





Informal  
Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Réunion informelle  
des Ministres de la  
défense de l'OTAN

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

1180-120/N47-9

28 October 1999

Brigadier-General William S. Richard, CD  
Chief of Staff/Director General  
Information Management Operational and Strategic Direction  
National Defence Headquarters  
MGen George R Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

*General*  
Dear BGen Richard,

Just a short note, to express my appreciation to DGIMOSD for the outstanding support provided during the recent NATO Defence Ministers' Meeting that was held in Toronto.

In particular, I would like to thank you for your personal involvement in the assignment of Maj Lagacé to the Planning Committee as the TIS Director. Given the existing shortage of experienced officers, a ten month absence from normal duties can hurt but let me assure you that that his contribution to the overall success of the Informal Meeting was significant. In a city like Toronto such a high-profile event required a super efficient plan to ensure success. He accepted the challenge when many would have demurred. We owe him a great deal.

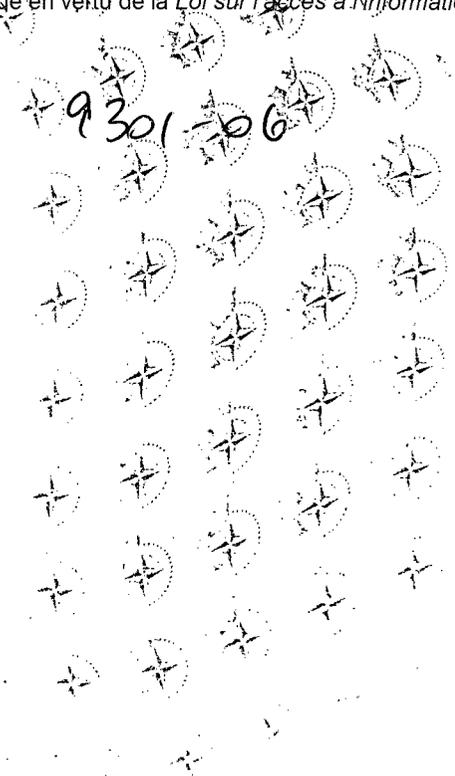
I would also like to thank you for your support in regard to Information Operations by dispatching the NVAT, CIRT and TSIS teams in Toronto, and the support provided to certify and accredit the DWAN LAN in Toronto.

Your staff consistently demonstrated a very positive approach and was always very accommodating. Without exception, those assigned to the visit were exceedingly helpful and went out of their way to assist others.

Again, thank you for your personal involvement with this task and I ask that you convey my personal thanks to all those who were involved in the planning stages and those who participated during the meeting.

Sincerely,

R. Corley  
Executive Director/Planning Committee





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28 October 1999

Dr. L. Pearce  
Director General DISO Corporate Services and  
Senior Technical Advisor  
National Defence Headquarters  
MGen George R Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

Dear Dr. Pearce,

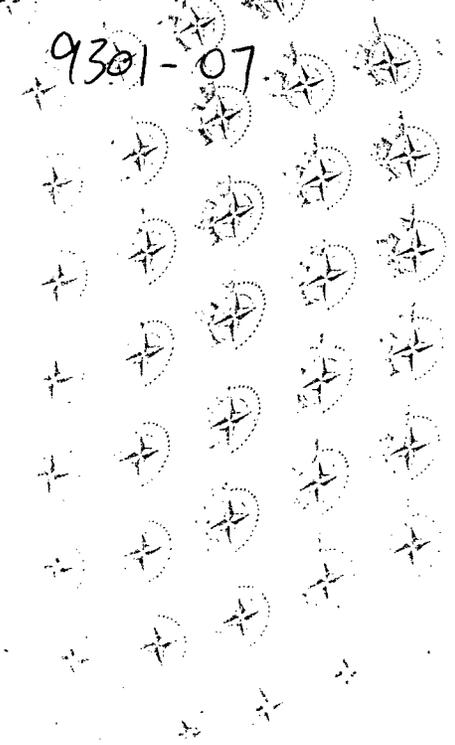
Just a short note to express my appreciation to DGDCS/STA for the outstanding support provided during the recent NATO Defence Ministers' meeting that was held in Toronto.

In particular, I would like to recognize DDIS, especially Mr. P Gallant and Capt C. Carefoot, for providing the necessary server hardware and software to support our Conference Management System database. Your staff demonstrated a very positive approach and was always accommodating and helpful. They contributed to the very solid impression that the Canadian Forces made on our guests.

I would appreciate it if you could pass my personal thanks to all those who were involved in the planning stages and those who participated during the actual meeting.

Sincerely,

R. Corley  
Executive Director/Planning Committee





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1180-120/N47-9

**28** October 1999

Brigadier-General E.D.J. Plante, CD  
Director General Information Systems  
Delivery and Support  
National Defence Headquarters  
MGen George R Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

Dear BGen Plante,

Just a short note, to express my appreciation to DGISDS for the outstanding support provided during the recent NATO Defence Ministers' Meeting that was held in Toronto.

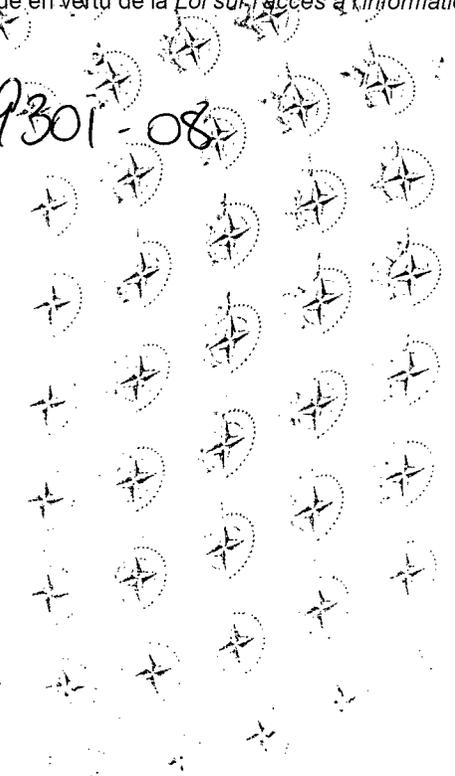
In particular, I would like to recognize DDCEI 3-4, specifically Lt AS Morris, for providing engineering support to establish a DWAN LAN for the Planning Committee. His advice and communication plans were well researched and professional. I would also like to thank DTSES 3-3, especially Mr. AM Wetzel and Capt WB Gorham, who assisted the Committee in drafting the SOW and later with the bid evaluation for our telecommunication requirements in Toronto. Other DTSES sections who provided various levels of support to my Committee were DTSES 2 (Maj Lislois), DTSES 4 (Mr. B. Van Blaricom, Mr. P. Valiquette, Mr. P. Leblanc and Mr. E. Kemmis), and 76 Comm Gp (WO PG Balney, Sgt JJC Lajoie and MCpl JJ Savard).

Your staff demonstrated a very positive approach and was always accommodating and helpful. They contributed to the very solid impression that the Canadian Forces made on our guests. I would appreciate it if you could pass my personal thanks to all those who were involved in the planning stages and those who participated during the actual meeting.

Sincerely,

R. Corley  
Executive Director/Planning Committee

9301-08





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1180-120/N47-9

**22** October 1999

Mr. Brian Merrett  
Chairman  
Niagara Parks Commission  
7400 Portage Road  
Niagara Falls, ON L2E 6T2

Dear Mr. Merrett,

Following the successful completion of the 1999 Informal Meeting of NATO Defence Ministers, I would like to take this opportunity to extend my appreciation to the Niagara Parks Commission for their excellent support. As you are aware, the actual Meeting was held in Toronto however, the first day of the Spousal Programme was conducted in the Niagara Region.

When we first initiated planning for this event, we realized the need to provide our guests with a strong memory of Canada and what better location than the Niagara Region. This was especially important since many of our European guests would be visiting Canada for the first time. Of course, they were very excited about seeing the Falls and no one booked off from the trip.

Naturally, planners were very concerned about security and following the crisis in Kosovo, we reviewed our plans very closely. In the end, we were convinced that we could offer the programme and despite the late timings, it worked thanks to the excellent support we received from those in various security and law enforcement agencies.

A prime example of this was Chief Ray Vassallo. On very short notice, Ray met with my team and helped develop scenarios. We were able to draw on his vast knowledge of the park to enhance the planned visit. His background allowed him to quickly understand the security needs of the programme and he went out of his way to ensure all those needs were met. This included follow-up calls to my security advisor to verify the visit schedule and to confirm that the threat assessment had not changed.

In Canada, we have a high expectation of our police forces and Chief Vassallo easily re-enforced that belief. Please pass on to him and all those on his team our appreciation for their efforts. Through their efforts, we turned a good programme into an excellent one. Well done.

Sincerely,



R. Corley  
Executive Director/Planning Committee





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1180-120/N47-9

22 October 1999

Chief J. Grant Waddell  
Chief of Police  
Niagara Regional Police Force  
68 Church Street  
St. Catharines, ON L2R 3C6

Dear Chief Waddell,

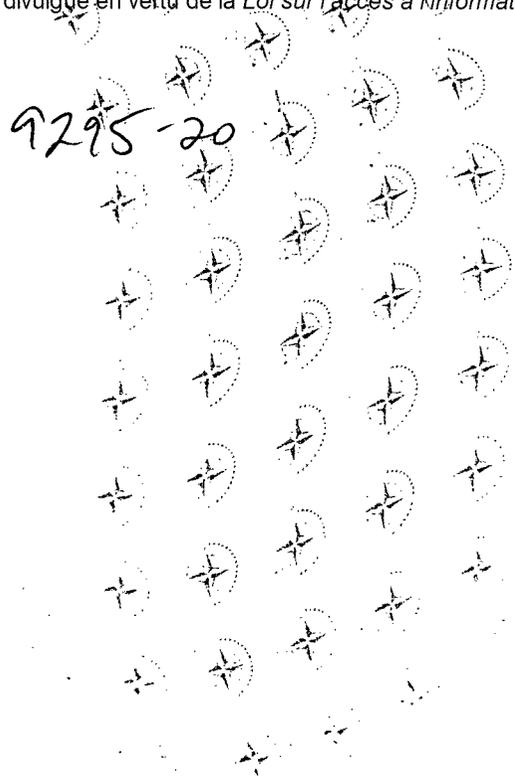
Following the successful completion of the 1999 Informal Meeting of NATO Defence Ministers, I would like to take this opportunity to extend my appreciation to the Niagara Regional Police Force for their excellent support. While the Ministerial meetings were held in Toronto, the first day of the Spousal Program was conducted in the Niagara Region.

As a result of the Kosovo crisis, the security requirements for the Meeting were reviewed. You will appreciate that event organizers were concerned about the spousal programme. Although we had no specific threat against the programme per se, we wished to ensure a degree of security commensurate with the high-level nature of the meeting. In the end, we were convinced that we could offer appropriate security thanks to the excellent support we received from those in various security and law enforcement agencies. This was achieved despite the lateness of some decisions in our plans.

In particular, I would like to recognize the efforts of PCs Todd Blair, Wayne Ascah, and Vince D'Amico who represented your tactical unit. They met with my team and made the necessary arrangements through Sgt Al Decoche to support our visit. Niagara was an important part of the spousal programme and by all accounts, it was a resounding success. On behalf of my team, I would like to thank you and all those involved for their very fine work. Well done.

Sincerely,

R. Corley  
Executive Director/Planning Committee





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1180-120/N47-9

21 October 1999

Mr. Dave Taylor  
President CN Tower  
301 Front Street  
Toronto, ON M5V 2T6

Dear ~~Mr.~~ <sup>Dave,</sup> Taylor,

Just a short note to express my personal appreciation to you and the members of your staff for your outstanding support during the recent NATO meeting. From all comments received, the reception was 'the social event' of the meeting. Our aim was to introduce our guests to Canada and if we succeeded a great deal of the credit must go to you and your staff.

Long before the actual meeting, a strong rapport developed between event organizers and your staff members. In particular, Nuan Simonyi merits special mention for the tremendous work she accomplished on our behalf. She guided us through the range of services available to us and was instrumental in making it all happen. She showed tremendous patience and was always available. This was demonstrated time-and-again and it was especially evident when Bombardier came into the picture.

NATO Defence Ministers' Meetings come with their own set of special requirements and in particular stringent security. When I first accepted the task of planning this meeting, I told my superiors that I would not compromise on security. Although the Tower is a spectacular venue, it does present a challenge. This challenge took on added dimensions as a result of the Kosovo crisis which, as you know, caused us to re-think our plans. In the end, however, your personal commitment and that of Nick Magliore made the security task easier to accomplish. Mr. Magliore developed an excellent physical security program that addressed our concerns and helped us create a secure atmosphere where our guests could relax and enjoy their evening.

It was obvious to the members of my team that a well-trained and motivated staff mans the Tower security system. Furthermore, there is an established relationship between your security staff and the Toronto Police Services. This working relationship was evident in the confidence that the police service placed in the venue as a suitable location for our reception. Rest assured that this was not overlooked when last-minute concerns were voiced regarding the venue selection.

In closing, I should mention the positive and active manner in which your staff promoted your building. I believe this reflects well on the team that you have assembled and the leadership that you provide. Again, many thanks for your assistance and support. Please convey to all members of your staff who were involved our congratulations and appreciation for their efforts.

Sincerely,

  
R. Corley  
Executive Director/Planning Committee

9294-03  
[Grid of circular stamps]

9287-11

1180-120/N47-9

October 1999

Mr. Paul Heinbecker  
Assistant Deputy Minister  
Global and Security Policy  
Department of Foreign Affairs and International Trade  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, ON K1A 0K2

Dear Mr. Heinbecker,

You will recall that late last year, I requested your assistance in obtaining permission to use a DFAIT-owned information management programme (The Treaty Conference Information Management System (TCIMS)) during the 1999 Defence Ministers' Informal Meeting. Before we close the files relating to that event, I want to express my thanks for your personal support and the cooperation received from the Application Development and Maintenance Division (SXID) led by the project director, Mme Yolande Gaëtan.

As I suggested to you in my letter last year, information management was a critical element in our plan. Of course not all plans go according to the script. Individual and delegation information was received very late with many follow-on changes and, on short notice, we were obliged for security purposes, to accredit some 3000 support personnel. Needless to say, this made for some very hectic days prior to the Meeting. In that context, the tremendous effort put forth by Mr. Tom Martin and his team, especially Cindy Isbister-Crévier and Mark Tassé, was nothing short of incredible. Cindy and her working group are to be commended for their ability to adjust and meet these demands and other changes as they occurred. They were very supportive and produced excellent results.

The SXID team members were full participants in the development of our information management plan. They enhanced the efforts of my committee with their initiative and willingness to become involved. The success of an event of this nature is contingent upon the effort of many individuals and in that respect credit must go to SXID. On behalf of the Planning Committee, please convey to the staff of SXID our sincere appreciation for a job well done.

Sincerely,

Kenneth J. Calder  
Assistant Deputy Minister (Policy)



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1180-120/N47-9

19 October, 1999

Deputy Chief of Police J. Hunter  
Detective Support Command  
Toronto Police Service  
40 College Street  
Toronto, ON M5G 2J3

Dear Deputy Chief Hunter,

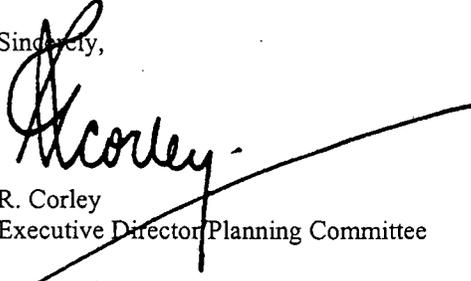
On behalf of the Department of National Defence, I would like to express our appreciation to the personnel of the Intelligence Services and Security Section of the Toronto Police Service for their support during the 1999 Informal Meeting of NATO Defence Ministers. The meeting was held in Toronto on September 21<sup>st</sup> and 22<sup>nd</sup>, and brought together the 19 NATO Defence Ministers, the Secretary General of NATO and senior civilian and military staff.

A significant contributing factor to the success of this meeting was the excellent support provided by Toronto Police Service in general, but specifically those in the above mentioned sections. These personnel worked hand in hand with those in other agencies to provide the intelligence necessary to build the security envelope that the conference required. They also worked during the event, augmenting the RCMP VIP Section, provided a police presence with our spousal program, and experienced officers for the Joint Intelligence Group.

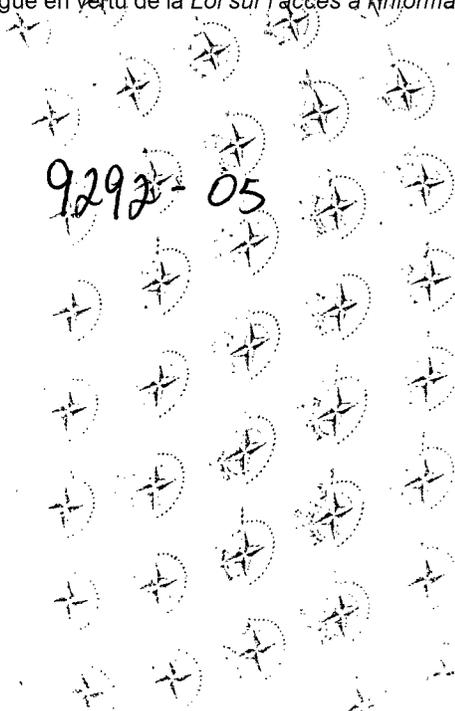
The professionalism of the entire staff was impressive, but in particular Detective Rajinder Sidhu and Detective Sergeant Richard Stubbings deserve special mention. They were part of the planning process from the beginning and we drew on their wealth of experience on numerous occasions. Both of them brought an extensive local knowledge to early intelligence meetings and their willingness to share information set the standard for those from other agencies. The quiet efficiency of Rick and Sid gave them the lead role among those involved in the intelligence process and they left a very favourable impression on the members of my staff that worked with them.

The efforts of all your personnel are greatly appreciated and you can be proud of them. Please convey our appreciation for the excellent support that we have received from them during all phases of the meeting.

Sincerely,

  
R. Corley  
Executive Director Planning Committee

cc: Chief of Police  
Toronto Police Service





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1180-120/N47-9

19 October 1999

Deputy Chief of Police Michael J. Boyd  
Central Field Command  
Toronto Police Service  
40 College Street  
Toronto, ON M5G 2J3

Dear Deputy Chief Boyd,

With the closure of the 1999 NATO Informal Meeting of Defence Ministers, I would like to take this opportunity to personally acknowledge the outstanding support provided by 52 Division of the Toronto Police Service. As you are aware, the meeting was held in Toronto last month and brought together the Defence Ministers of the 19 NATO countries and their senior civilian and military staffs.

One of the reasons that this meeting was so successful was the atmosphere of safety and security felt by all delegates. Through the combined efforts of the Toronto Police Service, and in particular 52 Division, we were able to create a secure environment and yet allow unhindered freedom of movement. Under the able leadership of Inspector Kim Derry, a comprehensive security envelope was established around our international visitors. Inspector Derry's team was well connected to other security and police forces supporting the event. The knowledge and professionalism of this experienced policeman were evident from the early planning meetings through to the execution of the security plan. His ability to work with others and problem solve greatly assisted the Planning Committee.

I would be remiss however if I did not also mention the contribution of two individuals on his team, Sergeant Keith Douds and Patrol Constable Chris Renny. These two men shared the task of planning the Toronto Police Service deployment. They easily adapted to changing requirements and produced a plan that positively impacted on the movement and safety of the delegates.

The conflict in Kosovo resulted in increased security requirements for the meeting and the high profile of this event placed unique demands on 52 Division. The professionalism of your personnel reflected well on Toronto and Canada and was noted by our guests. Please convey to all those in 52 Division our appreciation for their excellent support and our special thanks to those officers mentioned above.

