



File Number T07-15 BATT

30 March 2009

J. Graeme G. Arbuckle  
Lieutenant-Commander  
CMS SO Heritage  
c/o National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

Dear Lieutenant-Commander Arbuckle (819-997-8335)

**Re: Battle of the Atlantic Ceremony**

Approval is granted for your organization to close City of Ottawa streets for the Battle of the Atlantic Ceremony, subject to the following conditions:

- a. The street closures may be in effect from approximately 8:00 a.m. to 12:00 noon on Sunday, 3 May 2009.
- b. The street closures shall be restricted to the following City of Ottawa streets:
  - (1) Elgin Street between Wellington Street and Albert Street;
  - (2) Queen Street between Elgin Street and Metcalfe Street;
  - (3) Wellington/Rideau Street between O'Connor Street and MacKenzie Avenue (eastbound lanes);
  - (4) Colonel By Drive between Rideau Street and Daly Avenue, and
  - (5) Metcalfe Street between Queen Street and Wellington Street.
- 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.
- d. Approval for use of the National War Monument must be secured from Mr. Terry Tobin, Veteran's Affairs, at 613-947-1165.
- e. At all pre-determined locations, your organization shall install and remove required barricades and/or traffic cones as directed by City staff or Ottawa Police.

City of Ottawa  
City Operations  
Public Works  
100 Constellation Crescent, 5th Floor West  
Nepean, ON K2G 6J8  
Tel: (613) 580-2424  
Fax: (613) 560-1333  
www.ottawa.ca

Ville d'Ottawa  
Opérations Municipales  
Travaux publics  
100 croissant Constellation, cinquième étage  
Nepean, ON K2G 6J8  
Tél.: (613) 580-2424  
Télééc: (613) 560-1333  
www.ottawa.ca

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. You must bring a copy of this letter when picking up the barricades.

- f. Volunteers wearing safety vests are required at all locations where barricades are required, as well as other locations required by City staff or 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.
- g. Your organization shall notify all residents and businesses that may be affected by this event at least ten (10) days in advance of its occurrence.
- h. It is your responsibility to ensure that any litter generated as a result of the event is picked up.
- i. 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, and (2) 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. 2

Distribution attached.

## DISTRIBUTION

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Ottawa Fire Service/G. Moore  
Paramedic Service/S. Robillard/M. Dupuis/J. Rathier  
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Chateau Laurier/C. Sauve  
Elgin Area Business and Property Owners Assoc./B. Karam  
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Gray Line/B. Aversa  
Knox Presbyterian Church  
Lady Dive/D. Beauchesne  
Lord Elgin Hotel/D. Smythe  
Marriott Residence Inn/N. Champagne  
NAC/J. Lemieux  
NCC/M. Graveline/N. Gagnon  
PSEPC/C. Collins  
Public Service Commission/D. Costain  
PWGSC/B. Kereliuk/C. Laviolette/J. Bates  
Rideau Street BIA/P. DuCharme  
Rideau Centre/G. Nixon  
Senate Security  
Sparks Street Mall Authority  
St. Andrew's Church  
Standard Life/M. St. Denis  
STO/R. Lapointe  
Mr. Tim Elliott  
Department of Veterans Affairs/T. Tobin  
World Exchange Plaza