



Corporate Services Commission

Request Received: November 24, 2009

Event Code: 2009-077

SPECIAL EVENT-WORK ORDER ROAD USE NOTIFICATION

Event Name: Unionville Olde Tyme Christmas

Owner: Client

Overview: Join the merchants for an old fashioned Christmas experience along the beautifully decorated Main Street of Unionville at the 29th Annual Unionville Olde Tyme Christmas event.

Date & Time: Friday, December 4, 2009 1800h – 2200h
Parade begins at 1900h
Shops open until 2200
Saturday, December 5, 2009 1000h – 2000h
Sunday, December 6, 2009 1000h – 2000h

Location: Main Street Unionville

Admission: Open to everyone

Organization & Contact Information

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

Road Use Contact Information

Day Prior:	Greg McCormick	905-477-0117	Day Of:	Greg McCormick	905-477-0117
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Roads Involved

Friday, December 4, 2009

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

A. Main Street Unionville north of Euclid to south of Library Lane	1800h – 2000h Local
B. Main Street Unionville & Concession Road to south of Carlton Road	1800h – 2200h Local
C. Carlton Road west of Concession Road to south of Pomander Road	1800h – 2000h Primary

Forwarded Through Co-ordinator of Special Events:

101 Town Centre Blvd., Markham, ON L3R 9W3

Tel: 905-477-7000 ext. 3797 Fax: 905-475-4741 Email: specialevents@markham.ca

**Municipal Parking Lots Involved**☐ Not Requested**Parking Control Plan:**

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

Access to the public parking lots on the east side of Main Street Unionville will be maintained.

Community Notification Plan:

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

Posters, ads in local papers, postings on municipal and commercial websites

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

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 & quantity of barricade drop points:

- 12 Traffic Barrels on the west side boulevard of main Street Unionville - South of Station Lane and north of Euclid Street
- 6 Barricades @ Unionville Train Station parking lot
- 4 Barricades @ the corner of Main Street & Station Lane
- 3 Barricades on the south side of Fred Varley Drive just east of EJ Lennox Way
- 1 Barricade @ Crosby Arena to block vehicular access to Main Street from the driveway
- 2 Barricades @ Carlton Road & Concession Road
- 2 Barricades @ Main Street & Library Lane
- 4 Barricades @ Carlton Road & the most easterly driveway of the Curling Club driveway
- 2 Barricades @ Pomander & Carlton Road
- 4 Barricades @ Main Street & Concession Road
- 2 Barricades @ Main Street & Euclid
- 2 Barricades @ Main Street & Carlton Road

Signage:
Road Closed



- East of EJ Lennox Way on Fred Varley Road
- Carlton Road & west of Concession Road
- Main Street & Library Lane
- Pomander & Carlton Road
- Main Street & Concession Road
- Main Street & Euclid
- Main Street & Carlton Road

Road Closed Ahead

- Eureka & north of Anna Russell Way
- Main Street & north of Highway 7
- Fred Varley & east of Fonthill
- Carlton Road & west of Kennedy Road
- Carlton Road east Side just north of McKay Crescent

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:

- Insurance Provided by the Town of Markham.

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, safety vests 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:

☐ 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):

☐ Clerks Department

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

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:

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| • 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. 3797 |

Distribution:

Town of Markham

- | | |
|---|---------------------------------|
| • Corporate Communications – Web Master | • MFES |
| • By-Laws | • Operations & Asset Management |
| • Power Stream | • Special Events Co-ordinator |
| • Mayor & Members of Council | • Town Clerk |

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 | |
| • York Durham Heritage Railway | |

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.