Sincerely,

R. Corley  
Executive Director/Planning Committee

cc: Chief of Police  
Toronto Police Service





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1180-120/N47-9

October 1999

Chief David J. Boothby  
Toronto Police Service  
40 College Street  
Toronto ON M5G 2J3

Dear

I am writing to express the appreciation of the Department of National Defence for the excellent support provided by Toronto Police Service during the 1999 Informal Meeting of NATO Defence Ministers. The meeting, which was held in the downtown core of Toronto, brought together the Defence Ministers of the 19 NATO countries and their senior civil and military staffs. It was an important opportunity for my peers and I to discuss common defence concerns in an informal setting.

One of the building blocks for our success was the sense of safety and security experienced by all delegates. In a large part this was directly linked to the professional police service provided by your staff. Our appreciation is extended to all those who were involved because they performed their duty in a manner that brought credit to this country.

There are several Toronto Police Service divisions, however, that deserves special mention. I would like to begin with 52 Division from Central Field Command. Their efforts, especially those of Inspector Kim Derry, Sergeant Keith Douds, and PC Chris Renny were crucial to our success. The high level of cooperation of Detective Sergeant Richard Stubbings and Detective Rajinder Sidhu of the Detective Support Command's Intelligence Service was noteworthy. These two gentlemen worked with the Planning Team from the beginning and formed a key component of the Joint Intelligence Group during the event itself. Finally, the work of Staff Sergeant James Brown and Deb Ryan ensured all agencies involved had effective communications and Sergeant Lorna Kozmik of your Corporate Communications Section greatly assisted our Public Relations team.

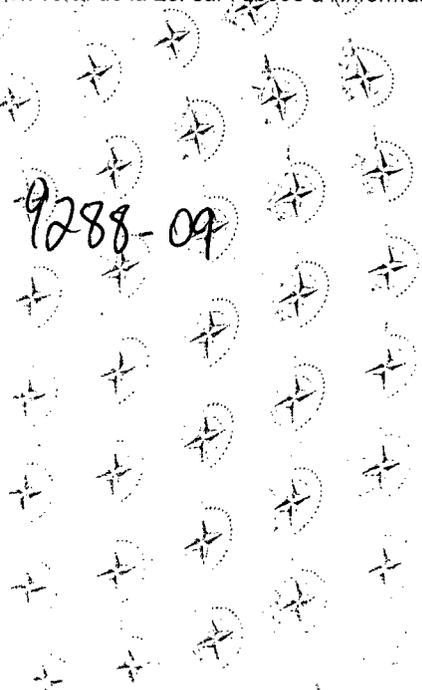
As former mayor of the city, I know the professional legacy of the Toronto Police Service. I can state without reservation that you and your personnel have made both the city and the country proud with your efforts during the Informal Meeting of Defence Ministers. The high level of performance by your members was noted by all those involved. On behalf of the department and the Planning Committee, I would ask that you convey our appreciation to those who worked so hard to support this significant event.

Sincerely,

Kenneth J. Calder  
Assistant Deputy Minister (Policy)



9288-09





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National Defence Headquarters  
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1180-120/N47-9

October 1999

Chief Noel P. Catney  
Chief of Police  
Peel Regional Police  
7750 Hurontario Street  
Brampton ON L6V 3W6

Dear

With the successful closure of the recent NATO Defence Ministers' Informal Meeting, I want to express on behalf of the Department of National Defence, our appreciation for the excellent support provided by the Peel Regional Police Service. Although Canada frequently hosts high level conferences, this Defence Ministers' meeting had its own particular set of requirements not the least of which was security. Recent events in Kosovo re-emphasized the need for stringent security and demanded a high degree of preparation and cooperation from several police agencies.

You will recognize that the execution of a smooth arrival and departure plan for the delegates is critical since it sets the initial tone for the meeting and subsequently forms their last impression of the nation's hosting abilities. This made the operation at the Greater Toronto Area Airport a cornerstone to the success of the entire meeting. In view of your critical role at the airport, you became from the outset important contributors to the arrival and departure procedures. Thanks to the high level of co-operation exhibited by your officers, event organizers were able to provide a secure arrival and departure environment.

Organizers gratefully acknowledge the assistance of Sergeant Michael Ambrosio, Supt. Blair Foley, Robert Crane and Inspector John Byrne. Please convey to them and others who worked so diligently to support this event, our sincere thanks for a job well done.

Sincerely,

Kenneth J. Calder  
Assistant Deputy Minister (Policy)





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1180-120/N47-9

October 1999

Commissioner Philip Murray  
Royal Canadian Mounted Police  
1200 Vanier Parkway  
Ottawa, ON K1A 0R2

Dear

On behalf of the Department of National Defence, I want to express our appreciation for the excellent support provided by the Royal Canadian Mounted Police (RCMP) during the 1999 Informal Meeting of NATO Defence Ministers. The meeting was held in Toronto on September 21<sup>st</sup> and 22<sup>nd</sup>, 1999 and brought together the 19 NATO Defence Ministers, the Secretary General of NATO and senior civilian and military personnel. The 50<sup>th</sup> Anniversary of NATO this year and the recent conflict in Kosovo gave this gathering special significance.

The meeting was a complete success and part of the credit belongs to the members of the RCMP who assisted in the provision of security throughout the delegates' stay. Special thanks must go to the NSIS, the VIP Protective Services, as well as uniformed personnel from your specialist sections and "O" Division who augmented the Toronto Police Services.

Throughout the evolution of planning for this event, I was made aware of the high level of cooperation that existed between your personnel and the Planning Team. From all reports, your people saw themselves as part of the team and went out of their way to ensure this event was a success. Knowing that its impossible to thank everyone involved, I would like to draw your attention to those who, in our perception, made a significant contribution to the planning and implementation of the security plan:

Sergeant Pierre-Paul Périard

Inspector Bob Myhill

Inspector Mike McDonell

Sergeant Gerry Froud

Sergeant Dave Marinier

Corporal Dave Hubley

Corporal Dave Coupland

Michelle Paradis

NCO in charge Major Events and Foreign Visits

OIC Protective and Special Services "O" Division

OIC NSIS Province of Ontario

VIP Protective Services "O" Division

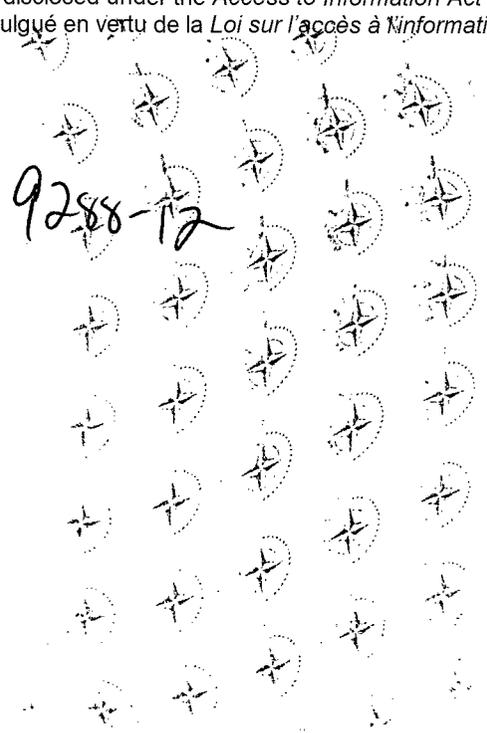
NCO I/C Investigative Unit NSIS Province of Ontario

NSIS Investigator Province of Ontario.

NSIS Ottawa

Corporate Communications

9288-12



Those listed above have been involved with the project almost from its inception. They have worked countless hours on our behalf finding workable solutions to problem areas, allowing us to draw upon their vast experience in this area, while demonstrating a flexibility that allowed our two departments to meet unique requirements with creative solutions.

Please convey to everyone involved our sincere appreciation for the efforts expended to support this meeting. The RCMP was well represented by its members and their efforts earned them praise not only from my staff but from those in the international community that worked with them during this event.

Sincerely,

Kenneth J. Calder  
Assistant Deputy Minister (Policy)

cc: Solicitor General Canada



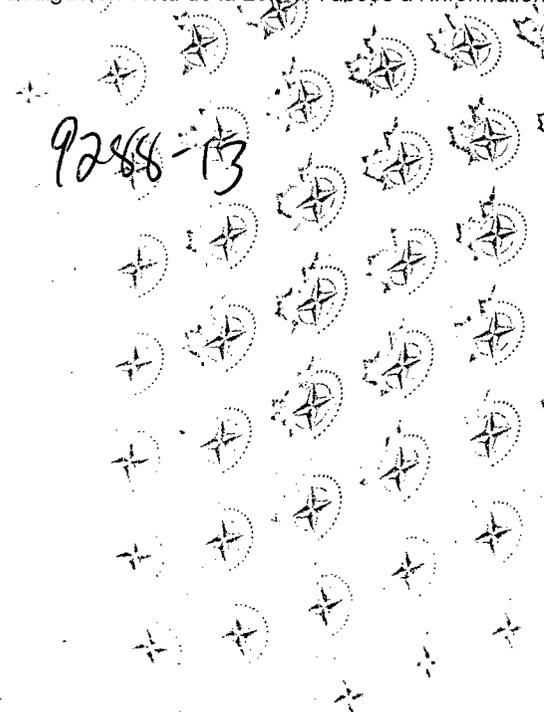
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9288-13



1180-120/N47-9

October 1999

Commissioner Gwen Bonfice  
Ontario Provincial Police  
General Headquarters  
Lincoln M. Alexander Building  
Orillia, ON L3V 7V3

Dear

With the closure of the recent 1999 NATO Informal Meeting of Defence Ministers, I would like to take this opportunity to recognize the contribution of the Ontario Provincial Police (OPP) to the success of this event. The meeting was held in Toronto and gathered together the 19 NATO Defence Ministers, the Secretary General of NATO and numerous senior civilian and military staff members. Under normal circumstances, this meeting presents a serious challenge to anyone tasked with security but, in view of the recent Kosovo crisis, this challenge took on special dimensions.

The meeting was a complete success and part of the credit belongs to the members of the OPP who assisted in the provision of security throughout the delegates' stay. While many members of your force provided assistance, the Planning Committee would like to recognize in particular the efforts of the Security Section and the Intelligence Section.

Detective Staff-Sergeant Don Hawkins and Detective Sergeant Andy Hachinski represented your force from the beginning. Their spirit of cooperation and professionalism greatly assisted both the Planning Committee and the Royal Canadian Mounted Police in satisfying the VIP protection requirements. Within the Joint Intelligence Group made up of representatives of the various police and security agencies, Detective Staff Sergeant Carl Armstrong ably represented the OPP.

Please convey to everyone involved our sincere appreciation for the efforts expended to support this meeting. The OPP was well represented by its members and their efforts won them praise not only from my staff but also from those in the police and security community that worked with them during this event.

Sincerely,

Kenneth J. Calder  
Assistant Deputy Minister (Policy)

cc: Solicitor General Canada





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1180-120/N47-9

October 1999

Mr. A. Barley  
Director General National Security Directorate  
340 Laurier Avenue West, 8<sup>th</sup> Floor  
Ottawa, ON K1A 0P8

Dear

With the successful closure of the 1999 Informal Meeting of NATO Defence Ministers, I want to express my sincere appreciation for the support provided to the committee tasked with the planning and execution of this event. This high-profile meeting brought together the collective military and civilian leadership of the Alliance which when combined with the recent conflict in Kosovo, gave this gathering special significance.

The meeting was a complete success and part of the credit belongs to the members of your directorate, especially Matthew Ciavaglia and Ian Blackie. These two gentlemen worked hand-in-hand with the Planning Committee for most of the project. They assisted us through the process of obtaining appropriate Internationally Protected Person designations, the deployment of national assets and facilitating contact with other lead agencies.

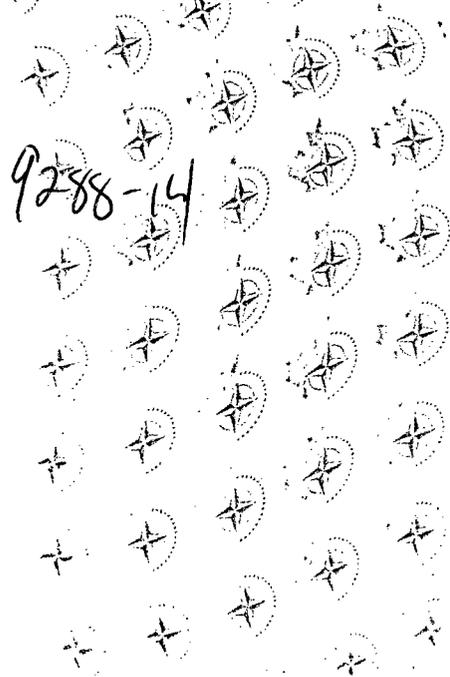
The Planning Committee was impressed by the commitment of both these individuals and greatly appreciated their efforts. It was comforting to know that there was always someone with the necessary information or willing to go that extra effort to find it. We recognize the tremendous demands placed on your resources but let me assure you that the time they gave to us helped to ensure our success.

Please convey to everyone involved our sincere thanks for the efforts expended to support this meeting. The National Security Directorate was well represented by those named above and their efforts has won them praise not only by my staff but from those in the security community that worked with them during this event.

Sincerely,

Kenneth J. Calder  
Assistant Deputy Minister (Policy)

cc: Solicitor General Canada





Informal  
Meeting of NATO  
Defence Ministers

Réunion informelle  
des Ministres de la  
défense de l'OTAN

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

1180-120/N47-9

October 1999

Mr. Ward Elcock  
Canadian Security and Intelligence Service  
P.O. Box 9732  
Postal Station 'T'  
Ottawa, ON K1G 4G4

Dear

On behalf of the Department of National Defence, I would like to take this opportunity to express our appreciation to the members of the Canadian Security and Intelligence Service (CSIS) for the support we received during the 1999 Informal Meeting of NATO Defence Ministers. The 50<sup>th</sup> Anniversary of NATO this year combined with the recent conflict in Kosovo gave this gathering special significance.

By all accounts the meeting was a resounding success and part of the credit for that belongs to the members of CSIS, who assisted from the beginning in the development and execution of a security plan. The majority of the CSIS team came from the Ottawa or Toronto area.

I was impressed by the working relationship that developed between your personnel and the Planning Committee for the event. CSIS quickly became part of the team and worked extremely hard to ensure that this event was a success. In particular I would like to recognize the following members of your staff for their valuable leadership and overall contribution to the security plan:

Mr. Reg King  
Ms Micheline Dilon  
Mr. John Tyler  
Mr. Norm Breault  
Mr. Mark Cosenzo  
Mr. Tom Boeckner  
Mr. Jim Galt

Ottawa  
Ottawa  
Accreditation  
Accreditation  
Deputy Chief Threat Assessment  
Chief of Operations Toronto Region  
Special Event Co-ordinator Toronto Region

Those listed above have been involved with the project from almost its inception. They have worked countless hours on our behalf finding workable solutions to problem areas, allowing us to draw their vast experience in this area and demonstrating a flexibility that allowed our two departments to meet unique requirements with creative solutions. Mr. Reg King was particularly instrumental in laying the groundwork for the healthy



working relationship that existed. The Planning Committee would especially like to thank the Toronto-based CSIS members who formed a critical part of the Joint Intelligence Group. Mr. Tom Boeckner deserves special mention for his personal support and his kind offer to allow the Planning Team to use you in Toronto for classified presentations and general briefings. This proved to be of enormous assistance to us. I would ask that you convey to all concerned my sincere appreciation for a job well done.

Sincerely,

Kenneth J. Calder  
Assistant Deputy Minister (Policy)

cc: Solicitor General Canada



Informal  
Meeting of NATO  
Defence Ministers

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des Ministres de la  
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National Defence Headquarters  
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K1A 0K2

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Ottawa (Ontario)  
K1A 0K2

1180-120/N47-9

October 1999

The Honourable Lawrence MacAulay, P.C. M.P.  
Solicitor General of Canada  
Sir Wilfrid Laurier Building, 13<sup>th</sup> Floor  
340 Laurier Avenue West  
Ottawa, ON K1A 0P8

Dear Colleague,

With the successful closure of the 1999 NATO Informal Meeting of Defence Ministers, I wish to take this opportunity to personally acknowledge the outstanding support provided by your department. Although Canada frequently hosts high level conferences, the Defence Ministers' Informal Meeting had its own particular set of requirements not the least of which was security. Recent events in Kosovo re-emphasized the need for stringent security and demanded a high degree of preparation and cooperation from several police agencies.

As part of their mission, event organizers were tasked to provide the security infrastructure needed in order to conduct the meeting in an atmosphere of safety. In that respect we were very successful. One of the reasons for our success was the atmosphere of safety and security felt by all delegates. Thanks to the combined efforts of your Counter-Terrorism Division, the Canadian Security and Intelligence Service and the Royal Canadian Mounted Police, we were able to create a secure environment and yet allow unhindered freedom of movement. The high-profile nature of the event placed unique demands on the agencies under your command and collectively they understood the requirements and performed in a highly professional manner.

During the actual meeting, the excellent level of cooperation between your department and the Planning Committee was evident. Recognizing the tremendous demands placed on your resources, event organizers appreciated greatly the support they received throughout the planning and execution of their task. I ask that you convey to Commissioner Philip Murray of the RCMP, Mr. Ward Elcock of CSIS, Mr. Barley of the Counter-Terrorism Division, and others who supported our endeavour, my sincere thanks for a job well done.

Sincerely,

Arthur C. Eggleton



Informal  
Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Réunion informelle  
des Ministres de la  
défense de l'OTAN

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

1180-120/N47-9

October 1999

The Honourable Elinor Caplan, P.C., M.P.  
Minister of Immigration  
Room 639, Confederation Building  
House of Commons  
Ottawa, Ont K1A 0A6

Dear Colleague,

With the successful closure of the 1999 NATO Informal Meeting of Defence Ministers held recently in Toronto, I wish to take this opportunity to personally acknowledge the contributions provided by your department in support of this endeavour. Like most high-level conferences, the Defence Ministers' meetings present a serious challenge to planners as a result of complicated arrival and departure arrangements. In view of the large number of dedicated aircraft, event organizers decided to 'operate an airport within an airport' using the new central de-icing facility located at Pearson airport. To accomplish this aim, they sought and obtained the full cooperation and assistance of your authorities.

I am pleased to say that this operation not only went according to plan but helped create that ever-so-important first impression which sets the tone. Delegates were received courteously and expeditiously and were on their way to their hotels within a short time. Needless to say that after a long travel day, this was most appreciated by our guests.

Recognizing the tremendous demands placed on your resources at the Pearson airport, event organizers appreciated greatly the support they received throughout the planning and execution of their task. The high-profile nature of the event placed unique demands on everyone involved. It is gratifying to know that a strong degree of inter-departmental cooperation exists thanks to the efforts of persons like M. Jean Brisson of Immigration Health Policy who provided expert advice from the beginning. Individually and collectively, the personnel of your Department understood the requirements and performed in a highly professional manner.

I ask that you convey to M. Brisson and others who supported our endeavour, my sincere thanks for a job well done.

Sincerely,

Arthur C. Eggleton

9288-17





Informal  
Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Réunion informelle  
des Ministres de la  
défense de l'OTAN

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

1180-120/N47-9

October 1999

The Honourable Martin Cauchon, P.C., M.P.  
Minister of National Revenue  
7<sup>th</sup> Floor, Connaught Building  
Mackenzie Avenue  
Ottawa, ON K1A 0L5

Dear Colleague,

With the successful closure of the 1999 NATO Informal Meeting of Defence Ministers held recently in Toronto, I wish to take this opportunity to personally acknowledge the contributions provided by your department in support of this endeavour. Like most high-level conferences, the Defence Ministers' meetings present a serious challenge to planners as a result of complicated arrival and departure arrangements. In view of the large number of dedicated aircraft, event organizers decided to 'operate an airport within an airport' using the new central de-icing facility located at the Lester B. Pearson airport. To accomplish this aim, they sought and obtained the full cooperation and assistance of your local customs authorities.

I am pleased to say that this operation not only went according to plan but helped create that ever-so-important first impression which sets the tone. Delegates were received courteously and expeditiously and were on their way to their hotels within a short time. Needless to say that after a long travel day, this was most appreciated by our guests.

