



File Number T07-15 WINT

12 January 2009

Dr. Mark Kristmanson
Director, Capital Events
c/o Mr. Christian Fauvelle
Production Services Coordinator
National Capital Commission
202-40 Elgin Street
Ottawa, ON K1P 1C7

Dear Mr. Fauvelle (613-239-5088)

Re: Winterlude 2009

Approval is granted for the National Capital Commission (NCC) to close Laurier Avenue between Elgin Street and Nicholas Street for Winterlude festivities, subject to the following conditions:

- a. The above-specified street closure may be in effect on the following days and between the following times:
 - (1) Saturday, 7 February 2009 from 9:30 a.m. to 8:30 p.m.;
 - (2) Sunday, 8 February 2009 from 9:30 a.m. to 6:00 p.m.;
 - (3) Saturday, 14 February 2009 from 9:30 a.m. to 8:30 p.m.;
 - (4) Sunday, 15 February 2009 from 9:30 a.m. to 6:00 p.m.;
 - (5) Saturday, 21 February 2009 from 9:30 a.m. to 8:30 p.m., and
 - (6) Sunday, 22 February 2009 from 9:30 a.m. to 6:00 p.m.

Approval is also granted for your organization to close the south Laurier Avenue off-ramp (to Queen Elizabeth Driveway) for Winterlude festivities, during the above dates and times.

- b. To support the above-specified ramp closure, barricades, flashing beacons and "Road Closed" signs are required across the ramp at both Laurier Avenue and Queen Elizabeth Driveway.
- c. At all pre-determined locations, your organization shall install and remove required traffic barrels, barricades, Road Closed signs and flashing beacons as directed by City staff or the Ottawa Police. Volunteers wearing safety vests are required where barrels/barricades are required.

City of Ottawa
City Operations
Public Works
Traffic and Parking Operations Branch
100 Constellation Crescent, 5th Floor West
Nepean, ON K2G 6J8
Tel: (613) 580-2424
Fax: (613) 560-1333
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To secure the closure of Laurier Avenue between Elgin and Nicholas Streets, 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. These barricades shall be staffed at all times to assist emergency vehicles through the barricaded area if necessary. To this end, it is required that a 6.0 m passageway be kept clear of obstacles at all times within the street closure so that emergency vehicles can proceed through unimpeded.
 - (2) Barrels along Elgin Street are required to close off the two southbound left-turn lanes at Laurier Avenue (to all traffic except Sno-buses that will be turning left on to Laurier Avenue from the lane immediately west of the lane adjacent to the median). Barrels are also required along Nicholas Street to close off the two northbound left-turn lanes at Laurier Avenue. In addition, barrels on Nicholas Street are required to close the dedicated southbound right-turn lane at Laurier Avenue.
 - (3) A barricade is further required across the Queen Elizabeth Driveway at Somerset Street so that southbound traffic can be easily diverted west on Somerset Street. This barricade shall be staffed at all times and is intended to accommodate staff of the National Arts Centre (NAC) and other local traffic that must be permitted access.
- 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.
 - e. It is requested that your organization pick up any litter generated by the event.
 - f. Your organization shall notify all residents and businesses that may be affected by this event at least ten days prior to its occurrence.
 - g. This approval constitutes your approval for the street closures only. It remains your responsibility to satisfy any other licensing and/or legal requirements as may be required to conduct this event.
 - h. Vehicular accommodation for individuals requiring access to the Courthouse parking facility on Laurier Avenue, the City Hall parking facility on Elgin Street, and for National Arts Centre deliveries must be maintained.
 - 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 21675.

Yours truly

John F. Buck
Manager, Traffic Management

AS/pb

Attach. 1

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S/Sgt. R. Lavigne/Sgt. P. Wilson/A-Sgt. D. Palmer
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ByWard Market BIA/J. Jennings
Cartier Square Drill Hall
CBSA
Château Laurier/C. Sauve

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Glebe Community Centre/R. Gilfillan
Gray Line/B. Aversa
House of Commons/Security
Knox Presbyterian Church
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