



File Number T07-15 STPA

2 February 2009

The Irish Society National Capital Region
c/o Mr. Bill Tobin
11 Welkin Crescent
Nepean, ON K2E 5M4

Dear Mr. Tobin (613-224-7113)

Re: 2009 St. Patrick's Day Parade

Approval is granted for your organization to conduct the annual St. Patrick's Day Parade on the City of Ottawa right-of-way subject to the following conditions:

- a. The parade shall commence at approximately 11:00 a.m. and terminate at approximately 1:30 p.m. on Saturday, 14 March 2009.
- b. The parade route shall be restricted to the following City of Ottawa streets:
 - (1) Laurier Avenue between Ottawa City Hall and Bank Street, and
 - (2) Bank Street between Laurier Avenue and Lansdowne Park.
- c. Approval is also granted for your organization to close Laurier Avenue between Nicholas Street and Elgin Street at approximately 7:30 a.m. on 14 March 2009 for parade set-up purposes. This closure will remain in effect until the tail end of the parade has cleared the Laurier Avenue/Bank Street intersection.
- d. 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.

By copy of this permit the Police are reminded of Council's policy that traffic, except emergency vehicles and buses under police supervision, not be permitted to cross a parade route until the parade has passed.

- e. Approval to use Queen Elizabeth Driveway must be secured from Marc Graveline, National Capital Commission (NCC), at 613-239-5110.

City of Ottawa
City Operations
Public Works
Traffic and Parking Operations Branch
100 Constellation Crescent, 5th Floor West
Nepean, ON K2G 6J8
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- f. To secure the closure of Laurier Avenue between Elgin Street and Nicholas Street, the following barricade requirements must be adhered to:
- (1) Barricades across Laurier Avenue at Elgin Street and at Nicholas Street are required. These barricades shall be placed just inside the intersections so that through traffic on Elgin Street and Nicholas Street is unimpeded. It is required that a straight and continuous 5.0 m passageway be kept clear of obstacles at all times within the street closure so that emergency vehicles can proceed through unimpeded.
 - (2) Barricades along Elgin Street are required to close off the two southbound left-turn lanes and the northbound right- turn lane on Elgin Street at Laurier Avenue. Barricades are also required along Nicholas Street to close off the two northbound left-turn lanes at Laurier Avenue. In addition, barricades on Nicholas Street are required to close the dedicated southbound right-turn lane at Laurier Avenue.
 - (3) A barricade is further required across the northbound lane of Queen Elizabeth Driveway at Somerset Street so that northbound traffic can be easily diverted west on Somerset Street. This barricade shall be staffed at all times. Staff of the National Arts Centre (NAC) and other local traffic must be permitted access.

To secure the closure of the parade route, barricades are required across all streets that intersect the parade route along both sides of the parade route. For two-way streets, single barricades are also required one block back from both sides of the parade route to deter all but local traffic from proceeding beyond the placement of the single barricades. For one-way streets, single barricades one block back from the parade route are required only on the side of the parade route where the direction of the one-way traffic proceeds toward the parade route. (See attached map)

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.

- g. **Volunteers are required at all locations where barricades are required.** Volunteers must be instructed to be courteous and to assist emergency vehicles and, where possible, assist those who have business within the affected areas.
- h. Any litter generated as a result of this event must be cleaned up by your personnel at its conclusion.

- i. Your organization shall distribute bilingual information pamphlets describing event details to all residents and businesses that may be affected by this event at least ten (10) days prior to its occurrence.
- j. Temporary No Stopping signs and parking meter covers are required at locations where parking is normally permitted along the parade route (the exception being the east side of Bank Street between the Queensway and Fifth Avenue where the existing parking regulations will be maintained).
- k. Vehicular accommodation for parishioners attending church services in locations affected by the staging of this event must be maintained at all times.
- l. Vehicular accommodation for individuals requiring access to the Ontario Provincial Courthouse parking facility entrance/exit on Laurier Avenue, as well as the Ottawa City Hall loading dock access on Laurier Avenue must be maintained.
- m. Barricades placed at the Lyon Street South/Second Avenue and Lyon Street South/Third Avenue intersections must be supported by signs indicating “Road Closed Ahead – Local Traffic Only” and positioned in such a way that they are clearly visible to all traffic intending to proceed eastbound in the direction of the City parking lot accesses on Second and Third Avenues. In addition, skilled and highly motivated marshals are required to monitor these locations and move the barricades swiftly each time a motorist indicates that this parking facility is his or her destination.
- n. As Bank Street is the only access to and from Rosebery Avenue and Clarey Avenue, vehicular accommodation for residents and those having legitimate business on both streets must be maintained at all times.
- o. Your organization shall secure bilingual information pamphlets to vehicle windshields located along the east side of Bank Street between the Queensway and Fifth Avenue (where parking is to be maintained) prior to the parade commencing. Said pamphlets shall indicate the parade start time, outline the route and warn that attempting to leave once the parade commences will result in a delay. It shall also stress that drivers must exercise due care and attention to pedestrians and parade floats using the roadway when attempting to move their vehicles while the temporary street closures are in effect. The pedestrians and parade floats have the right-of-way.
- p. 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.

- q. 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) the above-specified proof of insurance, and (3) confirmation that all Police requirements have been met; (4) confirmation that the NCC granted approval for the use of Queen Elizabeth Driveway, and (5) a copy of your bilingual information pamphlet and a declaration of delivery dates to affected residents and businesses.

If we can be of further assistance, please contact Pertrina Bonia at 613-580-2424 extension 28164 or Ainsley Shepherd at extension 21675.

Yours truly

John F. Buck
Manager, Traffic Management

AS/pb

Attach. 1

DISTRIBUTION

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