Recognizing the tremendous demands placed on your resources at the Pearson airport, event organizers appreciated greatly the support they received throughout the planning and execution of their task. The high-profile nature of the event placed unique demands on everyone involved. It is gratifying to know that a strong degree of inter-departmental cooperation exists thanks to the efforts of persons like Elaine Forchuck, Operations Coordinator, who made it her task to ensure that this high level of cooperation was present at every planning session. Individually and collectively, the personnel of your Department understood the requirements and performed in a highly professional manner.

I ask that you convey to Ms. Forchuck and others who supported our endeavour, my sincere thanks for a job well done.

Sincerely,

Arthur C. Eggleton



National  
Defence

Défense  
nationale

9288-18  
Canac 11-1  
000293



Informal  
Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Réunion informelle  
des Ministres de la  
défense de l'OTAN

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

1180-120/N47-9

October 1999

The Honourable David H. Tsubouchi, B.A, LL.B, M.P.P.  
Solicitor General of Ontario  
Ministry of the Solicitor General  
25 Grosvenor Street, 11<sup>th</sup> Floor  
Toronto ON M7A 1Y6

Dear Mr. Tsubouchi:

With the closure of the 1999 NATO Informal Meeting of Defence Ministers, I would like to take this opportunity to personally acknowledge the outstanding support provided by your department. The meeting was held in Toronto on September 21<sup>st</sup> and 22<sup>nd</sup>, 1999 and brought together the Defence Ministers of the 19 NATO countries and their senior civilian and military staffs. It was an important opportunity for my colleagues and I to discuss common defence concerns in an informal setting.

One of the reasons that this meeting was so successful was the atmosphere of safety and security felt by all delegates. As a result of the conflict in Kosovo there were increased security requirements for the meeting and given the high-profile of the event this placed unique demands on the agencies under your authority. Collectively these agencies understood these requirements and performed in a highly professional manner. In particular I would like to acknowledge the high degree of support provided by the Office of the Chief Coroner, Emergency Measures Ontario and the Ontario Provincial Police's Security Section.

Members of these agencies participated in numerous meetings and conferences prior to the event. They cooperated fully with the Planning Committee and readily provided needed information, assistance and advice. The high level of cooperation demonstrated is a clear indication of the professionalism of those persons who make up these organizations.

Sincerely,

Arthur C. Eggleton

9288-30





Informal  
Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Réunion informelle  
des Ministres de la  
défense de l'OTAN

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

1180-120/N47-9

13 October 1999

Mr. Brian T. McGrath  
President and CEO  
Great Lakes Division  
Canadian Corps of Commissionaires  
80 Church Street  
Toronto ON M5C 2G1

Dear *Brian,*

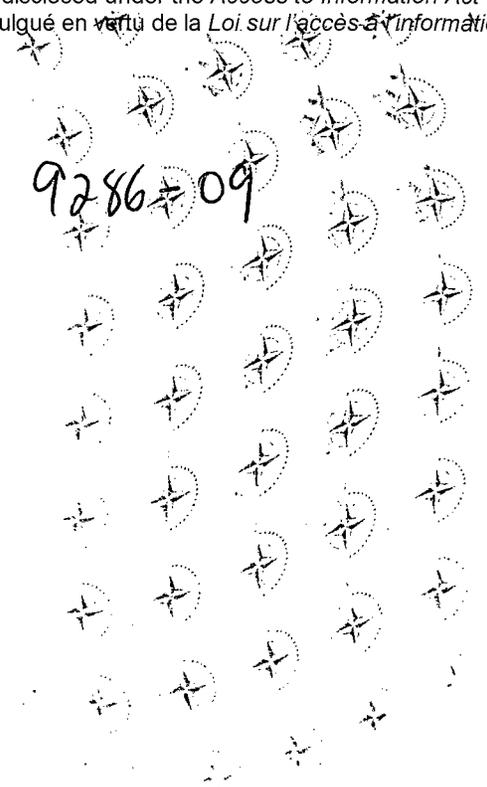
With the successful closure of the 1999 NATO Informal Meeting of Defence Ministers, I would like to take this opportunity to thank the Great Lakes Division of the Canadian Corps of Commissionaires for the excellent support they provided to my Planning Committee. In a letter I wrote to Al Wilson, I noted that this meeting had its own peculiar requirements including security. In a City like Toronto, this meant a multi-layered security plan however, in the end, a plan that was dependent upon effective access control.

When we started planning for this event, it was understood that certain aspects would have to be provided through Alternative Service Delivery. This did not negate, however, the need for personnel who understood military protocol. The Corps was known to have the personnel who could meet our needs and I can say that we were not disappointed.

I would like to recognize the efforts of the following individuals: Allen Griffith, Don Sullivan, Allan Miles, and Don Smith. Their leadership and flexibility allowed them to meet all challenges. They easily adjusted to changes in the chain-of-command and maintained a positive attitude throughout. Their efforts were clearly seen in their management of non-Commissionaires under contract to your organization. From a Planning Committee perspective the operation was seamless and I would ask that you convey our appreciation to the Corps for their outstanding contribution to the overall success of the Informal Meeting.

Sincerely,

R. Corley  
Executive Director/Planning Committee





Informal  
Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Réunion informelle  
des Ministres de la  
défense de l'OTAN

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

9241-08

1180-120/N47-9

8 October 1999

Lieutenant-Colonel S. Tremblay, CD  
Director  
CFIOG IPC  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

Dear *Colonel*,

With the closure of the 1999 NATO Defence Ministers' Informal Meeting, I would be remiss if I failed to recognize the valuable contribution made by individuals under your command who were crucial to the overall success of the operation. The Meeting was held at the Metro Toronto Convention Centre in downtown Toronto. While this facility is a state of the art, its very design coupled with NATO's requirements resulted in some unique demands on all agencies providing security support.

Critical to our success in meeting the mandated security requirements was the Technical Security Inspection Section (TSIS). The level of discussion necessitated multiple NATO Class I Security Zones, which required the creation of several temporary Sensitive Discussion Areas. The professional attitude of the entire team, including the augmentees from CSIS, and their very high level of expertise were impressive.

The team members were required to work extremely long hours under trying conditions. Their ability to work in civilian attire and blend with the general populace was crucial to minimizing knowledge of the venues we would use. Their ability to maintain a sense of humour and at times adjust hourly to changes in the schedule was key to their success.

TSIS represented the Canadian Forces extremely well. It was a pleasure to have them supporting this operation and I would ask that you express the entire Planning Team's appreciation for their efforts.

Sincerely,

R. Corley  
Executive Director/Planning Committee



9272-03

\*\* TX STATUS REPORT \*\*

AS OF SEP 29 '99 16:03 PAGE.01

ADM POL / DEF MIN '99

DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
29	09/29 16:02	82384857	G3--S	01'50"	003	015	OK

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Memorandum

1180-120/N47-9 (Security)

29 September 1999

Distribution List

**STATEMENT OF ACCOUNT - PRIMEX SECURITY SYSTEM**

Reference: Meeting Primex- LaChapelle 29 September 1999

1. The purpose of this memorandum is to document and substantiate some of the additional charges that will be included on the Primex Security Systems Statement of Account when it is presented to the Planning Committee later this month. These include the following items:

2. **General Security.** The physical security plan developed for the Informal Meeting of NATO Defence Ministers was based on a security analysis conducted by Lieutenant (N) B. Thimbeck. This analysis resulted in a Security Implementation Plan, which in turn formed the basis of the Scope of Work that was eventually sent to PWGSC for contracting. The Security Implementation Plan therefore established the baseline for the physical security services that Primex Security Systems were asked to deliver. The contract included some spare items of equipment as a contingency. On 14 September 1999 Major Lionel Smith and Captain Barry Shaw assumed operational and tactical control over the access and physical security arrangements at the Metro Toronto Convention Centre and the Crowne Plaza. These two individuals made further refinements of the physical security plan.

3. **Crowne Plaza.** Major Smith requested the deployment of one x-ray machine (fluoroscope) and walk through metal detector to this location in order to ensure the security of the Delegation Office on the 7<sup>th</sup> Floor of the Crowne Plaza Hotel. The use of the fluoroscope unit will be charged against the Planning Committee @ approximately \$2.5K for the two day period. There will be no charge for the use of the walk through metal detectors since the Planning Committee had already rented it. In addition the Planning committee can expect to be charged for two additional equipment operator for a total of approximately 96 hours.

4. **North - South Tunnel - Metro Toronto Convention Centre.** Major Smith requested Primex Security Systems to deploy personnel to the north end of the tunnel that runs between the north and south MTCC complex. This location is identified as Access Control Post 8A. This change in the Security Implementation Plan resulted in two equipment operators being stationed at this post from 0700 hours 20 September until 1600 hours 23 September. This modification to the basic plan resulted in approximately 51 additional person-hours being used to operate the EVD 3000 Explosive Detector and hand-held wands.

Memorandum

1180-120/N47-9 (Security)

29 September 1999

Distribution List

**STATEMENT OF ACCOUNT – PRIMEX SECURITY SYSTEM**

Reference: Meeting Primex- LaChapelle 29 September 1999

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2. **General Security.** The physical security plan developed for the Informal Meeting of NATO Defence Ministers was based on a security analysis conducted by Lieutenant (N) B. Thirnbeck. This analysis resulted in a Security Implementation Plan, which in turn formed the basis of the Scope of Work that was eventually sent to PWGSC for contracting. The Security Implementation Plan therefore established the baseline for the physical security services that Primex Security Systems were asked to deliver. The contract included some spare items of equipment as a contingency. On 14 September 1999 Major Lionel Smith and Captain Barry Shaw assumed operational and tactical control over the access and physical security arrangements at the Metro Toronto Convention Centre and the Crowne Plaza. These two individuals made further refinements of the physical security plan.

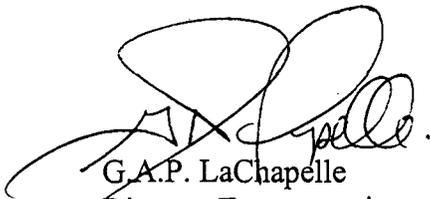
3. **Crowne Plaza.** Major Smith requested the deployment of one x-ray machine (fluoroscope) and walk through metal detector to this location in order to ensure the security of the Delegation Office on the 7<sup>th</sup> Floor of the Crowne Plaza Hotel. The use of the fluoroscope unit will be charged against the Planning Committee @ approximately \$2.5K for the two day period. There will be no charge for the use of the walk through metal detectors since the Planning Committee had already rented it. In addition the Planning committee can expect to be charged for two additional equipment operator for a total of approximately 96 hours.

4. **North – South Tunnel – Metro Toronto Convention Centre.** Major Smith requested Primex Security Systems to deploy personnel to the north end of the tunnel that runs between the north and south MTCC complex. This location is identified as Access Control Post 8A. This change in the Security Implementation Plan resulted in two equipment operators being stationed at this post from 0700 hours 20 September until 1600 hours 23 September. This modification to the basic plan resulted in approximately 51 additional person-hours being used to operate the EVD 3000 Explosive Detector and hand-held wands.

4. **Parking Garage Surveillance.** Capt Shaw requested Primex Security Systems to provide surveillance over the vehicles parked in the MTCC Garage. This operation started at 1900 hours 19 September until 1200 hours 23 September. This resulted in approximately 94 additional hours of work. There was no additional equipment involved in this operation.

5. **Airport Security Screening.** As a result of concerns over passenger delays at the Central De-icing Facility the Planning Committee at the Chief of Staff's request deploy additional equipment to this location in order to guarantee that passenger screening took no more than 15 minutes. Four walk through doors were deployed for two days for an approximately charge of \$132.00 per door per day. There was no charge for the x-ray machine at the airport since the Planning Committee had already rented it. There will be an additional charge for the personnel need to operate this equipment.

**Meals for Soldiers at HMCS York.** It was originally intended to have Primex Security Systems provide the lunch time meal for the 7-8 soldiers deployed at HMCS York. As a result of discussions with the soldiers on 14 September it was determined that the members of 3RCR preferred to receive their per diem in cash rather than a box lunch from the contractor. The contractor was informed of this decision at approximately 1030 hours on 14 September. Regretfully, this notice of cancellation came after the box lunches had been picked up for 14 September. The Planning Committee can therefore expect to be charged for eight box lunches at a cost of \$10.25 per lunch.



G.A.P. LaChapelle  
Director Transportation and Logistics  
995-2409

Distribution List

Cdr G. Godwin  
Florence O'Shea  
Lt (N) Thirnbeck  
Primex Security Systems

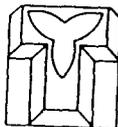
**KILDONAN ASSOCIATES INC.**

Logistics Management Consulting

**MA (Mike) Rafferty, CD, BA, P Log, MCIT**  
Director

Phone: (613) 824-2237 Fax: (613) 824-9329  
E-Mail: [mr Rafferty@comnet.ca](mailto:mr Rafferty@comnet.ca)

For 238-4857  
Kelly - this is for your information.



Metro Toronto Convention Centre

**Vince Quattrociochi**  
Director of Operations

Direct Line (416) 585-8238 Fax (416) 585-8224  
E-Mail: [vquattrociochi@mtccc.com](mailto:vquattrociochi@mtccc.com)

255 Front St. West, Toronto, Canada M5V 2W6

Edward Frivalt / DIRECTOR, SECURITY SERVICES



**ROYAL YORK**  
CANADIAN PACIFIC  
HOTELS

100 FRONT STREET WEST, TORONTO, ONTARIO, CANADA M5J 1E3  
TELEPHONE: (416) 860-4575  
FACSIMILE: (416) 860-4577



**Robert J. Stiff**

Corporate Manager, Corporate Security

CANADA POST CORPORATION  
2701 RIVERSIDE DR SUITE N1153  
OTTAWA ON K1A 0B1

Tel.: (613) 734-4010 Fax: (613) 734-4036  
E-mail: [bob.stiff@canadapost.ca](mailto:bob.stiff@canadapost.ca)

*In Business to Serve / En affaires pour vous servir*

**Greater Toronto Airports Authority**



**James R. Bertram**

Director of Public Safety

Lester B. Pearson International Airport  
P.O. Box 6031, 3111 Convoir Drive  
Toronto AMF, Ontario, Canada L5P 1B2

Tel 905-676-3022  
Fax 905-676-5620  
e-mail: [jbertram@gtaa.com](mailto:jbertram@gtaa.com)

	CV

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66 Pt

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30%

10%

**DIRECTOR PROTOCOL AND FOREIGN LIAISON 3 (DPFL 3)**

Mgen George R. Pearkes Bldg., 101 Colonel By Drive, Ottawa ON K1K 0K8

To: Security Officer/

Fax: (416)585-3885

Pages 2

Date: 21 Sep 99

Re: NATO MILITARY COMMITTEE MEETINGS 20 SEP - 23 SEP 99

Urgent     For Review     Please Comment     Please Reply     Please Recycle

● **Comments:**

Just received this security statement from the Spanish Embassy for two Spanish participants. Sorry for the delay getting this to you.

For your info/action as appropriate.

From the desk of...

**Sgt H. Ehret**  
Non-VIP Visit Coord  
DPFL 3  
National Defence Headquarters  
3 ST, 101 Col By Dr., Ottawa, ON K1K 0K8  
(613) 992-5332  
Fax: (613) 995-1288

*Lt Col) Thivabeek  
Dane Healy*

9264-02T  
RECU/RECEIVED  
21-09-1999  
N47-9

**BAJADA DE ESPAÑA EN CANADA**  
EMBASSY OF SPAIN TO CANADA

**AGREGADURÍA DE DEFENSA**  
DEFENCE ATTACHÉ OFFICE

**Central Registry**



74 Stanley Ave. OTTAWA, ONTARIO. K1M 1P4 CANADA  
Phone: (613) 741 72 73. Fax: (613) 741 88 67.

21 1999

**DPFL 3**

PRIORIDAD / PRIORITY: FECHA / DATE: SEP 14, 1999 REF: VIS-1 372/99

DE / FROM: SPANISH DEFENCE ATTACHÉ

PARA / TO: DPFL-3. VIP VISIT COORD.

ASUNTO / SUBJECT: NATO SECURITY CLEARANCE VERIFICATION FOR SECURITY CONTROL.

TEXTO / MESSAGE:

I would be very grateful if you requested the corresponding authorisation for a visit of Spanish representatives who wish to attend MINISTERIAL MEETING OF NATO MILITARY COMMITTEE from 20SEP99 to 23SEP99, in Toronto, Canada.

RANK: OF-9 (SPAF)  
FULL NAME: [REDACTED]  
I.D.: [REDACTED]  
D.P.O.B.: [REDACTED]  
CLEARANCE: CTS.

s.19(1)

RANK: OF-3 (SPN)  
FULL NAME: [REDACTED]  
I.D.: [REDACTED]  
D.P.O.B.: [REDACTED]  
CLEARANCE: CTS.

-Agustín Macías Crespo-  
SPANISH DEFENCE ATTACHÉ

NATIONAL SECURITY AUTHORITY  
REPUBLIC OF HUNGARY

**POSTED**

TELEFAX MESSAGE

TO: MWO G.A. REID FROM: Ms. Edit HAZAI  
 senior spec. advisor (personnel security)

ORGANISATION: DATE: 20<sup>th</sup> September 1999

FAX: +1 416 585 3885 PAGES: 1 + 12

PHONE: +36 2 724 3189 FILE NO.: IV-NBF- 1439 /1999.

SUBJECT:

**CERTIFICATES**

URGENT

Dear Sir,

Please find hereby attached the Certificates of Security Clearance of the members of the Hungarian delegation attending the Canadian Task Force Informal Meeting of NATO Defence Ministers.

With best regards

*Edir Hazai*

Edir HAZAI

9263-057  
**REQU/RECEIVED**  
 20-09-1999  
 N47-9

Re Corley	Lt(N) Patterson
M. Demerchant	MWO Reid
Cdr Godwin	Lt(N) Thirbeck
P. LaChapelle	Col Vaehon
Maj Lagace	Gail Godbout
Maj White	Capt T-A

HUNGARY H-1357 BUDAPEST P.O. BOX 2.  
 PHONE: (36-1) 355 1805  
 FAX: (36-1) 355 3806

*not coming*  
*[Signature]*



**NATIONAL SECURITY  
AUTHORITY  
REPUBLIC OF HUNGARY**

NATO UNCLASSIFIED

**Certificate of Security Clearance**  
**Informal Meeting of NATO Defence Ministers**  
**20. 09. 1999 - 23. 09. 1999 Toronto, Canada**  
**REGISTRATION FORM**

**SUBMIT TO: Designated security Officer**

**This is to certify that:**

First Name: [redacted] Family Name: [redacted]  
Title/Military rank: [redacted]  
Date of Birth: [redacted] Place of Birth: **Miskolc (Hungary).**  
Passport /ID Card Number: [redacted] NATIONALITY: **Hungarian**  
Issued at: **BUDAPEST** Dated: **12. 08. 1998**  
Organisation: **MOD**

s.19(1)

**has been cleared for access to information classified up to and including  
NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 13.07. 2003

**CERTIFIED BY NATIONAL AUTHORITY**

Signed by: **Attila LAJOS**  
TITLE: **VICE PRESIDENT**  
ORGANIZATION: **NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY**  
ADDRESS: **HUNGARY H-1357 BUDAPEST P.O.BOX 2**  
TELEPHONE NR: **+ 36 1 355 1805**  
TELEFAX NR.: **+ 36 1 355 3806**  
Date: **17. 09. 1999**

*[Handwritten signature]*



**Official stamp**

IV-NDF / 1435 / 99 .

