



File Number: T07-15 NATI

30 April 2008

Jim Robinson
General Manager
National Capital Marathon
P.O. Box 426, Station A
Ottawa, ON K1N 8V5

Dear Mr. Robinson (613-234-2221)

Re: MDS Nordion 10K Run and ING National Capital Marathon

Approval is granted for your organization to stage the MDS Nordion 10 km Run, the ING National Capital Marathon, and other related events on the City of Ottawa right-of-way, subject to the following conditions:

- a. The street/lane closures required for the MDS Nordion 10 km Run may commence at approximately 4:00 p.m. and terminate at approximately 9:00 p.m. (unless otherwise stated) on Saturday, 24 May 2008, subject to the following conditions.
 - (1) Laurier Avenue between Nicholas Street and Elgin Street;
 - (2) Elgin Street between Laurier Avenue and Queen Elizabeth Driveway;
 - (3) Rideau Street between Elgin Street and Sussex Drive (eastbound lanes);
 - (4) Lakeside Avenue between Queen Elizabeth Driveway and Bronson Avenue (eastbound lane);
 - (5) Bronson Avenue between Lakeside Avenue and the Colonel By Drive On-Ramp (southbound curb lane), and
 - (6) Pretoria Bridge (to re-open at approximately 7:30 p.m.).
- c. The street/lane closures required for the ING National Capital Marathon and related events may commence at approximately 5:00 a.m. and terminate at approximately 2:30 p.m. (unless otherwise stated) on Sunday, 25 May 2008.

City of Ottawa
Department of Public Works and Services
Traffic and Parking Operations Branch
100 Constellation Crescent
Nepean, ON K2G 6J8
Tel: (613) 580-2400
Fax: (613) 560-1333
www.ottawa.ca

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- d. The street/lane closures required for the ING National Capital Marathon and other related events are as follows:
- (1) Laurier Avenue between Nicholas Street and Elgin Street;
 - (2) Elgin Street West between Lisgar Street and Wellington Street (all lanes except the west curb lane);
 - (3) Wellington Street between Elgin Street West and Booth Street;
 - (4) Booth Street between Wellington Street and Chaudière Bridge (northbound);
 - (5) Sussex Drive between the Alexandra Bridge and Princess Avenue;
 - (6) Princess Avenue between Sussex Drive and Lisgar Road;
 - (7) Lisgar Road between Princess Avenue and Mariposa Avenue;
 - (8) Mariposa Avenue between Lisgar Road and Cloverdale Road;
 - (9) Cloverdale Road between Mariposa Avenue and Hillsdale Road;
 - (10) Hillsdale Road between Cloverdale Road and Sandridge Road;
 - (11) Sandridge Road between Hillsdale Road and St. Laurent Boulevard;
 - (12) St. Laurent Boulevard between Sandridge Road and Eastbourne Avenue;
 - (13) Eastbourne Avenue between St. Laurent Boulevard and Birch Avenue;
 - (14) Birch Avenue between Eastbourne Avenue and Hemlock Road;
 - (15) Hemlock Road/Beechwood Avenue between Birch Road and MacKay Street;
 - (16) MacKay Street between Beechwood Avenue and Dufferin Road;
 - (17) Dufferin Road between MacKay Street and Stanley Avenue;
 - (18) Stanley Avenue between Dufferin Road and Sussex Drive;
 - (19) Sussex Drive between Stanley Avenue and St. Patrick Street;
 - (20) St. Patrick Street between Sussex Drive and MacKenzie Avenue;
 - (21) MacKenzie Avenue between St. Patrick Street and Colonel By Drive;
 - (22) Hog's Back Road between Colonel By Drive and Riverside Drive;

- (23) Riverside Drive between Hog's Back Road and Heron Road (southbound curb lane);
 - (24) Heron Road between Riverside Drive and Vincent Massey Park access (eastbound curb lane);
 - (25) Heron/Baseline Road between Vincent Massey Park access and Prince of Wales Drive (westbound curb lane);
 - (26) Prince of Wales Drive between Baseline Road and Queen Elizabeth Driveway (local traffic permitted as far north as the Church of Latter-day Saints at 1017 Prince of Wales Drive), and
 - (27) Pretoria Bridge.
- e. This approval is conditional upon you also receiving approval from the remaining affected road authorities (i.e. National Capital Commission, Public Works Canada and City of Gatineau) for the use of Rockcliffe Parkway, Colonel By Drive, Queen Elizabeth Driveway, Chaudière Bridge, Alexandra Bridge, and rue Laurier in Gatineau.
 - f. Police supervision must be secured for this event. In this regard, please call the Ottawa Police at 613-236-1222 extension 2487 to make the necessary arrangements.
 - g. At all predetermined locations, your organization shall install and remove required barricades, traffic cones and "Road Closed" signs as directed by City staff or the Ottawa Police.
- The City of Ottawa Surface Operations Branch may have barricades for pickup and safe return by your organization. A minimum of 48 hours notice from Monday to Friday between 7:00 a.m. and 2:30 p.m. is required and you are responsible for any losses and/or damages (including a 15% administration charge). Please contact Brian Ducey via email at CoreRoads@ottawa.ca for further information. You must bring a copy of this letter when picking up the barricades.
- h. Volunteers wearing safety vests are required at all locations where barricades are required, as well as other locations required by City staff of the Ottawa Police. Volunteers must be instructed to be courteous and to assist emergency vehicles, local traffic, as well as others affected by the event.

- i. Vehicular accommodation for parishioners attending church services in locations affected by the staging of this event must be maintained. It is suggested that members of the clergy at the affected churches be requested to announce the details of the races to their congregations in advance.
- j. Your organization shall distribute bilingual information pamphlets describing event details to all residents and businesses that may be affected by this event as soon as possible. Providing ample advance notice is particularly important on, and in areas close to, streets that allow permit parking.
- k. Vehicular accommodation for individuals requiring access to the Ontario Provincial Courthouse and Ottawa City Hall parking facilities must be maintained. Access to and from Ottawa City Hall is to be facilitated via Elgin Street only. The only access to and from the Ontario Provincial Courthouse is via Laurier Avenue.
- l. Your organization shall ensure that any litter generated as a result of the event is picked up.
- m. Your organization shall contract one Police Officer whose sole responsibility will be to ensure proper use of the parking facility that supports the businesses at the southwest quadrant of the Baseline Road/Prince of Wales Drive intersection on Sunday, 25 May 2008.
- n. Your organization shall provide and maintain Comprehensive General Liability or Special Events Liability insurance subject to limits of not less than Two Million (\$2,000,000.00) Dollars, inclusive per occurrence, for bodily injury, death, and damage to property. Such insurance shall be in the name of yourself/organization and shall name the City of Ottawa as an additional insured thereunder. Evidence of insurance, satisfactory to the City of Ottawa, shall be provided prior to the commencement of the described special event. Such insurance policies shall contain an endorsement to provide the City of Ottawa with (15) days prior written notice of cancellation or of a material change that would diminish coverage.
- o. The attached Release of Claims and Waiver of Liability form must be completed and signed by a person who has signing authority within your organization.

This Special Event Permit takes effect only if we receive: (1) the completed and signed waiver form; (2) confirmation that all Police requirements have been met; (3) the above-specified proof of insurance, and (4) confirmation that the required approvals from the other applicable road authorities have been secured.

If we can be of further assistance, please contact Pertrina Bonia at 613-580-2424 extension 28164, or Ainsley Shepherd at extension 23152.

Yours truly

Michael J. Flainek, M. Eng., P. Eng.
Director Traffic and Parking Operations Branch

AS/pb

Attach. (1)

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