous to vehicular traffic. In addition, sidewalks and boulevards blocked with crowds force pedestrian traffic onto the travel portion of the road.

Final approval may include certain conditions and/or restrictions that will be the responsibility of the event organizer(s) and committee members.

Please complete the road use notification in its entirety and submit with the applicable fees no less than 60 days prior to the event date.

**EVENT NAME: Main Street Markham Auto Classic**

Description of the event: (please provide description)

Join the merchants of Main Street Markham as they celebrate the history of the automobile in the original historic Downtown Markham. Main Street Markham will be closed to vehicular traffic but open to pedestrians from North of Hwy 7 to Bulloch Ave/Parkway Drive, and Robinson Street from Water Street to George Street. Classic automobiles of all makes and types of the past 100 years will be displayed throughout Main Street, prizes will be awarded, and entertainment provided.

**EVENT ORGANIZER CONTACT – ORGANIZATION INFORMATION**

Name: Phil Howes  
Title: Manager  
Host Organization: Markham Village BIA  
Address: 132 Robinson Street  
Markham, Ontario L3P 5H5  
Day Tel: 905-472-2462

Eve Tel:  
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Web: [www.mainstreetmarkham.com](http://www.mainstreetmarkham.com)

**ROAD USE CONTACT INFORMATION**

Day Prior:	Phil First Name	Howes Last Name	905-472-2462 Telephone
Day of:	Phil First Name	Howes Last Name	905-472-2462 Telephone

**ROADS INVOLVED** (please provide the route & map)



Please provide the Event Location and/or Address: Main Street Markham from Hwy 7 to Bulloch Dr/Parkway Ave. and Robinson Street from Water Street to Washington Street

Please indicate whether the event will be contained to the sidewalks, roadways and/or road closure. List the street(s) and/or roads affected and proposed closures from start to finish route.

Sunday, September 13, 2009 9:00AM – 6:00 PM

☐ This event will be contained to the road closure/sidewalks on the following roads:

Classification of roads in use Regional and Local: 9:00Am – 6:00PM

☐ This event will be contained to the road closure and sidewalks on the following roads:

- Main Street Markham north from Highway 7 to South of parkway Avenue -Primary
- Access east from Main Street Markham is closed to -
  - a. Centre Street - -Primary
  - b. Robinson Street - -Primary
- Access west from Main Street Markham is closed to –
  - a. Dublin Street - -Secondary Response
  - b. Robinson Street - -Primary
  - c. Wilson Street - -Primary

Robinson Street West from Main Street Markham to Water Street -Primary

Please indicate the date, time and location of the event

Event Set-up Date: September 13,2009

Tear Down Event Date: September 13,2009

Event Set-up Time: 8:00 am

Tear Down Event Time: 6:00 pm

Event Start Time: 10:00 am

Event End Time: 5:00 pm

Event Location: Main Street Markham from Hwy 7 to Bulloch Dr/Parkway Ave. and Robinson Street from water Street to Washington Street

Classification of roads in use: Primary/ Local/ Regional Roadways (for office use only).

**Road Closure Fee:**

Amount: \$100.00 plus GST

**BARRICADES DROP LOCATION(S):**

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. The barricades weigh approximately 50lbs. The barricades are to be assembled and to be dismantled by the event organizer(s) and volunteers.

Does your event require barricades? Yes ☒ X

No ☐

If yes, please provide the location(s) & quantity of barricade drop points:

Please indicate the barricade location(s) for drop off:

- Location & quantity of barricade drop points: 13
  - 2 @ Main & Parkway
  - 4 @ Main & Highway 7
  - 1 @ Main & Wilson
  - 2 @ Main & Robinson St west – east end of Plaza entrance
  - 1 @ Main & Centre St
  - 2 @ 144 Main St. Markham
  - 1 @ Main and Dublin St
- Advance signage road closure at Highway 7 and Parkway Avenue

**Please Note:**

- Please note that each road will require two barricades for safety reasons. Each barricade must be manned with a minimum of two adults at least 18 years of age, wearing safety vests.
- Barricades on local, secondary, rural streets are to be manned at all times. Barricades on arterial/primary, 400 series, regional streets require bona fide security personnel (SP), York Regional Police (YRP); or York Regional Police Paid Duty Officers (PDO)

**Cancellation of a Road Closure:**

If the timing of the road closure is altered for any reason, the event organizer(s) must notify, 14 days in advance, the Community Relations Department, Town of Markham, at 905-477-7000 ext. 3797.