NATO UNCLASSIFIED



NATIONAL SECURITY  
AUTHORITY  
REPUBLIC OF HUNGARY

NATO UNCLASSIFIED

# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

First Name: [REDACTED] Family Name: [REDACTED]  
Title/Military rank:  
Date of Birth: [REDACTED] Place of Birth: Miskolc (Hungary).  
Passport /ID Card Number: [REDACTED] NATIONALITY: Hungarian  
Issued at: BUDAPEST Dated: 03.08.1998  
Organisation: MFA

s.19(1)

has been cleared for access to information classified up to and including  
**NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 28. 08. 2003

## CERTIFIED BY NATIONAL AUTHORITY

Signed by: **Artila LAJOS**  
TITLE: VICE PRESIDENT  
ORGANIZATION: NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY  
ADDRESS: HUNGARY H-1357 BUDAPEST P.O.BOX 2  
TELEPHONE NR: + 36 1 355 1805  
TELEFAX NR.: + 36 1 355 3806  
Date: 17. 09. 1999



Official stamp

1V-NET /1429 /99

NATO UNCLASSIFIED



NATIONAL SECURITY  
AUTHORITY  
REPUBLIC OF HUNGARY

NATO UNCLASSIFIED

# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

First Name: [REDACTED] Family Name: [REDACTED]  
Title/Military rank: GENERAL  
Date of Birth: [REDACTED] Place of Birth: Debrecen (Hungary).  
Passport /ID Card Number: [REDACTED] NATIONALITY: Hungarian  
Issued at: BUDAPEST Dated: 27. 11. 1996  
Organisation: MOD

s.19(1)

has been cleared for access to information classified up to and including  
**COSMIC TOP SECRET**  
in accordance with current NATO security regulations.

Valid until: 02. 06. 2004.

### CERTIFIED BY NATIONAL AUTHORITY

Signed by: Attila LAJOS  
TITLE: VICE PRESIDENT  
ORGANIZATION: NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY  
ADDRESS: HUNGARY H-1357 BUDAPEST P.O.BOX 2  
TELEPHONE NR: + 36 1 355 1805  
TELEFAX NR.: + 36 1 355 3806  
Date: 17. 09. 1999



Official stamp

IV-NPZ / 14.05 / 99

NATO UNCLASSIFIED



NATIONAL SECURITY  
AUTHORITY  
REPUBLIC OF HUNGARY

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# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

First Name: [redacted] Family Name: [redacted]  
Title/Military rank: Brigadier General  
Date of Birth [redacted] Place of Birth: **Sárospatak (Hungary).**  
Passport /ID Card Number: [redacted] NATIONALITY: **Hungarian**  
Issued at: **BUDAPEST** Dated: **1997.**  
Organisation: **MOD**

s.19(1)

**has been cleared for access to information classified up to and including  
NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 05. 03. 2002

## CERTIFIED BY NATIONAL AUTHORITY

Signed by: **Artala LAJOS**  
TITLE: **VICE PRESIDENT**  
ORGANIZATION: **NATIONAL SECURITY AUTHORITY  
REPUBLIC OF HUNGARY**  
ADDRESS: **HUNGARY H-1357 BUDAPEST P.O.BOX 2**  
TELEPHONE NR: **+ 36 1 355 1805**  
TELEFAX NR.: **+ 36 1 355 3806**  
Date: **17. 09. 1999**



Official stamp

1V-NBF/1409/99

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AUTHORITY  
REPUBLIC OF HUNGARY

NATO UNCLASSIFIED

# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

First Name: [REDACTED] Family Name: [REDACTED]  
Title/Military rank: AMBASSADOR  
Date of Birth: [REDACTED] Place of Birth: **Budapest (Hungary)**.  
Passport /ID Card Number: [REDACTED] NATIONALITY: **Hungarian**  
Issued at: **BUDAPEST** Dated: **27. 11. 1996**  
Organisation: **Hungarian Mission to NATO and WEU**

s.19(1)

**has been cleared for access to information classified up to and including  
NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 09. 10. 2002

## CERTIFIED BY NATIONAL AUTHORITY

Signed by: **Artlla LAJOS**  
TITLE: **VICE PRESIDENT**  
ORGANIZATION: **NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY**  
ADDRESS: **HUNGARY H-1357 BUDAPEST P.O.BOX 2**  
TELEPHONE NR: **+ 36 1 355 1805**  
TELEFAX NR.: **+ 36 1 355 3806**  
Date: **17. 09. 1999**



Official stamp

1V-NBF | 1435/99

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REPUBLIC OF HUNGARY

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# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

First Name: [REDACTED] Family Name: [REDACTED]  
Title/Military rank: MINISTER  
Date of Birth: [REDACTED] Place of Birth: **Füzesabony(Hungary)**.  
Passport /ID Card Number: [REDACTED] NATIONALITY: **Hungarian**  
Issued at: **BUDAPEST** Dated: **22. 07. 1998**  
Organisation: **MOD**

s.19(1)

**has been cleared for access to information classified up to and including  
NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 07. 07. 2003.

### CERTIFIED BY NATIONAL AUTHORITY

Signed by: **Attila LAJOS**  
TITLE: **VICE PRESIDENT**  
ORGANIZATION: **NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY**  
ADDRESS: **HUNGARY H-1357 BUDAPEST P.O.BOX 2**  
TELEPHONE NR: **+ 36 1 355 1805**  
TELEFAX NR.: **+ 36 1 355 3806**  
Date: **17. 09. 1999**



Official stamp

IV-NEIF / 1409 / 95.

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AUTHORITY  
REPUBLIC OF HUNGARY

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# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

s.19(1)

First Name: [REDACTED] Family Name: [REDACTED]  
Title/Military rank: Colonel  
Date of Birth: [REDACTED] Place of Birth: Budapest (Hungary).  
Passport /ID Card Number: [REDACTED] NATIONALITY: Hungarian  
Issued at: BUDAPEST Dated: 01. 07. 1998  
Organisation: MOD

has been cleared for access to information classified up to and including  
**NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 05. 03. 2002

### CERTIFIED BY NATIONAL AUTHORITY

Signed by: Attila LAJOS  
TITLE: VICE PRESIDENT  
ORGANIZATION: NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY  
ADDRESS: HUNGARY H-1357 BUDAPEST P.O.BOX 2  
TELEPHONE NR: + 36 1 355 1805  
TELEFAX NR.: + 36 1 355 3806  
Date: 17. 09. 1999



Official stamp

IV-NCF/1429/99

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NATIONAL SECURITY  
AUTHORITY  
REPUBLIC OF HUNGARY

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# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

First Name: [redacted] Family Name: [redacted] s.19(1)  
Title/Military rank: [redacted]  
Date of Birth: [redacted] Place of Birth: **Budapest (Hungary).**  
Passport /ID Card Number: [redacted] NATIONALITY: **Hungarian**  
Issued at: **BUDAPEST** Dated: **13. 10. 1998**  
Organisation: **MOD**

has been cleared for access to information classified up to and including  
**NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 10. 06. 2003

**CERTIFIED BY NATIONAL AUTHORITY**

Signed by: **Attila LAJOS**  
TITLE: **VICE PRESIDENT**  
ORGANIZATION: **NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY**  
ADDRESS: **HUNGARY H-1357 BUDAPEST P.O.BOX 2**  
TELEPHONE NR: **+ 36 1 355 1805**  
TELEFAX NR.: **+ 36 1 355 3806**  
Date: **17. 09. 1999**



Official stamp

1V-NBT/1439/99.

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NATIONAL SECURITY  
AUTHORITY  
REPUBLIC OF HUNGARY

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# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

s.19(1)

First Name: [REDACTED] Family Name: [REDACTED]  
Title/Military rank: Colonel  
Date of Birth: [REDACTED] Place of Birth: Eger (Hungary).  
Passport /ID Card Number: [REDACTED] NATIONALITY: Hungarian  
Issued at: BUDAPEST Dated: 12. 06. 1997  
Organisation: Hungarian Mission to NATO and WEU

**has been cleared for access to information classified up to and including  
NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 14. 05. 2002

## CERTIFIED BY NATIONAL AUTHORITY

Signed by: **Attila LAJOS**  
TITLE: VICE PRESIDENT  
ORGANIZATION: NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY  
ADDRESS: HUNGARY H-1357 BUDAPEST P.O.BOX 2  
TELEPHONE NR: + 36 1 355 1805  
TELEFAX NR.: + 36 1 355 3806  
Date: 17. 09. 1999



Official stamp

IV-NLF / 1435 / 99

NATO UNCLASSIFIED



NATIONAL SECURITY  
AUTHORITY  
REPUBLIC OF HUNGARY

NATO UNCLASSIFIED

# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

First Name: [REDACTED] Family Name: [REDACTED]  
Title/Military rank: Major  
Date of Birth: [REDACTED] Place of Birth: **Budapest (Hungary).**  
Passport /ID Card Number: [REDACTED] NATIONALITY: **Hungarian**  
Issued at: **BUDAPEST** Dated: **12. 06. 1997**  
Organisation: **Hungarian Mission to NATO and WEU**

s.19(1)

**has been cleared for access to information classified up to and including  
NATO SECRET**

in accordance with current NATO security regulations.

Valid until: 14. 05. 2002

## CERTIFIED BY NATIONAL AUTHORITY

Signed by: **Artila LAJOS**  
TITLE: **VICE PRESIDENT**  
ORGANIZATION: **NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY**  
ADDRESS: **HUNGARY H-1357 BUDAPEST P.O.BOX 2**  
TELEPHONE NR: **+ 36 1 355 1805**  
TELEFAX NR.: **+ 36 1 355 3806**  
Date: **17. 09. 1999**



Official stamp

IV-NBF/1409/99.

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AUTHORITY  
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# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
**REGISTRATION FORM**

SUBMIT TO: Designated security Officer

This is to certify that:

First Name: [redacted] Family Name: [redacted]  
Title/Military rank: [redacted]  
Date of Birth: [redacted] Place of Birth: **Kispest (Hungary).**  
Passport /ID Card Number: [redacted] NATIONALITY: **Hungarian**  
Issued at: **BUDAPEST** Dated: **08. 01. 1998**  
Organisation: **MOD**

s.19(1)

has been cleared for access to information classified up to and including  
**NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 12. 03. 2004

### CERTIFIED BY NATIONAL AUTHORITY

Signed by: **Attila LAJOS**  
TITLE: **VICE PRESIDENT**  
ORGANIZATION: **NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY**  
ADDRESS: **HUNGARY H-1357 BUDAPEST P.O.BOX 2**  
TELEPHONE NR: **+ 36 1 355 1805**  
TELEFAX NR.: **+ 36 1 355 3806**  
Date: **17. 09. 1999**



Official stamp

IV-NZF / 1439 / 99

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NATIONAL SECURITY  
AUTHORITY  
REPUBLIC OF HUNGARY

NATO UNCLASSIFIED

# Certificate of Security Clearance

Informal Meeting of NATO Defence Ministers  
20. 09. 1999 - 23. 09. 1999 Toronto, Canada  
REGISTRATION FORM

SUBMIT TO: Designated security Officer

This is to certify that:

First Name: [REDACTED] Family Name: [REDACTED]  
Title/Military rank: AMBASSADOR  
Date of Birth: [REDACTED] Place of Birth: Budapest (Hungary).  
Passport /ID Card Number: [REDACTED] NATIONALITY: Hungarian  
Issued at: BUDAPEST Dated: 11.03. 1999  
Organisation: MOD

s.19(1)

has been cleared for access to information classified up to and including  
**NATO SECRET**  
in accordance with current NATO security regulations.

Valid until: 12. 03. 2004.

## CERTIFIED BY NATIONAL AUTHORITY

Signed by: **Antila LAJOS**  
TITLE: VICE PRESIDENT  
ORGANIZATION: NATIONAL SECURITY AUTHORITY  
REPUBLIC of HUNGARY  
ADDRESS: HUNGARY H-1357 BUDAPEST P.O.BOX 2  
TELEPHONE NR: + 36 1 355 1805  
TELEFAX NR.: + 36 1 355 3806  
Date: 17. 09. 1999



Official stamp

IV-NBF/1425/99.

NATO UNCLASSIFIED



Wackenhut Schedule:

Date	Location	Equipment	Personnel	Start	Finish
19 Sept	<b>MTCC:</b>				
	600S	Doors x 4	5	07:00	16:00
		Xrays x 2			
	Garage	Doors x 4	5	07:00	16:00
		Xrays x 2			
	Media	Doors x 4	5	07:00	16:00
		Xrays x 2			
	<b>Crown</b>				
	<b>Plaza:</b>				
	7 <sup>th</sup> Floor	Door x 1	2	07:00	23:59
		Xray x 1			
					Total Hours

Date	Location	Equipment	Personnel	Start	Finish
20 Sept	<b>MTCC:</b>				
	600S	Doors x 4	5	07:00	18:00
		Xrays x 2	3	18:00	23:59
	Garage	Doors x 4	5	07:00	18:00
		Xrays x 2	3	18:00	23:59
	Media	Doors x 4	5	07:00	18:00
		Xrays x 2	5	18:00	23:59
	Tunnel	EVD 3000	2	07:00	22:00
	<b>Crown</b>				
	<b>Plaza:</b>				
	7 <sup>th</sup> Floor	Door x 1	2	00:01	23:59
		Xray x 1			
					Total Hours



Wackenhut Schedule:

Date	Location	Equipment	Personnel	Start	Finish
21 Sept	<b>MTCC:</b>				
	600S	Doors x 4	3	00:01	07:00
		Xrays x 2	14	07:00	18:00
			4	18:00	23:59
	<b>Garage</b>	Doors x 4	3	00:01	07:00
		Xrays x 2	14	07:00	18:00
	<b>Media</b>	Doors x 4	5	00:01	07:00
		Xrays x 2	14	07:00	18:00
			5	18:00	23:59
	<b>Tunnel</b>	EVD 3000	2	07:00	23:59
	<b>Crown</b>				
	<b>Plaza:</b>				
	<b>7<sup>th</sup> Floor</b>	Door x 1	2	00:01	23:59
		Xray x 1			
					Total Hours

Date	Location	Equipment	Personnel	Start	Finish
22 Sept	<b>MTCC:</b>				
	600S	Doors x 4	14	07:00	16:00
		Xrays x 2			
	<b>Garage</b>	Doors x 4	14	07:00	16:00
		Xrays x 2			
	<b>Media</b>	Doors x 4	14	07:00	16:00
		Xrays x 2			
	<b>Tunnel</b>	EVD 3000	2	07:00	16:00
	<b>Crown</b>				
	<b>Plaza:</b>				
	<b>7<sup>th</sup> Floor</b>	Door x 1	2	00:01	16:00
		Xray x 1			
					Total Hours



**Mail Schedule:**

Date	Location	Equipment	Personnel	Start	Finish
15 Sept	HMCS York	Xray x 1	2	08:00	16:00
16 Sept	HMCS York	Xray x 1	2	08:00	16:00
17 Sept	HMCS York	Xray x 1	2	08:00	16:00
18 Sept	HMCS York	Xray x 1	2	08:00	16:00
19 Sept	HMCS York	Xray x 1	2	08:00	16:00
20 Sept	HMCS York	Xray x 1	2	08:00	16:00
21 Sept	HMCS York	Xray x 1	2	08:00	16:00
22 Sept	HMCS York	Xray x 1	2	08:00	16:00
23 Sept	HMCS York	Xray x 1	2	08:00	16:00
24 Sept	HMCS York	Xray x 1	2	08:00	16:00
					Total Hours

**Baggage Schedule:**

Date	Location	Equipment	Personnel	Start	Finish
22 Sept	HMCS York	Xray x 1	3	09:00	22:00
23 Sept	HMCS York	Xray x 1	3	09:00	22:00
					Total Hours

**Airport Schedule:**

Date	Location	Equipment	Personnel	Start	Finish
22 Sept	De-icing Terminal	Xray x 1 Doors x 2	3	12:00	18:00
			7	18:00	23:00
23 Sept		Xray x 1 Doors x 2	5	12:00	22:00
					Total Hours



UNCLASSIFIED/NON-CLASSIFIÉ



Canadian Joint Delegation to NATO  
Délégation canadienne conjointe  
auprès de l'OTAN

Telephone No. / No de téléphone: (32-2) 707-7183  
Unclassified Fax / Télécopieur non classifié: (32-2) 707-7190  
Secure Fax / Télécopieur classifié: (32-2) 707-7150

**TO/À: Lt(N) Thimbeck**

Facsimile number/Numéro du télécopieur: 416-585-3885

Pages: 5 including this cover sheet/y compris cette page

Date: 17 September 1999

**SUBJECT/OBJET: Security Officers - French Delegation**

**Attached self explanatory and forwarded for your action.**

*G.J. Bowen*  
**G.J. Bowen**  
Cdr

9260-06T  
REQU/RECEIVED  
17-09-1999  
N47-9

R. Corley	Lt(N) Patterson
M. Demerchant	MWO Reid
Cdr Godwin	Lt(N) Thimbeck
P. LaChapelle	Col Vachon
Maj Lagace	Gail Godbout
Maj White	Capt T-A

*Diane  
May Diaz  
Martel*

UNCLASSIFIED/NON-CLASSIFIÉ

**DELEGATION PERMANENTE DE LA FRANCE  
AU CONSEIL DE L'ATLANTIQUE-NORD**

Bureau Sécurité - Ext : 7447

Bruxelles, le 16/09/1999

**Madame,**

Vous voudrez bien trouver, ci-joint, les éléments nécessaires à l'établissement des autorisations de ports d'armes pour les officiers de sécurité accompagnant le Ministre de la Défense, Monsieur Alain RICHARD, lors de la réunion informelle des Ministres de la défense des pays de l'OTAN qui se tiendra à TORONTO, les 21 et 22 septembre 1999.

Veillez agréer, Madame, l'expression de ma considération distinguée.

M. JANNAS



- Ms Jillian STIRK - Agent de sécurité de la Délégation Conjointe du CANADA

**Copie à :**

- LCL NAVEREAU, RMF/OTAN

REPUBLIQUE FRANÇAISE



Ministère de la Défense

Paris, le 15 septembre 1999

CABINET DU MINISTRE

Aide de camp

**NOTE**

à l'attention de  
l'attaché de défense au CANADA.

**OBJET** : Références des officiers de sécurité accompagnant Monsieur Alain RICHARD  
au CANADA, du 20 au 22 septembre 1999.

Je vous prie de bien vouloir trouver ci-dessous les éléments qui vous seront nécessaires  
concernant les officiers de sécurité de Monsieur Alain RICHARD, Ministre de la Défense:

<u>Nom - Prénom</u>	:	[REDACTED]
<u>Date de naissance</u>	:	[REDACTED]
<u>N° Passeport</u>	:	[REDACTED]
<u>Date de délivrance</u>	:	[REDACTED]
<u>Fin de validité</u>	:	[REDACTED]

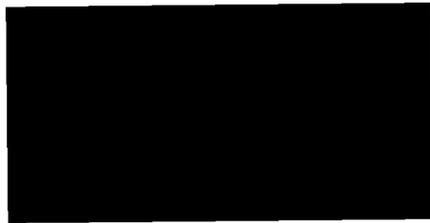
<u>N° Arme</u>	:	G68145Z
<u>Type</u>	:	Pistolet Beretta centurion
<u>Calibre</u>	:	9 mm
<u>Nombre de cartouches</u>	:	30

<u>Nom - Prénom</u>	:	[REDACTED]
<u>Date de naissance</u>	:	[REDACTED]
<u>N° Passeport</u>	:	[REDACTED]
<u>Date de délivrance</u>	:	[REDACTED]
<u>Date d'expiration</u>	:	[REDACTED]

s.19(1)

<u>N° Arme</u>	:	G 12206 Z
<u>Type</u>	:	Pistolet Beretta Centurion
<u>Calibre</u>	:	9 mm
<u>Nombre de cartouches</u>	:	30

Nom - Prénom :  
Date de naissance :  
N° Passeport :  
Date de délivrance :  
Date d'expiration :



s.19(1)

N° Arme : G12195 Z  
Type : Pistolet Beretta centurion  
Calibre : 9 mm  
Nombre de cartouches : 30

Commandant SEGURA



NORTH ATLANTIC TREATY ORGANIZATION  
ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD

Director  
NATO Office of Security / Bureau de Sécurité de l'OTAN

15<sup>th</sup> September, 1999.

NOS/21(99)170

NATO RESTRICTED

To: Ms. J. STIRK  
Security Officer  
Canadian Delegation to NATO

From: Director of Security

Subject: Protection of the Secretary General

My Office has been advised that the Secretary General, Mr. SOLANA, accompanied by Messrs. J. DOMECCQ, H. YEE, and V. MARTIN of the Private Office, will go to Toronto, on Monday 20<sup>th</sup> September, 1999.

