



File Number T07-15-TAOI

1 May 2009

Mr. Jim Gazzard  
Taoist Tai Chi Society of Canada  
2930 Carling Avenue  
Ottawa, ON K2B 7J7

Dear Mr. Gazzard (613-233-2318)

**Re: Taoist Tai Chi Parade**

Approval is granted for your organization to conduct a parade on the City of Ottawa right-of-way subject to the following conditions:

- a. The parade shall commence at approximately 10:15 a.m. and terminate at approximately 11:00 a.m. on Saturday, 16 May 2009.
- b. The parade route shall be restricted to the following City of Ottawa streets leaving from Parliament Hill via the Bank Street gate:
  - (1) East on Wellington/Rideau Street between Parliament Hill and Sussex Drive;
  - (2) North on Sussex Drive between Rideau Street and George Street;
  - (3) East on George Street between Sussex Drive and Dalhousie Street;
  - (4) North on Dalhousie Street between George Street and Clarence Street;
  - (5) West on the Clarence Street between Dalhousie Street and Sussex Drive;
  - (6) South on Sussex Drive between Clarence Street and Rideau Street, and
  - (7) West on Rideau/Wellington Street between Sussex Drive and Parliament Hill.
- c. 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.

**Note:** Access will be allowed into the Hotel Fairmont Chateau Laurier parking facility on Wellington Street as deemed appropriate by the Ottawa Police officer allocated to that location.

- d. Approval for use of Parliament Hill must be secured from Michèle Priem, Parliament Hill, at 819-953-5019.
- e. At all pre-determined locations, your organization shall install and remove required barricades and/or traffic cones as directed by City of Ottawa 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](mailto:CoreRoads@ottawa.ca) for further information.

- f. Volunteers wearing safety vests must staff all required barricades. Volunteers must be instructed to be courteous, informative and to assist emergency vehicles, residents and those that have business within affected areas.
- g. Any litter generated as a result of this event must be cleaned up by your personnel at its conclusion.
- h. Your organization shall distribute information pamphlets to all residences and businesses that may be affected by this event as soon as possible.
- i. 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.
- j. 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.

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

Philippe Landry, P. Eng.  
Manager, Engineering Technical Services

AS/pb

Attach. 1

DISTRIBUTION

Ottawa Police/Sgt. A. Martel/Paid Duties (613-236-1222 ext. 2476)/S/Sgt. D. Thomas/  
S/Sgt. R. Lavigne/Sgt. D. Charbonneau/Sgt. M. Hayes  
Ottawa Fire Service/G. Moore  
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