Please note: Cancellation fee may apply for any costs incurred by the Town of Markham.

**MUNICIPAL PARKING LOTS INVOLVED**

Will your event use the municipal parking lot? Yes \_\_\_\_\_ No   X  

If yes, please indicate the Parking Lot Location \_\_\_\_\_ Time of Use \_\_\_\_\_

**PARKING/ TRAFFIC & TRANSPORTATION CONTROL PLAN**

Please describe what preparations are in place to accommodate participant and guest parking:

**PUBLIC NOTIFICATION**

It is the event organizer's responsibility to design, print and post public signage notification. The signage size must be (90cm x 120 cm – RB-92). The signage must be posted 14 days in advance with one signage at each main intersection.

The event organizer must deliver a written notification to all owners or occupants surrounding the affected closure or route. A copy of public notification letter must be provided 14 days in advance to the Town of Markham.

**PYLONS & SAFETY VESTS**

A limited number of pylons and safety vests are available from the Roads Maintenance Department on a "first come first served basis". Pylons and vests can be picked up 24 hours prior to the event and returned 24 hours after the event by event organizer(s) at 555 Miller Avenue in Markham. Hours of operations are from Monday to Friday, 8:00 am to 4:00 pm.

Will your event require pylons and safety vests? Yes   X   No           

If yes, please indicate the quantity required:

Pylons:                       
Safety Vests:       14      

**REGIONAL & PROVINCIAL ROADS**

It is the event organizer(s) responsibility to apply for road use that occurs within the right-of-way of a regional and/or provincial road(s).

Will your event require regional or provincial roads? Yes                      No   X  

Please complete and submit directly to the York Region Transportation and Works Department, Road Occupancy Application ([attachment](#)).

All regional and/or provincial road closures require the supervision of the York Region Police.

Event Organizer(s) may contact the York Region Transportation directly at (905) 830-4444 or fax the completed Regional Road application to (905) 895-3047.

**EVENT ORGANIZER'S RESPONSIBILITIES**

Conditions of Road Closure:

1. Event Organizer(s) must provide access for all emergency vehicles and must be maintained at all times. Failure to comply could result in suspension of the event;
2. Event Organizer(s) must allow the road right-of-way, and clear litter / debris within the 24 hours following the event., including equipment and debris from parking lots, pathways, private properties and /or parks after the event day. 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 organizer(s);
3. Compliance with any and all other conditions imposed by the Town of Markham and other departments;
4. Event Organizer(s) must provide insurance liability naming the Corporation of the Town of Markham as additional insured;
5. Event organizer(s) must provide a minimum of two adults at least 18 years of age for each barricade location(s);
6. Event Organizer(s) must ensure adequate volunteers and/or assistants along the route who are easily identifiable;
7. For large events, event organizer(s) must provide crowd management and emergency control;
8. Event Organizer(s) will provide all payments invoiced by the Town of Markham two weeks prior to the event date;
9. Event Organizer (s) must provide notification two weeks in advance to all affected residences, places of worship and businesses regarding the date, time and duration of the road(s) closed;
10. Event Organizers must post signs (size 90cm x 120 cm – RB-92), notifying the public of the road closure and potential traffic delays 14 days in advance prior to the event date;
11. Event Organizer(s) must provide a copy of the public notification letter to the Town of Markham;





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12. Event Organizer(s) must confirm arrangements two weeks in advance for barricades, pylons, safety vests and road signage with the Community Relations Coordinator a week prior to the event date.
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Thank you for completing the Road Use Application. Before you submit your application please ensure that the following steps have been completed;

1. Signed and dated Road Use Application
  2. Attached parking plan, traffic and/or route map
  3. Provide copy of the Public Notification Letter(s)
  4. Completed and submitted to York Region Roads, applicable for regional roads
  5. Applied for York Region Police or security company 'Private Patrol', if applicable
  6. Payment to be submitted with the Road Use Application
  7. Requested signatures from residences affected by the street or block parties
- 

I, Philip Howes, on behalf of Markham Village BIA, 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 Road Use Application 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.





REQUEST RECEIVED

EVENT CODE 2009-044

COMMUNITY EVENT – WORK ORDER  
ROAD USE NOTIFICATION**EVENT NAME: Main street Markham Pedestrian Day**

Description of the event: Come one! Come all! Join the merchants and artisans of Main Street Markham as they celebrate the significant heritage and culture of the original historic Downtown Markham as it was before the days of the automobile! Main Street Markham will be closed to vehicular traffic but open to pedestrians from North of Hwy 7 to 144 Main Street North and Robinson Street East, allowing guests to stroll through the historic Street in old time peace and quiet, just like when Main Street Markham and the original town of Markham were before the age of the automobile.