Monday 20<sup>th</sup> September, 1999:

16.34: Arrival Toronto from New-York by flight AC737

Wednesday 22<sup>nd</sup> September, 1999:

17.05: Departure from Toronto to Washington by flight AC556.

Although there is no specific threat against the Secretary General, because NATO's leading role in the peacekeeping mission in Bosnia and in Kosovo and in view of a latent threat against the Secretary General related to the Basque problem in Spain, it is reasonable and prudent to exercise heightened security measures.

You are kindly requested to advise the appropriate Canadian Security and Protocol Authorities of the visit, in order to consider the need for enhanced security measures at this critical time.

Mr. J.-L. DORMANT (Ext. 4676) of my Office, is available for any assistance you may require.

Frederic M. KRUG

NATO RESTRICTED

9260 - 07

TO:   
LT. B. THIRNBECK

FROM: MIKE TRAVALE

N47-9

**TASK COMPLETION & THANK YOU**

Attached is the final (from my perspective) document concerning Emergency Procedures for the NATO Minister's Meeting.

It was a pleasure working with/for you and I look forward to other rewarding encounters.

Give my best to the Ottawa crowd (FASO). I will be speaking with Jocelyn Malo, Director of Security, Revenue Canada, and David Brush, Deputy Director, Security, External Affairs, in the near future concerning staffing.

It would be greatly appreciated if you could pass my card to the DND person responsible for security contracting (i.e. subject interviews) in Ottawa.



D. M. Travale

September 17, 1999

9259-03

TO: LT. B. THIRNBECK

N47-9

FROM: MIKE TRAVALE

**DRAFT EMERGENCY EVACUATION PROCEDURES**

HERE IS THE LATEST DRAFT OF THE PROCEDURES, FOR YOUR REVIEW AND COMMENT.

MAJOR SMITH AND COMPANY HAVE APPROVED THEIR INPUT/PORTION (MTCC AND CROWNE PLAZA).

PLEASE LOOK AT THE REQUIREMENTS PAGE FOR SOME ISSUES.

HOPEFULLY WE CAN CONCLUDE THIS PART OF THE MISSION BY NOON SEPTEMBER 17<sup>TH</sup>.



D. M. TRAVALE

September 16, 1999

## REQUIREMENTS

**Must get decision from the ROYAL YORK HOTEL concerning the decision to pay the \$57.00 per hour for a technician to stand-by at the alarm panel for the duration of the delegate's stay (including the Minister's reception on Sept 21<sup>st</sup>).**

**Liaison Officer should be briefed on their role.**

**Need to determine the evacuation "Pick-up" point for the IPP at the Harbour Castle.**

**Does the RCMP ERT have a role to play at any site other than the MTCC?**

**Must review the "communications" links to ensure notification of an incident/alarm is transmitted to the correct body for action/decision. In this context, the "Roles" of the following must be reviewed and confirmed:**

- **LCC;**
- **JOC;**
- **Liaison Officers;**
- **Site Commanders;**
- **Military Police;**
- **RCMP;**
- **TPS;**

**EMERGENCY PROCEDURES**  
**N.A.T.O. DEFENCE MINISTER'S MEETING**  
**TORONTO, SEPTEMBER 21 & 22**

These procedures will apply to:

- **Planning** for emergency evacuation of delegates from each of the event and accommodation sites; and
- **Conducting** an emergency evacuation.

A fundamental planning assumption is that an "egress" route is the most direct route to the outside (and safety). However, for the purposes of planning for evacuation, all routes (egress and access) must be studied and used in the planning for emergency evacuation.

An "access" route, while it is designed to lead into a building, may in fact prove valuable for "egress" because it may lead to a "safe haven" some distance from the danger area and, possibly, **NOT** require the people to be moved to the outside of the building.

Emergency Plans exist at each of the meeting and accommodation sites. Copies have been obtained and used as a basis for developing these emergency plans.

It is acknowledged that the **Toronto Police Service (TPS)** is the lead agency for response to an emergency situation at all sites, except where the site has been declared a Defence Establishment. In this latter circumstance, the Military Police is the police force of primary jurisdiction.

A contingent of Military Police is available to enforce the **Defence Controlled Access Area Regulations (DCAAR)**, and to assist in any emergency and evacuation at the identified Defence Establishments.

It is also acknowledged that the **RCMP** is the responsible agency for the protection of the **Internationally Protected Persons (IPP)**. As such, it is imperative that there be close coordination of effort, and any plans or procedures affecting the safety and security of the **IPP** are to be developed with that coordination foremost in mind.

Normally, the need to evacuate a given site is signaled by the ringing of the fire alarm (caused by a person pulling a fire "manual pull station", or the activation of an automatic device (e.g. sprinkler head, smoke detector)), followed by an announcement over the emergency voice communication system. **For the purposes of the NATO Defence Minister's meeting, as much control as is possible is to be exercised over the "normal" response to emergencies, at all sites.**

The **Joint Operations Centre (JOC)**, located at 40 College Street, must establish and maintain a direct communication link with the **Building Control Centres (BCC)** at each of the of the sites. This communications link is vital whenever there is an emergency situation at one of the sites because it will allow for the detailed analysis of the threat and an orderly evacuation of the delegates at that location, if required.

The **Logistic Coordination Centre (LCC)** is located at Level 800 MTCC. The **LCC** is responsible for issuing the order for an evacuation, except where a life-endangering incident has occurred and immediate evacuation is necessary.

The **Liaison Officers** are required to take an active part in the emergency evacuation of delegates. They are required to:

- lead the delegates through the evacuation route to their vehicles;
- assist the Military Police in identifying and gathering any delegates who may have been missed in the first evacuation; and
- assist in ensuring that all delegates have been evacuated and are accounted for at the "safe haven".

## **SPECIFIC SITE PROCEDURES**

### **METRO TORONTO CONVENTION CENTRE (MTCC)**

The MTCC is the main meeting site and as such has been declared as a Defence Establishment for the duration of the meeting of NATO Defence Ministers.

In this context the Department of National Defence will exercise control over the site utilizing the Military Police as the police force of primary jurisdiction.

*The Military Police will be responsible for:*

*Overt physical control over the areas defined as Defence Establishment, including the arrest or forcible removal of trespassers. Should an incident occur, provide immediate response to the areas, to contain and control the event, and assist/lead/direct the search in the event of a bomb or other malicious threat.*

### **MTCC – EMERGENCY PROCEDURES**

#### **Fire Alarm**

A fire alarm will be handled in the following manner:

- The signal will be received by a Military Police Officer stationed at the **South Building Control Centre (BCC)**;

- The Military Police will inform the *LCC* of the alarm, providing as much detail as possible as to type of alarm (smoke, "pull station", water flow switch, etc.) and location;
- The MTCC Security, supported by the Military Police, will be directed to investigate the alarm and to inform the *LCC* of their findings;
- The *LCC* will, based on the information provided, determine whether an evacuation is required; and
- The "general" and "specific" evacuation procedures for the MTCC, as detailed below, will be enacted as necessary.

### **Bomb Threat and Other Malicious Threats**

A bomb or other malicious threat will be handled as follows:

- All information concerning threats are to be directed to the *JOC*;
- The *JOC* will direct the various police forces to evaluate the threat information to determine the veracity of the threat;
- The *JOC* will provide the *LCC* with an assessment of the threat and a recommendation as to whether to order an evacuation or not;
- Should the *LCC* decide that an evacuation is required, the RCMP *Emergency Response Team (ERT)* will be called to "sweep" the evacuation routes prior to moving the people through those routes;
- When it is decided that an evacuation is required, the NATO Secretary General will be informed, prior to the actual evacuation of any person;
- The **Liaison Officers** and the *IPP* bodyguards will be directed to commence the evacuation of the *IPP* and other VIP delegates; and
- The "general" and "specific" evacuation procedures for the MTCC, as detailed below, will be enacted as necessary.

### **Biological/Chemical Agents**

The introduction of a chemical or biological agent into the MTCC air ventilation system would be difficult to accomplish and extremely difficult to detect, therefore every effort will be taken to deter any attempt to infiltrate the air system.

- The South building is provided with an automated smoke ventilation system that is activated when the fire alarm is activated or manually from the *BCC*. The system is designed to activate the fire alarm when smoke is detected in the Atrium area or whenever a water-flow switch is activated.

- When the smoke ventilation system is activated, all other ventilation fans will shutdown;
- There are three (3) ventilation intake vents for the South Building. These vents provide sufficient volumes of fresh air to allow smoke removal from the exhibition halls to a minimum of having a ceiling smoke layer at 20 feet above the floor, and to completely recycle the interior air in the "interconnected" spaces, six times every hours;
- There is no detector in the system capable of detecting a chemical or biological agent (other than smoke). However, should such an agent be detected, the building fire alarm system must be activated by manually pulling a "Fire Pull Station";
- This action will alert the *BCC*, and as a result, the *JOC* and *LCC* will be informed. The *JOC* will then analyze the available information. Determine the level of threat and provide a recommendation to the *LCC*; and
- The "general" and "specific" evacuation procedures for the MTCC, as detailed below, will be enacted as necessary.

#### GENERAL INSTRUCTIONS

- For the periods when the delegates are in the MTCC, the building fire/emergency system will be switched to "bypass" mode. The "bypass" mode will **NOT** stop an alarm from being received at the *BCC*, but will ensure that the alarm bells and pre-recorded messages do not activate and disturb the meeting;
- When an alarm has been received, a Military Police Officer located at the *BCC* will inform the *LCC* who will alert the *JOC*;
- The *JOC* will direct the police and security organizations to investigate the nature and location of the problem. They will inform the *JOC* of their findings and the *JOC* will make a recommendation to the *LCC* as to evacuation or other action;
- If an evacuation is ordered, the *LCC* will direct the *RCMP ERT* to respond to conduct a search of the evacuation routes. The MTCC Security will ensure that there is open access through the fire stairwell doors (a key is required), to the primary and alternative routes;
- The *JOC* will instruct all limousine drivers to proceed immediately to their respective vehicle in the Loading Bay area on Level 800 and await instruction for the movement of the protected *IPP* to the "safe haven";
- When the evacuation routes are declared safe, the *LCC* will inform the NATO Secretary General of the situation and instruct the Liaison Officers to assist the protected *IPP* and their bodyguards in evacuating the site;
- Military Police will ensure that the security access points on the Ground Level, and on Levels 600, 700 & 800, are closed, disallowing any further entry;

- The **JOC** will also direct that a sufficient number of buses are moved to the Loading Bay at Level 800 to evacuate other non-**IPP** delegates and officials (e.g. Ministers, Primary Representatives, and Chiefs of Defence Staff). These personnel will be lead to their respective vehicles by the Liaison Officers;
- When the protected **IPP** and other VIP delegates have been evacuated, the Building Emergency Voice Communications system will be used to direct all others to evacuate the building. These personnel will be directed to evacuate **up** a fire stairwell, and to rally at the Level 600 Parking Garage entrance on Simcoe Street where they will be transported to the "safe haven"; and
- Staff of the **LCC** will commence preparations to move the **LCC** computer file-server (with related hardware and software), to the backup site (Pearson International Airport).

### Personnel in Other Areas of MTCC

- Personnel who are outside the secure perimeter when an alarm is sounded will **NOT** be allowed to re-enter the 600, 700 or 800 Levels. They should remain where they are or move to the nearest emergency exit to await further direction regarding a possible evacuation.

### SPECIFIC INSTRUCTIONS

#### Delegate Arrival

**When an alarm is sounded** during the actual arrival of delegates (when they have entered or are about to enter the building):

- Delegates will be allowed to continue to the 700 Level;
- Security staff will "seal" the security perimeter at the Ground Level;
- The security staff at the building **BCC** will inform the **JOC** of the incident;
- The **JOC** staff will collaborate with security staff at the scene to evaluate the situation; and
- The **JOC** will inform the **LCC** of the event and recommend a course of action concerning a possible evacuation.

#### **When an evacuation is ordered:**

- Delegates and other selected personnel who have arrived on the 700 Level will be guided as per one of the Options below; and
- All others will be required to follow the instructions of the (**BCC**);

## Delegate Departure

**When an alarm sounds** during the departure of the delegates from the MTCC:

- Security staff will “seal” the security perimeter at the Ground Level;
- The security staff at the **BCC** will inform the **LCC** of the incident. The **LCC** will inform the **JOC**;
- The **JOC** staff will instruct the Military Police and the RCMP to collaborate with security staff at the scene to evaluate the situation;
- The **JOC** will inform the **LCC** of the result of the investigation and recommend a course of action;
- The procedure of having the Liaison Officers guide the delegates directly to their waiting vehicle will not be changed and the delegates will proceed to their predetermined destination; and
- All others will follow the instructions provided by the **BCC** and move to the nearest exit to await possible evacuation direction.

## Evacuation Option # 1

**When the order to evacuate is given:**

- The **LCC** will instruct the drivers on Level 800 to embark the delegates and take them to the “safe haven” (**QUEENS PARK**);
- The **IPP** and their bodyguards will be directed **down** the fire stairwells to the Loading Bay on the 800 level. When they exit on the 800 Level the delegates will be directed to their vehicles by the RCMP;
- Other VIP delegates, who are not **IPP** status, will be located by both the **RCMP ERT** and the Liaison Officers, and guided **down** the fire stairwells to the Loading Bay on the 800 level. When they exit on the 800 Level the delegates will be directed to their vehicles by the RCMP;
- All other personnel in all other areas of Level 600, 700 and 800 will be instructed by message from the **BCC** to use the closest stairwell to exit to “street” level and “rally” at the entrance to the Level 600 Parking Garage for transport to the “safe haven”; and
- When evacuation of the **IPP** and other VIP delegates is underway, the **LCC** staff will move their operation to the backup **LCC** at Pearson International Airport, using transportation located on the 800 Level.

## **Evacuation Option # 2**

### **When the order to evacuate is given:**

- The **IPP** and other VIP delegates will be guided, by Liaison Officers, **down** the fire stairwells to the 800 level;
- When they arrive on Level 800 they will be guided by Liaison Officers, Military Police and MTCC Security, **through the Service Tunnel** to the North Building of the MTCC;
- The **LCC** will instruct the vehicles on Levels 600 and 800 to leave the area. They will be given specific destinations so as to meet the delegates and take them to a "safe haven";
- All other personnel will be instructed by message from the **BCC** to use the closest stairwell to exit up to the "street" level and follow the instructions of the building fire/emergency staff; and
- When evacuation of the **IPP** and other VIP delegates is underway, the **LCC** staff will move their operation to the backup site at Pearson International Airport, using a vehicle on Level 800.

### **Security of Information & Material at MTCC**

- When an alarm is sounded the Military Police and MTCC Security staff will ensure that the secure perimeter on Levels 600, 700 & 800 area maintained. They will close all access points disallowing any entry;
- Security staff will also commence working with delegate and NATO staff to secure classified information and material; and
- MTCC Security staff, Canadian Corps of Commissionaires (**CC of C**), and the Military Police will ensure that the areas are evacuated and all classified information and material is secure before they evacuate the area/building. This process will allow for the secure perimeter to be expanded, in a controlled fashion, to the main access points of the South building.

### **POST -EVACUATION**

#### **MTCC**

- MTCC Security, the CC of C, and the Military Police will have maintained a secure perimeter as they evacuated from the South building;
- Following an evacuation and immediately after the "all clear" signal has been given by the **JOC**, the Military Police will resume overt control of the perimeters on the 600, 700 and 800 Levels;

- MTCC Security staff will be allowed to re-enter the building to assist the DND Security staff and to staff the **BCC**;
- The Military Police and soldiers of the Royal Canadian Regiment will muster on Level 800 and begin to sweep the building for any suspicious item and will ensure that the NATO information vault is secure;
- The **Joint Investigative Team** (led by the RCMP) will enter the building to conduct an investigation of the incident;
- Select other MTCC staff will be allowed to enter the building, under security control, to conduct needed operations; and
- No media will be allowed to enter the building to recover any of their equipment or for any other reason. An appropriate time will be determined for the media to recover their equipment and they will be notified.

## **CROWNE PLAZA HOTEL**

The Crowne Plaza is the site for the delegate offices and as such has been declared as a Defence Establishment for the duration of the meeting of NATO Defence Ministers.

In this context the Department of National Defence will exercise control over the site utilizing the Military Police as the police force of primary jurisdiction. The Military Police will be responsible for:

***Overt physical control over the areas defined as Defence Establishment, including the arrest or forcible removal of trespassers. Should an incident occur, provide immediate response to the areas, to contain and control the event, and assist/lead/direct the search in the event of a bomb or other malicious threat.***

For the duration of the meeting of NATO Defence Ministers, the hotel's fire/emergency system will be switched to "**bypass**" mode. The "bypass" mode will **NOT** stop an alarm from being received at the hotel's alarm control centre, but will ensure that the alarm bells and pre-recorded messages **DO NOT** activate and disturb the delegation staff in the offices.

A "standing" security post will be established on the Main Lobby (passenger elevator vestibule) and a "personnel logging" security post on the 7<sup>th</sup> floor. Both posts are staffed on a 24-hour basis for the duration of the NATO minister's meeting.

The post on the 7<sup>th</sup> floor will also have a "Primex" Security Officer assigned to operate a "walk through" metal detector, used to screen the personnel entering the 7<sup>th</sup> floor.

To ensure a thorough and complete evacuation, it is necessary that the members of the security detail maintain an accurate listing of who (from which delegation office) is on the floor at any given time.

The evacuation routes from the seventh (7<sup>th</sup>) floor are identified as two (2) stairwells, the passenger elevators, and the service elevators.

The primary route will be one of the Passenger elevators. The secondary route will be the fire stairwells.

The primary route will require a person, assigned by the Military Police, to have access to the designated Passenger elevator, at all times, and to be in possession of an "over-ride" key so that the elevator can be placed in "manual" control mode and taken to the seventh (7<sup>th</sup>) floor.

**When an alarm is sounded:**

- The Military Police will inform the *JOC* of the alarm and will assist in determining the nature and location of the problem, and to evaluate the threat level;
- The *JOC* will evaluate the problem and make a recommendation to the *LCC* as to possible evacuation;
- The *LCC* will direct the Military Police to respond to the alarm site to direct the evacuation and related operations;
- The CC of C, the Military Police and Toronto Police will ensure that the secure perimeters are maintained, the egress routes are safe, and they will close all access points to the 7<sup>th</sup> floor disallowing any further entry; and
- the *LCC* will instruct drivers to proceed to the designated pick-up area and be prepared to move the delegation personnel to a "safe haven".

**When the order to evacuate is given:**

- The Military Police will ensure that the designated "evacuation" elevator is taken to the delegate's floor(s);
- If any *IPP* are visiting on the 7<sup>th</sup> floor, the RCMP will gather them for accountability and protection, and will take them to the ground level (Simcoe Street exit), via the Passenger elevator, to waiting transportation, then to the "safe haven";
- The *LCC* will instruct drivers to proceed immediately to the predetermined "pick-up" area and await instruction for the movement of all other delegation personnel, to the "safe haven"; and
- All other personnel will use the fire stairwells to exit the hotel and make their way to the MTCC Level 800.

The "safe haven" for delegates and other staff at this hotel will be the MTCC South Building Level 800.

When the personnel have arrived at the "safe haven" there will be an accounting to ensure that all **IPP** and others have been evacuated. The **LCC** must be informed of the result of this accounting.

## **CN TOWER**

### **General**

This site is a prime example of where the **access** route is considered as the prime **egress** route. Egress from the restaurant, at the top of the Tower, is limited to elevators or a very demanding and lengthy walk down a large number of stairs. Therefore, the primary evacuation route will be via the elevators.

For the duration of the NATO Defence Ministers' reception (Sept 20<sup>th</sup>) the CN Tower's fire/emergency system will be switched to "**bypass**" mode. The "bypass" mode will **NOT** stop an alarm from being received at the Tower's alarm control centre, but will ensure that the alarm bells and pre-recorded messages **DO NOT** activate and disturb the delegates.

- The delegates will access the ground level of the Tower and be taken up to the restaurant via the assigned elevators;
- The elevators will be manually operated;
- The elevators that have been identified as the primary evacuation means will be held in "manual" mode at the kitchen level. Elevator Operators are required to stay in their "cars" throughout the planned event; and
- Security staff will ensure that all emergency egress routes are secured, inspected, and are clear of any harmful items or substances. These routes are to remain secure until after the planned event.

### **When an alarm is sounded:**

- The **Site Commander** will be informed of the alarm and will advise the **JOC** of the nature and location of the problem, enabling them to evaluate the threat level;
- The **JOC** will inform the **LCC** of the event and make a recommendation as to possible evacuation;
- Security staff will ensure that the secure perimeters are maintained, the egress routes are safe, and they will close all access points, disallowing any further entry; and
- Drivers will be instructed by the **LCC** to proceed to the designated pick-up area and be prepared to move the delegates to the "safe haven".

### **When the order to evacuate is given:**

- The designated "evacuation" elevators will be ordered to be prepared to embark the delegates;
- The Liaison Officers will guide the delegates and selected staff to the elevators;
- An order to evacuate will require the delegates to be taken to the ground level, via the elevators, to waiting transportation, then to the "safe haven"; and
- All other personnel will exit the Tower, as directed by security staff, and make their way to the MTCC Level 800.

The "safe haven" for delegates will be the MTCC South Building Level 800 (where the threat could not result in the destruction of or heavy damage to the CN Tower). If the *LCC* determines that the threat is "major" and could affect the MTCC, the "safe haven" will be Queen's Park.

When the personnel have arrived at the "safe haven" there will be an accounting to ensure that all *IPP* and others have been evacuated. The *LCC* must be informed of the result of this accounting.

### **ROYAL YORK HOTEL**

The Royal York Hotel is the main accommodation site for the delegations. There is a 24-hour security detail stationed here for the duration of the meeting.

It is also the site for the Canadian Defence Minister's reception, and other receptions, on the night of September 21, 1999.

Prior to the arrival of the delegates and on the evening of the reception, the evacuation routes will be identified, secured and swept for dangerous materials.

Because of the Minister's, reception it is necessary to enact two (2) emergency evacuation plans.

#### **PLAN 1**

This plan applies to the period when the delegates are accommodated as guests in the hotel's rooms.

For the duration of the meeting of NATO Defence Ministers the hotel's fire/emergency system will be switched to "bypass" mode. The "bypass" mode will **NOT** stop an alarm from being received at the hotel's alarm control centre, but will ensure that the alarm bells and pre-recorded messages **DO NOT** activate and disturb the delegates.

**When an alarm is sounded:**

- When an alarm has been received, a person located at the hotel's alarm control centre will inform the *Site Commander*. The *Site Commander* will confer with the *JOC* to determine the nature and location of the problem, and to evaluate the threat level. The *JOC* will inform the *LCC* of the event and make a recommendation concerning the possibility of evacuation;
- Security staff will ensure that the secure perimeters are maintained and the primary and back-up egress routes are safe. All access points will be closed thereby disallowing entry **ONLY** to "authorized" persons;
- The *LCC* will instruct all drivers to "stand-by" and be prepared to proceed to the designated pick-up area (**West Entry Door**) to move the delegates to a "safe haven"; and
- The *LCC* will instruct all Liaison Officers to contact the delegates assigned to their care and ready them for evacuation.

**When the order to evacuate is given:**

- The RCMP will congregate the *IPP* on another floor for accountability and protection, prior to any evacuation;
- The Liaison Officers will lead the delegates to the ground floor and the assigned transportation;
- The primary evacuation routes for the *IPP* will be the service elevators. This will require that a Royal York employee place the service elevators in "over-ride" and send the elevators to the appropriate floor(s), when needed. Communications is necessary between the RCMP and the person in the hotel's alarm control centre;
- The secondary evacuation route will be the passenger elevators, and the fire stairwells will be the evacuation route of last resort;
- The *LCC* will instruct all drivers to proceed immediately to the designated pick-up area (**West Entry Door**) to move the delegates to a "safe haven";
- The *LCC* will also direct that buses be moved to the West Entry Doors of the hotel to evacuate other officials;
- The delegates will be taken to the ground level to waiting transportation, then to the "safe haven" for security protection and further direction; and
- All other personnel will use the fire stairwells to exit the hotel and make their way to the "safe haven".

The "safe haven" for delegates staying at and attending functions at this hotel will be the MTCC South Building Level 800.

When the personnel have arrived at the "safe haven" there will be an accounting to ensure that all **IPP** and others have been evacuated. The **LCC** must be informed of the result of this accounting.

## **PLAN 2**

This plan applies to the evening of the Canadian Defence Minister's reception (Sept 21/99).

- During this period the hotel's fire/emergency system will remain in "bypass" mode. The "bypass" mode will **NOT** stop an alarm from being received at the hotel's alarm control centre, but will ensure that the alarm bells and pre-recorded messages **DO NOT** activate and disturb the reception.

### **When an alarm is sounded:**

- When an alarm has been received, a person located at the hotel's alarm control centre will inform the **Site Commander** who will inform the **JOC** of the nature and location of the problem, and assist in the evaluation of the threat level. The **JOC** will inform the **LCC** of the event and make a recommendation concerning the possibility of evacuation;
- Security staff will ensure that the secure perimeters are maintained and the primary and back-up egress routes are safe. All access points will be closed thereby disallowing entry **ONLY** to "authorized" persons;
- The **LCC** will instruct the Liaison Officers to gather the delegates and prepare them for evacuation; and
- The **LCC** will instruct drivers to "stand-by" and be prepared to proceed to the designated pick-up area (**West Entry Doors**) to move the delegates to a "safe haven".

### **When the order to evacuate is given:**

- The RCMP will either congregate the **IPP** for accountability and protection, prior to any evacuation;
- For the **IPP** the primary evacuation routes will be the service elevators. This will require that a Royal York employee place the service elevators in 'over-ride' and send the elevators to the appropriate floor(s), when needed. Communications is necessary between the **Site Commander** and the person in the hotel's alarm control centre;
- The Liaison Officers will gather the remaining delegates and lead them to the vehicles for transportation to the "safe haven";
- The secondary evacuation route will be the passenger elevators, and the fire stairwells will be the evacuation route of last resort;

- The *LCC* will also direct that a sufficient number of buses be moved to the West Entry Doors to evacuate other officials;
- The delegates will be taken to the ground level to waiting transportation, then to the "safe haven" for security protection and further direction; and
- All other personnel will use the fire stairwells to exit the hotel and follow the instructions of the building security staff.

The "safe haven" for delegates staying at and attending functions at this hotel will be the MTCC South Building Level 800.

When the personnel have arrived at the "safe haven" there will be an accounting to ensure that all *IPP* and others have been evacuated. The *LCC* must be informed of the result of this accounting.

## **WESTIN HARBOUR CASTLE HOTEL**

This hotel is the designated accommodation for the United States delegation (North Tower, floors 28, 29, 30, 31, 32, 33, & 34).

A permanent RCMP security detail will be established in the hotel and they will exercise control over access to and egress from the North Tower, floors 33 and 34. The security presence will be staffed on a 24 hour basis for the duration of the event.

There are four possible evacuation routes from the upper floors of the North Tower, (two (2) fire/emergency stairwells, the passenger elevators, and the service elevators).

The primary route will be the passenger elevators. The secondary route will be the service elevators, and the fire stairwells will be the route of least priority.

Each route must be identified, secured, swept for explosives and remain secure throughout the event.

The evacuation plan will require that a security person have access to an "over-ride" key so that the elevators can be operated in "manual" mode and taken to the delegation's floors when needed.

### **When an alarm is sounded:**

- During the times that the *IPP* is in the hotel the fire/emergency system will be switched to "bypass" mode. The "bypass" mode will **NOT** stop an alarm from being received at the hotel's alarm control centre, but will ensure that the alarm bells and pre-recorded messages do not activate and disturb the delegates; **(From 4 p.m. to 6 p.m. Sept 20<sup>th</sup> (from 10 p.m. Sept 20<sup>th</sup> to 8 a.m. Sept 21<sup>st</sup>.) and (From 4 p.m. to 6 p.m. Sept 21<sup>st</sup> ) (from 10 p.m. Sept 21<sup>st</sup> to 12 noon , Sept 22<sup>nd</sup>)**

- The alarm will be reported to the *Site Commander* who will inform the *JOC* of the nature and location of the problem. The *JOC* will evaluate the level of risk and make a recommendation to the *LCC* with regard to possible evacuation;
- Hotel security staff, RCMP and Toronto Police Service will ensure that the secure perimeters are maintained, the egress routes are safe, and they will close all access points disallowing any further entry;
- The *LCC* will instruct the Liaison Officers to gather the delegates and prepare them for evacuation; and
- The *LCC* will instruct drivers to "stand-by" and be prepared to proceed immediately to the designated "pick-up" area to move the delegate and selected other officials to the "safe haven".

**When the order to evacuate is given:**

- An order to evacuate will require the RCMP and Liaison Officers will gather the *IPP* and other selected persons in preparation for the evacuation;
- The designated "evacuation" elevator(s) will be ordered to proceed to the delegation's floor;
- The *LCC* will instruct all drivers to proceed immediately to the designated "pick-up" area;
- The *LCC* will instruct the Liaison Officers to take the delegates to the vehicles and move them to the "safe haven"; and
- All other personnel will use the fire stairwells to exit the hotel and make their way to the MTCC Level 800.

The "safe haven" for delegates at this hotel will be the MTCC 800 level.

When the personnel have arrived at the "safe haven" there will be an accounting to ensure that all *IPP* and others have been evacuated. The *LCC* must be informed of the result of this accounting.



**National Defence**

**Défense nationale**

**Assistant Deputy Minister  
(Policy)**

**Sous-ministre adjoint  
(Politiques)**

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Ottawa (Ontario)  
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**FAX/TÉLÉCOPIEUR**

**16 Sep 99**

**To: Mr. R. Corley, Exec Dir, DEFMIN 99**

**FAX NO./NO DU TÉLÉCOPIEUR: (416) 585-3885**

**FROM/DE: Geoff Kealey  
Admin Assist/ADM(Pol)**

**Tel: (613) 992-1987  
Fax: (613) 995-2876**

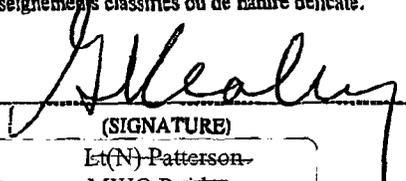
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Col Vaehon  
Gail Godbout  
Capt T-A

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ADM(Pol)/SMA(Pol)

LFCAHQ TORONTO//COMD/G3//

UNCLAS DCDS 263

DCDS TASK ORDER

SUBJ: SECURITY SUPPORT TO DEFMIN 99

REFS: A. DCDS 196 291800Z JUL 99 (NOTAL)

B. SECURITY CONCEPT OF OPERATIONS, 31 AUG 99 (NOTAL)

C. LETTER FROM METRO TORONTO CONVENTION CENTRE (MTCC) DATED 1 SEP 99 (NOTAL)

D. LETTER FROM CROWNE PLAZA TORONTO CENTRE DATED 7 SEP 99 (NOTAL)

E. LFCAHQ TORONTO OPS 061 101200Z SEP 99

1. SIT:

1.A. A REQUIREMENT HAS BEEN IDENTIFIED FOR MILITARY POLICE (MP) SUPPORT DURING THE 1999 NATO DEF MINISTERS MEETING (DEFMIN99) IN TORONTO 21-22 SEP 99. THIS MESSAGE CONFIRMS THAT NECESSARY STAFF CHECKS AND PLANNING HAVE BEEN COMPLETED TO AFFIRM THE REQUIREMENT AND

File No:	_____	
No de Filière:	22613	
TO/À	DATE	INIT
SA	16 Sep 99	AK

② Mr. Corley  
Yours with  
Copy to  
DAGPOL  
SA,  
16/9

③ Note to file  
Copy faxed  
to Exec Dir,  
DEFMIN 99  
(in Toronto 000344  
16/9)

UNCLAS

UNCLAS

02

UUUU

DCDS 263

## TASK THE MP SUPPORT

1.B. REF A TASKED CLS TO PROVIDE MP SUPPORT TO THE PLANNING COMMITTEE TO ASSIST WITH SECURITY PLANNING AS IT APPLIES TO MP SUPPORT. REF B DESCRIBES THE OVERALL CONCEPT OF OPERATIONS FOR SECURITY DURING THE MEETING. REFS C AND D CONFIRM THAT THE LEASED - AREAS OF THE MTCC AND THE 7TH FLOOR OF THE CROWNE PLAZA TORONTO CENTER ARE DESIGNATED AS DND ESTABLISHMENTS. THE REQUIRED MP PERSONNEL HAVE BEEN TASKED THROUGH THE CF TASKING PROGRAMME. REF E IS THE LFCA OP ORDER FOR QUOTE OP POCKET UNQUOTE TO PROVIDE THE MP SUPPORT

1.C. NOTE THAT SUPPORT TO DEFMIN99 FOR SECURITY IS NOT/NOT PART OF OP ESPLANADE

2. MSN. PROVIDE MILITARY POLICE SUPPORT FOR ELEMENTS OF THE ACCESS CONTROL AND PHYSICAL SECURITY OF THE MTCC AND CROWNE PLAZA AS PART OF THE OVERALL RCMP SECURITY PLAN AND THE METRO TORONTO POLICE SERVICES OPS PLAN FOR RESPONSE TO AN INCIDENT AT THOSE SITES

3. TASK. CLS TO PROVIDE:

3.A. MILITARY POLICE SUPPORT TO DEFMIN99 AS REQUIRED TO PROVIDE MP

UNCLAS

000345

UNCLAS

03

UUUU

DCDS 263

SUPPORT AS PER REF B SECURITY CONCEPT OF OPS

3.B. A POST OP REPORT TO COS J3-NLT 30 NOV 99

3.C. COORD INSTR. DIRLAUTH

4. SVC SP. PC WILL ARRANGE ACCOMMODATIONS. CLS RESPONSIBLE FOR ALL  
OTHER COSTS

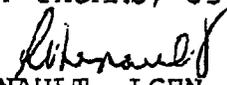
5. CONTACTS

5.A. DCDS TASK OFFICER. MAJ E.B. THOMAS, J3 CONT 3, 613-992-0489

5.B. CFPM OPI. LCDR D. BOOT, CFPM DPM PC 2, 613-945-7270

5.C. PLANNING COMMITTEE. LT(N) B. THIRNBECK, SECURITY ADVISOR 416-  
585-3878

MAJ E.B. THOMAS, J3 OPS CONT 3, 992-0489

  
R.R. HENault, LGEN, DCDS

UNCLAS

000346



# HUDSON GENERAL AVIATION

## CONTRACT SERVICES; CANADA

COVER

# FAX

SHEET

**To:** Mr. G.A.P. LaChapelle // DND NATO Planning Committee  
cc. Florence O'Shea // Contracts Officer

**Fax #:** 416-585-3885

**Subject:** Primary Security Line Surveillance

**Date:** September 13<sup>th</sup>, 1999

**Pages:** 01 (including this cover sheet).

4256-02  
**RECU/RECEIVED**  
 13-09-1999  
 M47-5  
 -----  
 M47-3-3

Dear Pierre,

Further to our previous discussions regarding the provision of personnel to provide Primary Security Line Surveillance upon the relocation of the 'Primary Line' during the upcoming Nato function. Hudson General would be pleased to offer manpower and equipment to the DND as an adjunct to our existing Agreement as follows:

- Coverage to commence at 0600hrs September 20<sup>th</sup>, 1999.
- Coverage to terminate at 2300hrs September 23<sup>rd</sup>, 1999.
- Personnel to staff five (05) positions concurrently.
- Total staffing compliment of six (06) personnel per shift.
- The provision of five (05) radio-equipped Security Escort Vehicles
- The cost per hour will reflect our existing Contract Rate for Ramp Agents (\$28.00 per hour).
- Total Hours (estimated) to be 522.
- Training Hours will also be billed at the Ramp Agent Contract Rate (estimated - 44hrs).

If you should have any further questions whatsoever, please do not hesitate to call me here in Toronto.

Best Regards,

Gary D. Ogden  
 Manager, Contract Services - Canada  
 HUDSON GENERAL AVIATION SERVICES



**TORONTO CENTRE**  
225 Front Street West, Toronto, Ontario M5V 2X3  
For Worldwide Reservations: 1-800-2-CROWNE

**DATE:** September 10, 1999  
**TO:** Patrick C. Bishop  
Manager, Corporate Security, Central Region  
**COMPANY:** Canada Post Corporation  
**FAX NUMBER:** 204-4326  
**RE:** **1999 NATO Conference Sept. 15-24, 1999**  
**CROWNE PLAZA Toronto Centre Mail Security**

*Number of Pages 1 including this page*

**FROM:** DANIEL BLACHUT  
**TELEPHONE:** (416) 597- 8102  
**FAX:** (416) 597-8155

Further to our telephone conversation today with Mr. G.A.P. LaChapelle, of the 1999 NATO Defense Ministers Informal Meeting Planning Committee, this fax will serve as authorization that the management of **CROWNE PLAZA Toronto Centre** authorizes the Department of National Defence to pick up our mail from the Canada Post depot, during the period **September 15<sup>th</sup> to 24<sup>th</sup>, 1999 (revised)**, in order that our mail may be inspected. The Department of National Defence will proceed to deliver our mail to us after the inspection is completed.

Regards,

Daniel Blachut  
General Manager

DB/kj

R. Corley  
M. Demerchant  
Cdr Godwin  
P. LaChapelle  
Maj Lagace  
Lt(N) Patterson  
MWO Reid  
Lt(N) Thirnbeck  
Col Vachon  
Maj White

9253-01  
**REC'D/RECEIVED**  
10-09-1999  
N47-5

cc: G.A.P. LaChapelle ✓  
Director of Transportation and Logistics  
National Defence Planning Committee  
1999 Informal Meeting of NATO Defence Ministers

Eric Chou, Director Groups & Conventions  
CROWNE PLAZA Toronto Centre

R. Corle  
M. Demercant  
Cdr Godwin  
P. LaChapelle  
Maj Lagace

*10.9.99*

Lt(N) Patterson  
MWO Reid  
Lt(N) Thirnbeck  
Col Vachon  
Maj White



**CROWNE PLAZA TORONTO CENTRE**  
225 Front Street West  
Toronto, ON M5V 2X3  
416-597-1400 or 1-800-2CROWNE

9232-34T  
REQU/RECEIVED  
09-08-1999  
N47-9

**Date:** SEPT. 9/99

**To:** BARRY THIRNBECK

**Company:** \_\_\_\_\_

**Fax:** 585-3885      **Ttl Pgs:** \_\_\_\_\_

<b>From:</b> Eric Chou	Director, Groups & Conventions
<b>Telephone:</b> 416-597-8126	Email: echou@crowneplazatoronto.com
<b>Fax:</b> 416-597-2162	

To ensure prompt delivery of faxes to guest or meeting participants, please use our **GUEST FAX** at 416-597-8128.

**Comments:** \_\_\_\_\_

*letter as requested.*



TORONTO CENTRE

Crowne Plaza Toronto Centre  
225 Front Street West  
Toronto, Ontario M5V 2X3  
tel 416.597.1400  
fax 416.597.8128  
1-800-2-CROWNE

September 7, 1999

Major G. Lagacé  
Acting Chief of Staff  
For Dr. K. Calder  
Associate Deputy Minister Policy  
Informal Meeting of NATO Defence Ministers  
National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Dear Major Lagacé:

Further to your correspondence of September 3, 1999, this will serve to acknowledge that during the upcoming meeting of NATO Defence Ministers, the 7<sup>th</sup> floor will be under the control of the Minister of National Defence. It is, consequently, understood and agreed, that the Department of National Defence will have the power to direct, command and dictate all activities, and the conduct of all persons within the Seventh Floor of CROWNE PLAZA Toronto Centre.

Major Lagacé you should know that my staff and I very much look forward to being of service to the Meeting of NATO Defence Ministers and are at your entire disposal. I have entrusted Eric Chou, Director, Groups & Conventions, to liaise with your staff to facilitate this hand over of control and to provide and direct all services, which you will be requiring.