**EVENT ORGANIZER CONTACT – ORGANIZATION INFORMATION**

Name: Phil Howes  
Title: Manager  
Host Organization: Markham Village BIA  
Address: 132 Robinson Street  
Markham, Ontario L3P 5H5  
Day Tel: 905-472-2462

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Email: info@mainstreetmarkham.com  
Web: www.mainstreetmarkham.com

**ROAD USE CONTACT INFORMATION**

Day Prior: Phil Howes  
First Name Last Name Telephone 905-472-2462

Day of: First Name Last Name Telephone

**ROADS INVOLVED** (please provide the route & map)

List of street(s) and/or roads affected and proposed closures from start to finish route. *Classification of roads in use: Primary/Local/ Regional Roadways*

Sunday, May 24, 2009 9:00AM – 6:00 PM  
Sunday, July 19, 2009 6:00AM – 10:00 PM

- ☐ This event will be contained to the road closure/sidewalks on the following roads

Classification of roads in use Regional and Local: 6:00 AM – 10:00PM -July 19/09

- Main Street Markham north from Highway 7 to South of parkway Avenue -Primary
- Access east from Main Street Markham is closed to -
  - a. Centre Street - -Primary
  - b. Robinson Street - -Primary



- Access west from Main Street Markham is closed to –
  - b. Dublin Street - -Secondary Response
  - c. Robinson Street -Primary
  - d. Wilson Street -Primary

Robinson Street West from Main Street Markham to Water Street -Primary

Date, Location & time of the event

(1) Event Set-up Date: May 24, 09 Tear Down Event Date: May 24, 2009  
(2) Event Set-up Date: July 19, 2009 Tear Down Event Time: July 19, 2009

Event Start Time: 7:00AM Event End Time: 9:00 PM

Event Location: Main Street Markham from Hwy 7 to Bullock Drive/Parkway Ave., and Robinson Street from Water Street to Washington Street

### BARRICADES DROP LOCATION(S):

Location(s) Drop Points & Quantity: Quantity: 13

- 2 @ Main & Parkway
- 4 @ Main & Hwy 7
- 1 @ Main & Wilson
- 2 @ Main & Robinson St west – east end of Plaza entrance
- 1 @ Main & Centre Street
- 2 @ 144 Main Street Markham
- 1 @ Main & Dublin St.

Advance Road Closure signage at Hwy 7 & Parkway Ave.

### MUNICIPAL PARKING LOTS INVOLVED

Use of Municipal parking lot Yes \_\_\_\_\_ No \_\_\_\_\_

Indicate the Parking Lot Location \_\_\_\_\_ Time of Use \_\_\_\_\_

### PARKING/ TRAFFIC & TRANSPORTATION CONTROL PLAN

Participant and Guest Parking Plan:

### PYLONS & SAFETY VESTS

Quantity required:

Pylons: \_\_\_\_\_

Safety Vests: \_\_\_\_\_



## REGIONAL & PROVINCIAL ROADS

Use of regional or provincial roads Yes \_\_\_\_\_ No \_\_\_\_\_

### Road Closure Fee:

Amount: \$100.00 plus GST

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):

☐ Clerks Department

Road use is contained within a specified area in which there is a minimum number of homes involved

☐ Council Approval

Main traffic is interrupted

Road Use that occurs within the right-of-way of a regional road requires:

☐ York Region Transportation & Works Department Permit

Road Use that occurs within the right-of-way of a provincial road:

☐ Ministry of Transportation/Road Work Scheduling & Coordination Unit

### 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, Community Event Coordinator | 905-477-7000 ext. 3797       |

### Distribution:

#### Town of Markham

- Corporate Communications – Web Master
- By-Laws
- Power Stream
- Mayor & Members of Council

- MFES
- Operations & Asset Management
- Community Event Coordinator
- Town Clerk

#### York Region

- York Region EMS
- Roads Transportation

- York Region Transit
- York Regional Police

#### Other



*Corporate Services Commission*

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

Via Fax to:

- Georgian Ambulance Dispatch Centre 705-739-6831
- OPP 905-841-6794
- Student Buses 905-713-2533