Should I be able to be of any further assistance, please do not hesitate to contact me at 416-597-8102.

Sincerely,

Daniel Blachut  
General Manager

DB/kj

cc: Eric Chou

4932-03



INTERNATIONAL MARKETING & MANAGEMENT SERVICES  
*Associates & Correspondents In Major Markets Around the World*

1002-275 Slater Street, Ottawa, Ontario, Canada K1P 5H9  
Phone: 613-238-3970 Fax:613-238-4857

Email: [eclipse@achilles.net](mailto:eclipse@achilles.net)

### Fax Cover Sheet

---

**Date:** Sept 8<sup>th</sup>, 1999  
**To:** Westin Harbour Castle  
**Attn.:** Ms. Christine Gould - Mr. Herb Ostroff  
**Fax #:** 869-1420  
**From:** Thomas R. Morrice  
**Pages:** 3  
**Subject:** Mail Screening

**Comments:** \_\_\_\_\_

Ms. Gould & Mr. Ostroff,

I am writing on behalf of Mr. R. Corley, Executive Director of the informal meeting of NATO Defence Ministers Canadian Task Force (previously Planning Committee). Primex Security Systems Limited has been authorized by the Department of National Defence to assist the Planning Committee ensure the physical security of the NATO delegates, the hotel staff and other residents of your hotel. This security precaution has been reviewed and approved by the Royal Canadian Mounted Police.

The Planning Committee is now known as the Canadian Task Force. Primex Security Systems is pleased to be a member of this Task Force.

The purpose of this letter is to outline the procedures you are requested to follow for the inspection of mail that is normally carried and delivered by Canada Post and courier parcels. The Canadian Task Force will inspect your mail from September 15<sup>th</sup> until September 24<sup>th</sup>, 1999. The mail will be inspected electronically at an off-site location near downtown Toronto.

Following is a list of criteria and a set of procedures for the mail and package screening for the Informal Meeting of NATO Defence Ministers.



INTERNATIONAL MARKETING & MANAGEMENT SERVICES  
*Associates & Correspondents In Major Markets Around the World*

#### Procedures – Mail

- All mail destined to your hotel and its tenants will be picked up by the Canadian Task Force at the Postal Outlet.
- It will be delivered to HMCS York by our driver and screened.
- The Canadian Task Force will write a certification receipt, place the mail and two copies of the receipt in a case (translucent white plastic with a blue lid) and seal it with two seals.
- The driver will then deliver it to your hotel and wait until someone opens it and signs the receipt. (The driver will be wearing a special identification pass. The Canadian Task Force will provide your hotel with a sample of this pass.)
- The driver will return with the plastic case and a copy of the signed receipt.

#### Procedures – Courier

- When your hotel receives a courier delivery you must first determine if it is a screenable package. (The criteria for this determination will follow).
- If a package is deemed screenable, call the HMCS York for the mail screening dispatcher, T. R. (Tom) Morrice of Primex Security Systems Limited.
- Give your name and location and a vehicle will be dispatched to pick up the package.
- The driver will be wearing a special identification pass. The Canadian Task Force will provide (your hotel with a sample of this pass.)
- It will be delivered to HMCS York by our driver and screened.
- The Canadian Task Force will write a certification receipt, place the mail and two copies of the receipt in a case (translucent white plastic with a blue lid) and seal it with two seals.
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INTERNATIONAL MARKETING & MANAGEMENT SERVICES  
*Associates & Correspondents In Major Markets Around the World*

### Criteria

- Any delivery (mail or courier) addressed to any delegation member, NATO, Defence Ministers' Informal Meeting (or any permutation thereof)
- Any delivery that is not routine to your business or operation.
- Any delivery with the following conditions:
  - Excessive Postage
  - Incorrect Titles
  - Titles but no names
  - Misspellings of common words
  - Oily stains or discolourations
  - Unusual odours
  - No return address
  - Excessive weight for its size
  - Rigid envelope
  - Lopsided or uneven envelope
  - Protruding wires or foil; hole or tears in packaging
  - Visual distractions
  - Foreign mail, Air mail & Special delivery
  - Restrictive markings such as Confidential, Personal, to be opened only by...)
  - Hand-written or poorly typed addresses
  - Excessive securing material such as masking tape, string etc.
  - Unexpected point of origin
  - Unusual delivery (un-uniformed delivery person, non-business hours)
- Anything you're suspicious or unsure about.

I am in Toronto until the 10<sup>th</sup> of September and again from the 13<sup>th</sup> until the event finishes. If you have any questions I can be reached at the Strathcona Hotel or on my cellular phone (613) 769-0955

Regards,

Thomas R. Morrice  
Primex Security Systems Limited

P.s. Please forward a copy to appropriate personnel in your organization.

the phone number at the HMCS York is: (416) 973-9651

9289-04



INTERNATIONAL MARKETING & MANAGEMENT SERVICES  
*Associates & Correspondents In Major Markets Around the World*

1002-275 Slater Street, Ottawa, Ontario, Canada K1P 5H9  
Phone: 613-238-3970 Fax:613-238-4857

Email: [eclipse@achilles.net](mailto:eclipse@achilles.net)

### Fax Cover Sheet

---

**Date:** Sept 8<sup>th</sup>, 1999  
**To:** Royal York Hotel – Business Centre  
**Attn.:** Ms. Joanne Bonia  
**Fax #:** ~~860~~ 368-9040  
**From:** Thomas R. Morrice  
**Pages:** 3  
**Subject:** Mail Screening

**Comments:** \_\_\_\_\_

Ms. Bonia,

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INTERNATIONAL MARKETING & MANAGEMENT SERVICES  
*Associates & Correspondents In Major Markets Around the World*

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- Any delivery with the following conditions:
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  - Incorrect Titles
  - Titles but no names
  - Misspellings of common words
  - Oily stains or discolourations
  - Unusual odours
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  - Rigid envelope
  - Lopsided or uneven envelope
  - Protruding wires or foil; hole or tears in packaging
  - Visual distractions
  - Foreign mail, Air mail & Special delivery
  - Restrictive markings such as Confidential, Personal, to be opened only by...)
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  - Excessive securing material such as masking tape, string etc.
  - Unexpected point of origin
  - Unusual delivery (un-uniformed delivery person, non-business hours)
- Anything you're suspicious or unsure about.

I am in Toronto until the 10<sup>th</sup> of September and again from the 13<sup>th</sup> until the event finishes. If you have any questions I can be reached at the Strathcona Hotel or on my cellular phone (613) 769-0955

Regards,

A handwritten signature in cursive script that reads 'Tom Morrice'.

Thomas R. Morrice  
Primex Security Systems Limited

P.s. Please forward a copy to appropriate personnel in your organization (i.e. Mr. E. Frivalt)

the phone number at the HMCS York is: 416 973 9651



National Defence

Défense nationale

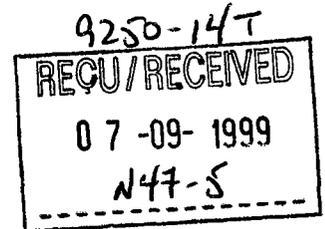
Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

Comité organisateur  
Réunion informelle des ministres  
de la Défense de l'OTAN 1999

National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

**FAX/TÉLÉCOPIEUR**



**Date:** 7 September 1999

**File Number:** 1180-120/N47- 5(Transportation and Logistics)

**TO/À**

**Attached Distribution List**

**FAX NO./NO DU TÉLÉCOPIEUR: (416)**

**FROM/DE:**

**GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (416) 585-3861  
Fax: (416) 585-3885**

**NUMBER OF PAGES INCLUDING FAX COVER SHEET  
NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE**

**SUBJECT/SUJET: Central De-icing Facility**

**COMMENTS/COMMENTAIRES:**

Dear Sir,

The purpose of this fax is to introduce myself and provide you with an outline of our plans for the Central De-icing Facility. I am a member of a Planning Committee working for the Department of National Defence on the 1999 NATO Defence Ministers Meeting.

The GTAA has authorized the Department of National Defence the exclusive use of the Central De-icing Facility for the arrival of dedicated aircraft for the Informal Meeting of NATO Defence Ministers. This means that the Central De-icing Facility will become an airport within an airport for the period 18-23 September. My reason for writing to you is

to coordinate the arrival and departure activities for the NATO delegations so that they will result in the least disruption to you and your activities.

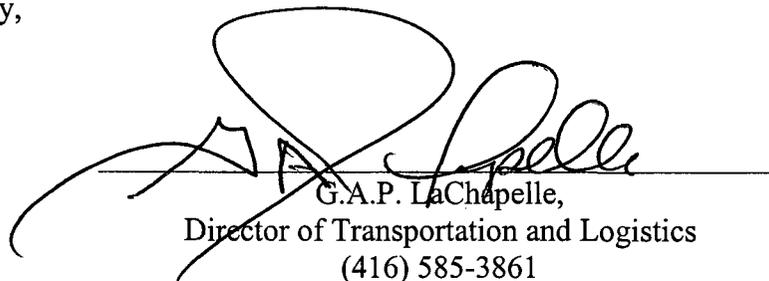
### **Security and Access Control**

Access control on the Central De-icing Facility parking lot will start at 0800 hours on 18 September until 23 September. Access control will be provided by the Corps of Commissionaires. During this period the CDF parking lot will be reserved for Hudson General and Department of National of Defence personnel only. There will be a very high level of security at this site on 20 September and 22-23 September. The RCMP and the Peel Regional Police will provide security. The dedicated aircraft transporting delegations to Toronto will arrive between 1000 and 2300 hours on 20 September and depart on 22 and 23 September late in the day. We would ask you to limit access to your work site to essential personnel only during these periods. We are particularly concerned about having clear access to gate 405B and 405C.

The Corps of Commissionaires Project Manager for the Central De-icing Facility is Master Warrant Officer Don Smith. His superior officer is Mr Al Miles. (905) 676-5560. I have asked Don Smith to meet with each contractor occupying space at the Central De-icing Facility in order to ensure that our activities are coordinated with yours. Don Smith is in a position to explain to you which gates will be controlled and the method our access control plan will operate.

Subject to the availability of Mr Don Smith, Don and I will visit you on Friday, 10 September starting at 1000 hrs.

Yours truly,



G.A.P. LaChapelle,  
Director of Transportation and Logistics  
(416) 585-3861

This document does not contain  
classified or sensitive information.  
Le présent document ne contient pas des  
renseignements classifiés ou de nature délicate.

### **Confidential Advisory**

The information contained in this document is destined for the exclusive use of the person to whom it is addressed. This information is confidential. If you accidentally obtain this document, you are hereby advised that dissemination, distribution or copying of the contents is strictly forbidden. Please advise us immediately and return the document by the fastest means. The cost associated with compliance to this request will be reimbursed.

## Distribution List

Don Weaver  
Bob Blain  
Acres Delcan  
CDF  
Fax: (905) 405 1983

---

J. Leizerovici  
J. Scandolo  
Dufferin, CDF  
Fax (905) 842-9278

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J. Archer  
J. Horst  
Guild Electric  
CDF  
Fax: (905) 405 8904

---

D.Ramacho  
Morrison Hirschfield  
CDF  
Fax: (905) 405-1336

---

Stephen Silverhart  
GTAA  
(905) 676 5620

---

Al Miles  
The Commissionaires  
LBPIA  
(905) 612-5512

---

Gary Odgen  
Hudson General  
Fax: (905) 676-0533

# Confirmation Report - Memory Send

Time : 07-Sep-99 15:16  
Tel line : +4165853885  
Name : DEFMIN99

Job number : 237  
Date : 07-Sep 15:06  
To : 79054051983  
Document pages : 03  
Start time : 07-Sep 15:14  
End time : 07-Sep 15:16  
Pages sent : 03  
Status : OK

Job number : 237

\*\*\* SEND SUCCESSFUL \*\*\*



## National Defence

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers  
National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

## Défense nationale

Comité organisateur  
Réunion informelle des ministres  
de la Défense de l'OTAN 1999  
Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

### FAX/TÉLÉCOPIEUR

Date: 7 September 1999

File Number: 1180-120/N47- 5(Transportation and Logistics)

TO/À

Attached Distribution List

FAX NO./NO DU TÉLÉCOPIEUR: (416)

FROM/DE:  
GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (416) 585-3861  
Fax: (416) 585-3885

NUMBER OF PAGES INCLUDING FAX COVER SHEET  
NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE

SUBJECT/SUJET: Central De-icing Facility

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Confirmation Report - Memory Send

Time : 07-Sep-99 14:48  
Tel line : +4165853885  
Name : DEFMIN99

Job number : 227  
Date : 07-Sep 14:30  
To : 79058429278  
Document pages : 03  
Start time : 07-Sep 14:47  
End time : 07-Sep 14:48  
Pages sent : 03  
Status : OK

Job number : 227

\*\*\* SEND SUCCESSFUL \*\*\*



National Defence  
Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers  
National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

Défense nationale  
Comité organisateur  
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**Confirmation Report - Memory Send**

Time : 07-Sep-99 14:50  
Tel line : +4165853885  
Name : DEFMIN99

Job number : 228  
Date : 07-Sep 14:31  
To : 79054058904  
Document pages : 03  
Start time : 07-Sep 14:49  
End time : 07-Sep 14:50  
Pages sent : 03  
Status : OK

Job number : 228 \*\*\* SEND SUCCESSFUL \*\*\*



**National Defence**

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

**Défense nationale**

Comité organisateur  
Réunion informelle des ministres  
de la Défense de l'OTAN 1999

Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

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**TO/À**

**Attached Distribution List**

**FAX NO./NO DU TÉLÉCOPIEUR:** (416)

**FROM/DE:**

**GAP LaChapelle**  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (416) 585-3861  
Fax: (416) 585-3885

**NUMBER OF PAGES INCLUDING FAX COVER SHEET**  
**NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE**

**SUBJECT/SUJET:** Central De-icing Facility

**COMMENTS/COMMENTAIRES:**

Dear Sir,

The purpose of this fax is to introduce myself and provide you with an outline of our plans for the Central De-icing Facility. I am a member of a Planning Committee working for the Department of National Defence on the 1999 NATO Defence Ministers Meeting.

The GTAA has authorized the Department of National Defence the exclusive use of the Central De-icing Facility for the arrival of dedicated aircraft for the Informal Meeting of NATO Defence Ministers. This means that the Central De-icing Facility will become an airport within an airport for the period 18-23 September. My reason for writing to you is

4

### Confirmation Report - Memory Send

Time : 07-Sep-99 15:18  
Tel line : +4165853885  
Name : DEFMIN99

Job number : 238  
Date : 07-Sep 15:06  
To : 79054051336  
Document pages : 03  
Start time : 07-Sep 15:16  
End time : 07-Sep 15:18  
Pages sent : 03  
Status : OK

Job number : 238

\*\*\* SEND SUCCESSFUL \*\*\*



**National Defence**  
Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers  
National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

**Défense nationale**  
Comité organisateur  
Réunion informelle des ministres  
de la Défense de l'OTAN 1999  
Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

### FAX/TÉLÉCOPIEUR

Date: 7 September 1999

File Number: 1180-120/N47- 5(Transportation and Logistics)

TO/À

Attached Distribution List

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FROM/DE:  
GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
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Confirmation Report - Memory Send

Time : 07-Sep-99 14:52  
Tel line : +4165853885  
Name : DEFMIN99

Job number : 230  
Date : 07-Sep 14:32  
To : 79056765620  
Document pages : 03  
Start time : 07-Sep 14:51  
End time : 07-Sep 14:52  
Pages sent : 03  
Status : OK

Job number : 230 \*\*\* SEND SUCCESSFUL \*\*\*



**National Defence**  
Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers  
National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

**Défense nationale**  
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# Confirmation Report - Memory Send

Time : 07-Sep-99 14:54  
Tel line : +4165853885  
Name : DEFMIN99

Job number : 231  
Date : 07-Sep 14:32  
To : 79056125512  
Document pages : 03  
Start time : 07-Sep 14:52  
End time : 07-Sep 14:54  
Pages sent : 03  
Status : OK

Job number : 231

\*\*\* SEND SUCCESSFUL \*\*\*



## National Defence

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

## Défense nationale

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\*\*\* SEND SUCCESSFUL \*\*\*

Job number	:	232
Status	:	OK
Pages sent	:	03
End time	:	07-Sep 14:56
Start time	:	07-Sep 14:54
Document pages	:	03
To	:	79056760533
Date	:	07-Sep 14:33
Job number	:	232

Time : 07-Sep-99 14:56  
 Tel line : +4165853885  
 Name : DEFMIN99

Confirmation Report - Memory Send

7



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Phone: 613-238-3970 Fax: 613-238-4857  
Email: [eclipse@achilles.net](mailto:eclipse@achilles.net)

**Fax Cover Sheet**

---

**Date:** 6 Sept. 1999  
**To:** Planning Committee - NDMIM  
**Attn.:** Mr. Pierre LaChappelle  
**Fax #:** 416 585 3885  
**From:** T. R. Morrice  
**Pages:** 13  
**Subject:** Schedules etc, for Primex

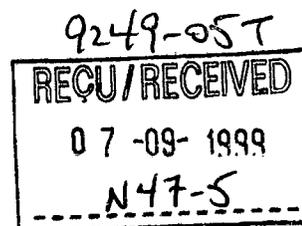
**Comments:** \_\_\_\_\_

Pierre,

As requested,

A handwritten signature in cursive script, appearing to read "Tom", is written over the typed name.

T. R. Morrice



003 P02

PRIMEX

SEP. 06 '99 14:42 613 23P 1857

	7 8 9 10	Mo 13	Tu 14	We 15	Th 16	Fr 17	Sa 18	Su 19	Mo 20	Tu 21	We 22	Th 23	Fr 24	Sa 25
		Travel		Travel	Rec.	TRG Inst.	Trg Inst.	OP	OP	OP	OP	TD	TD	TD
T. B. Morrice		X	X	X	X	X	X	X	X	X	K	X	X	X
Y. Pelletier		X	X	X	X	X	X	X	X	X	X	X	X	X
M. Pelletier		X	X	X	X	X	X	X	X	X	X	X	X	X
T. R. Morrice	XXXX	X	X	X	X	X	X	X	X	X	X	X	X	X
P. H. Morrice				X	X	X	X	X	X	X	X	X		
K. Morrice				X	X	X	X	X	X	X	X	X		
R. Boivin						X	X	X	X	X	X	X		
J-Y. Vermette					X	X	X	X	X	X	X	X		
Y. Belanger						X	X	X						
B. Broyer						X	X	X	X					
M. McNulty				X	X	X	X	X	X	X	X	X		
Meeting Room														



CANADIAN REPRESENTATIVES OF SECURITY PRODUCTS AND SERVICES

**Personnel Requirements by Site:**

DATE	Location	Start	Finish	Personnel	Notes
Tues. 14 Sept	HMCS York Mailroom	0800	1200	Primex Yves TR	Set-up 2 fluoroscopes 1 cargo, 1 hand-luggage
	HMCS York Mailroom	1200	1600	Wachenhut 5 trainees Primex Yves TR DND 3 drivers	Training mailroom operators Mail procedures, courier procedures, drivers procedures



<b>DATE</b>	<b>Location</b>	<b>Start</b>	<b>Finish</b>	<b>Personnel</b>	<b>Notes</b>
Wed. 15 Sept	HMCS Yark	0800	1600	Wachenhut 3 operators DND 3 drivers Primex TR	Mailroom operation



CANADIAN REPRESENTATIVES OF SECURITY PRODUCTS AND SERVICES

<b>DATE</b>	<b>Location</b>	<b>Start</b>	<b>Finish</b>	<b>Personnel</b>	<b>Notes</b>
Thur. 16 Sept	HMCS York	0800	1600	Wachenhut 3 operators DND 3 drivers Primex TR	Mailroom operation



<b>DATE</b>	<b>Location</b>	<b>Start</b>	<b>Finish</b>	<b>Personnel</b>	<b>Notes</b>
<b>Fri. 17 Sept</b>	<b>HMCS York</b>	<b>0800</b>	<b>1600</b>	<b>Wachenhut</b> 3 operators <b>DND</b> 3 drivers <b>Primex</b> <b>TR</b>	<b>Mailroom operation</b>
<b>Fri. 17 Sept</b>	<b>MTCC - Hall F</b>	<b>0800</b>	<b>1200</b>	<b>Primex</b> Peter Richard Martin Yves Jean-Yves <b>TB</b>	<b>Unload &amp; Set-up 2 Cargo &amp; 4 small Fluoroscopes for training</b>  <b>Set-up 4 walk-thru doors for training</b>
	<b>MTCC - Hall F</b>	<b>1200</b>	<b>1600</b>	<b>Wachenhut</b> 40 trainees <b>Primex</b> Yves Jean-Yves	<b>Training 2 groups of 20</b>



CANADIAN REPRESENTATIVES OF SECURITY PRODUCTS AND SERVICES

DATE	Location	Start	Finish	Personnel	Notes
Sat. 18 Sept	HMCS York Mallroom	0800	1600	Wachenhut 3 operators DND 3 drivers Primex TR	Mallroom operation
Sat. 18 Sept	MTCC - Hall F	0800	1200	Wachenhut 40 trainees Primex Yves Pelletier Jean-Yves Vermette	Training 2 groups of 20
	MTCC Various	1200	2000	Primex Peter Richard Martin Yves Jean-Yves TB TR (after 1600)	Set-up Fluoroscopes & Walk-through metal detectors throughout MTCC sites.

  
**PRIMEX SECURITY SYSTEMS LIMITED**  
 CANADIAN REPRESENTATIVES OF SECURITY PRODUCTS AND SERVICES

DATE	Location	Start	Finish	Personnel	Notes
Sun. 19 Sept	HMCS York Mailroom	0800	1600	Wachenhut 3 operators DND 3 drivers Primex TR	Mailroom operation
Sun. 19 Sept	MTCC	0800	1600	Wachenhut 15 pers. Primex	Final Testing & calibration One team at each access point on stand-by.
Sun. 19 Sept	Greyhound Garage	0700	1900	Protect 12 Searchers Primex J-Y Vermette	
		0700	2000	Protect Supervisors for 3 sites	
		0700	2400	Protect 2 Parking Area Surveillance Guards	24/7
Sun. 19 Sept	Crowne Plaza	0800	1600	Primex Yves Belanger Richard Boivin	Install Camera Equipment
19 Sept	MTCC Garage	0800		Protect 8 Searchers Primex B. Broyer	Cargo Vans, Mini Vans, Limos



CANADIAN REPRESENTATIVES OF SECURITY PRODUCTS AND SERVICES

<b>DATE</b>	<b>Location</b>	<b>Start</b>	<b>Finish</b>	<b>Personnel</b>	<b>Notes</b>
Mon. 20 Sept	HMCS York Mailroom	0800	1600	Wachenhut 3 operators DND 3 drivers Primex TR	Mailroom operation
Mon. 20 Sept	Greyhound Garage	0000	2400	Protect 2 Parking Area Surveillance Guards	24/7
Mon. 20 Sept	Greyhound Garage	0700	1200	Protect 2 Searchers	
Mon. 20 Sept	MTCC Garage	0600	2200	Protect 8 Searchers 1 Supervisor Primex Broyer	
Mon. 20 Sept	Hotel Stations	0700	1600	Protect 1 Supervisor 6 Surveillance Guards	
Mon. 20 Sept	MTCC	1200	2400	Wachenhut 15 pers. Primex	One team at each access point.
Mon. 20 Sept	Crowne Plaza	0800	1600	Primex Yves Belanger Richard Boivin	



CANADIAN REPRESENTATIVES OF SECURITY PRODUCTS AND SERVICES

DATE	Location	Start	Finish	Personnel	Notes
Tues. 21 Sept	Greyhound Garage	0000	2400	Protect 2 Parking Area Surveillance Guards	24/7
Tues. 21 Sept	MTCC	0630	1200	Protect 1 supervisor 8 Searchers	
Tues. 21 Sept	MTCC	0630	1800	Wachenhut 50 staff Primex TB Yves Peter Martin	Full Staffing
Tues. 21 Sept	Greyhound Garage	0700	1200	Protect 1 Supervisor 2 Searchers	
Tues. 21 Sept	Hotel Stations	0700	1900	Protect 1 Supervisor 6 Surveillance Guards	
Tues. 21 Sept	HMCS York Mailroom	0800	1600	Wachenhut 3 operators DND 3 drivers Primex TR	Mailroom operation
Tues. 21 Sept	MTCC	1800	2400	Wachenhut 5 staff Primex 1 supervisor	
21 Sept	Crowne Plaza	0000	2400	Primex Yves Belanger	



CANADIAN REPRESENTATIVES OF SECURITY PRODUCTS AND SERVICES

DATE	Location	Start	Finish	Personnel	Notes
Wed. 22 Sept	Crowne Plaza	0000	1800	CC of C Primex Yves Belanger	24/7 Monitoring
Wed. 22 Sept	Greyhound Garage	0000	1600	Protect 2 Parking Area Surveillance Guards	24/7
Wed. 22 Sept	MTCC	0630	1200	Protect 1 Supervisor 8 Searchers	
Wed. 22 Sept	MTCC	0630	1500	Wachenhut 50 Inspectors	Full Staffing
Wed. 22 Sept	Greyhound Garage	0700	1200	Protect 1 Supervisor 2 Searchers	
Wed. 22 Sept	Hotel Stations	0700	2100	Protect 1 Supervisor 6 Surveillance Guards	
Wed. 22 Sept	HMCS York Mailroom	0800	1600	Wachenhut 3 operators DND 3 drivers Primex TR	Mailroom operation
Wed. 22 Sept	HMCS York Baggage	0900	2200	Wachenhut 1 supervisor 6 inspectors Primex TR	Baggage inspection as required
Wed. 22 Sept	Airport (De-icing Site)	1000	2200	Wachenhut 1 Supervisor 5 Inspectors	
Wed. 22 Sept	MTCC	1500	2200	Primex	Remove Equipment



CANADIAN REPRESENTATIVES OF SECURITY PRODUCTS AND SERVICES

<b>DATE</b>	<b>Location</b>	<b>Start</b>	<b>Finish</b>	<b>Personnel</b>	<b>Notes</b>
Thurs. 23 Sept	HMCS York Mailroom	0800	1600	Wachenhut 3 operators DND 3 drivers Primex TR	Mailroom operation
Thurs. 23 Sept	HMCS York Baggage	0900	2200	Wachenhut 1 Supervisor 6 Inspectors	
Thurs. 23 Sept	Airport	1000	2200	Wachenhut 1 Supervisor 5 Inspectors	



<b>DATE</b>	<b>Location</b>	<b>Start</b>	<b>Finish</b>	<b>Personnel</b>	<b>Notes</b>
<b>Fri. 24<sup>th</sup> Sept</b>	<b>HMCS York Mailroom</b>	<b>0800</b>	<b>1600</b>	<b>Wachenhut 3 operators DND 3 drivers Primex TR</b>	<b>Mailroom operation</b>
<b>Fri. 24<sup>th</sup> Sept</b>	<b>HMCS York Baggage</b>	<b>0800</b>	<b>1200</b>	<b>Wachenhut 1 Supervisor 6 Inspector</b>	<b>Extended as necessary</b>
<b>Fri. 24<sup>th</sup> Sept.</b>	<b>Airport</b>	<b>0800</b>	<b>1200</b>		<b>Remove Equip.</b>



Informal  
Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Réunion informelle  
des Ministres de la  
défense de l'OTAN

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

1180-120/N47-9

3 September 1999

Daniel Blachut  
General Manager  
Crowne Plaza  
225 Front Street West  
Toronto, ON M5V 2X3

Dear Sir:

I am writing with respect to the NATO Defence Ministers' Conference and our use of the Seventh Floor of the Crowne Plaza. The conference delegates will be handling and discussing NATO classified information and Canada is obliged by NATO to protect this information. Numerous measures will be put into place to ensure we meet this obligation, including the most important, which is access control to the certain sites.

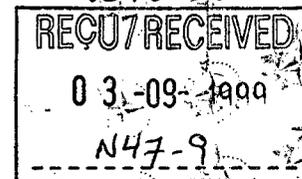
Access control to the site is crucial and necessitates that we exercise a level of control that exceeds the normal lease requirements. Security requirements require that we have the power to direct, command, and dictate all activities in the area that we are leasing. Specifically, we wish to have the power to issue such regulations, orders and directives as we deem necessary for the safe and orderly operation of the areas under our control; the right to search all persons or things accessing these spaces; and the power to remove any person or property from the facilities when deemed necessary.

We request that the leasor (the Crowne Plaza) agree to the Department of National Defence having the power to direct, command and dictate all activities, and the conduct of all persons within the Seventh Floor of Crowne Plaza and its constituent grounds, without exception. More specifically, we request an authorized representative of the Crowne Plaza confirm in writing that the Crowne Plaza acknowledges the 7<sup>th</sup> floor area leased to DND will be under the control of the Minister of National Defence. This includes the power, should it be deemed necessary to remove any person(s) or property from the facilities and the centre when necessary to ensure the safe and orderly operation of the facilities and centre.

This level of control will result in the area leased being declared a Defence Establishment as defined under the National Defence Act. As you are aware this is consistent with our previous verbal arrangements with yourself and other Crowne Plaza Staff. This arrangement will allow us to meet the limitations imposed both by NATO and the RCMP who are responsible for the protection of Internationally Protected Persons that are participating in the conference. Please confirm your concurrence as soon as possible, and direct any questions to either Lt(N) Barry Thirnbeck, or Capt Jeff Forgrave.

Yours truly,

Major G. Lagacé  
Acting Chief of Staff  
for Dr. K. Calder  
Associate Deputy Minister Policy



1180-120/N47-9

# Memo

**To:** MWO Reid  
**From:** Lt(N) Thirnbeck  
**CC:** Cdr Godwin/Tom Martin/Capt Vachon  
**Date:** 09/03/99  
**Re:** Conv Lt(N) Thirnbeck/Capt Vachon 3 Sep 1999

## Amendments to Passes

Ref: My 1180-120/N47-9 9 Sep 99 Amendments to Passes

1. Capt Vachon has reviewed ref and the following changes are required:

a. Conference Room passes are to read in French

### Salle de conférence

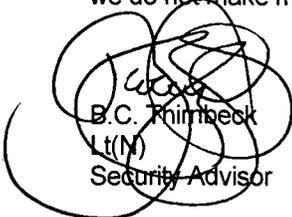
This will allow consistency between the passes and the conference handbook;

b. the Media pass

### Media/Média

This allows us to meet our bilingual requirements. I request that the letters remain as large as possible.

2. Some of the countries have French for their primary language and their country on the pass should be in French. A review of the passes by Protocol is necessary prior to final production to ensure we do not make mistakes in this area.

  
B.C. Thirnbeck  
Lt(N)  
Security Advisor

*NPK*  
*Consent to*  
*John*  
*MWO OK*

9246-137  
RECU/RECEIVED  
03-09-1999  
N47-9

92613 10

\*\* TX STATUS REPORT \*\*

AS OF AUG 31 '99 12:31 PAGE 01

ADM POL / DEF MIN '99

DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
02	08/31 12:30	19056760533	EC--S	00'32"	002	174	OK

31/08/9912:07 PM08/31/9912:07 PM



National Defence

Défense nationale

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K1A 0K2

Quartier général de la Défense  
nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

**FAX/TÉLÉCOPIEUR**

30 August 1999

**TO/À:**

**Gary Ogden**  
**Manager Contract Services Canada**  
**Hudson General Inc**  
**Mississauga, ON**

**FAX NO./NO DU TÉLÉCOPIEUR: (905) 676 0533**

**FROM/DE: G.A.P. LaChapelle**  
Tel: (613) 995 2409  
Fax: (613) 995-6498

**NUMBER OF PAGES INCLUDING FAX COVER SHEET**  
**NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE 2**

**COMMENTS/COMMENTAIRES:**

Dear Mr Ogden,

I have just spoken to Bill Whitlock at the GTAA Security Office - 676 331. He informs me that Hudson General personnel would require about two hours training in order to take on the responsibility of establishing and maintaining the Primary Security Line at the Central De-icing Facility. He also stated that Hudson would be required to provide five cars and radios. Since this line must be maintained 24 hrs a day for an extended period it is going to absorb a certain number of people.

Have you had a chance to look at this proposal? Please call when you are ready to discuss.

\*\* TX STATUS REPORT \*\*

AS OF AUG 31 '99 12:32 PAGE.01

ADM POL / DEF MIN '99

DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
03	08/31 12:31	14165853885	EC--S	00'30"	002	176	OK

31/08/9912:07 PM08/31/9912:07 PM



National Defence

Défense nationale

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K1A 0K2

Quartier général de la Défense  
nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

FAX/TÉLÉCOPIEUR

30 August 1999

TO/À:

MAJ. DIAZ

Gary Ogden  
Manager Contract Services Canada  
Hudson General Inc  
Mississauga, ON

(416)-585-3885

FAX NO./NO DU TÉLÉCOPIEUR: (905) 676 0533

FROM/DE: G.A.P. LaChapelle

Tel: (613) 995 2409

Fax: (613) 995-6498

NUMBER OF PAGES INCLUDING FAX COVER SHEET

NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE 2

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31/08/9912:07 PM08/31/9912:07 PM



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Édifice Berger  
Ottawa, Ontario  
K1A 0K2

**FAX/TÉLÉCOPIEUR**

**30 August, 1999**

---

**TO/À:**

**Gary Ogden  
Manager Contract Services Canada  
Hudson General Inc  
Mississauga, ON**

**FAX NO./NO DU TÉLÉCOPIEUR: (905) 676 0533**

---

**FROM/DE: G.A.P. LaChapelle**

Tel: (613) 995 2409

Fax: (613) 995-6498

---

**NUMBER OF PAGES INCLUDING FAX COVER SHEET**

**NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE 2**

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**COMMENTS/COMMENTAIRES:**

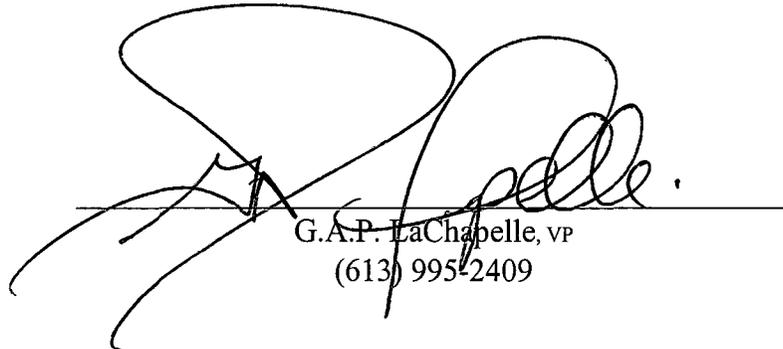
Dear Mr Ogden,

I have just spoken to Bill Whitlock at the GTAA Security Office – 676 331. He informs me that Hudson General personnel would require about two hours training in order to take on the responsibility of establishing and maintaining the Primary Security Line at the Central De-icing Facility. He also stated that Hudson would be required to provide five cars and radios. Since this line must be maintained 24 hrs a day for an extended period it is going to absorb a certain number of people.

Have you had a chance to look at this proposal? Please call when you are ready to discuss.

08/31/9912:07 PM

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classified or sensitive information.  
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renseignements classifiés ou de nature délicate.



G.A.P. LaChapelle, vp  
(613) 995-2409

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Copies

Flo O'Shea ✓

Jim Diaz (416) 585 3885 ✓



TORONTO CENTRE

225 Front Street West, Toronto, Ontario M5V 2X3  
For Worldwide Reservations: 1-800-2-CROWNE

DATE: August 31, 1999  
TO: Patrick C. Bishop  
Manager, Corporate Security, Central Region  
COMPANY: Canada Post Corporation  
FAX NUMBER: 204-4326  
RE: **1999 NATO Conference Sept. 18-23, 1999**  
**CROWNE PLAZA Toronto Centre Mail Security**

Number of Pages **1** including this page

**FROM: DANIEL BLACHUT**  
**TELEPHONE: (416) 597- 8102**  
**FAX: (416) 597-8155**

As requested by Mr. G.A.P. LaChapelle, of the 1999 NATO Defense Ministers Informal Meeting Planning Committee, this fax will serve as authorization that the management of **CROWNE PLAZA Toronto Centre** authorizes the Department of National Defence to pick up our mail from the Canada Post depot, during the period September 18<sup>th</sup> to 23<sup>th</sup>, 1999, in order that our mail may be inspected. The Department of National Defence will proceed to deliver our mail to us after the inspection is completed.

Regards,

Daniel Blachut  
General Manager

DB/kj

9243-03  
RECU/RECEIVED  
31-08-1999  
N47-5

cc: G.A.P. LaChapelle ✓  
Director of Transportation and Logistics  
National Defence Planning Committee  
1999 Informal Meeting of NATO Defence Ministers

Eric Chou, Director Groups & Conventions  
CROWNE PLAZA Toronto Centre

4742/10

\*\* TX STATUS REPORT \*\*

AS OF AUG 30 '99 14:29 PAGE.01

ADM POL / DEF MIN '99

	DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
16	08/30	14:29	19055760533	EC--S	00'33"	002	144	OK

30/08/99:54 PM08/30/99:54 PM



National Defence

Défense nationale

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

Comité organisateur  
Réunion informelle des Ministres de la  
défense de l'OTAN 1999

National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense  
nationale  
Édifce Berger  
Ottawa, Ontario  
K1A 0K2

**FAX/TÉLÉCOPIEUR**

30 August 1999

**TO/À:**

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Hudson General Inc  
Mississauga, ON**

**FAX NO./NO DU TÉLÉCOPIEUR: (905) 676 0533**

**FROM/DE: G.A.P. LaChapelle**

Tel: (613) 995 2409

Fax: (613) 995-6498

**NUMBER OF PAGES INCLUDING FAX COVER SHEET**

**NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE 2**

**COMMENTS/COMMENTAIRES:**

Dear Mr Ogden,

The purpose of this fax is to invite Hudson General to assume the surveillance of the Primary Security Line when it is re-established south east of the Central De-icing Facility at 0600 hours on 20 September. As you know Debbie Ciccolelli, GTAA Security will contact Transport Canada to request that the department of National Defence be authorized to re-locate the Primary Security Line to the back of the De-icing Facility. This will eliminate the need for all our personnel to be issued with passes by the GTAA. The GTAA has requested that the Planning Committee arrange with Hudson General to provide five cars and five personnel to provide line-of-sight surveillance for this line. Is Hudson General interested and able to perform this task? The line must be established not later than 0600 hrs 20 September and remain in place until 2359 hrs 23 September. The GTAA will provide an on-site supervisor to control this operation.

30/08/991:54 PM08/30/991:54 PM



National Defence

Défense nationale

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

Comité organisateur  
Réunion informelle des Ministres de la  
défense de l'OTAN 1999

National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense  
nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

**FAX/TÉLÉCOPIEUR**

30 August 1999

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**TO/À:**

**Gary Ogden  
Manager Contract Services Canada  
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Mississauga, ON**

**FAX NO./NO DU TÉLÉCOPIEUR: (905) 676 0533**

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Tel: (613) 995 2409  
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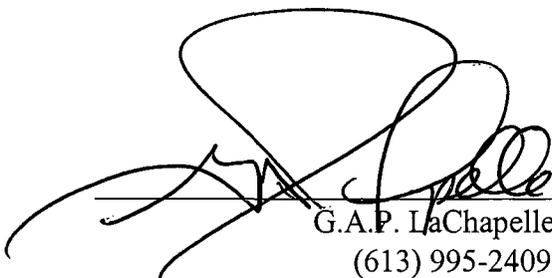
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08/30/991:54 PM

Please provide me your answer and the cost of assuming this responsibility.

This document does not contain  
classified or sensitive information.  
Le présent document ne contient pas des  
renseignements classifiés ou de nature délicate.



---

G.A.P. LaChapelle, vp  
(613) 995-2409

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Flo O'Shea  
Jim Diaz (416) 585 3885

9242-11

\*\* TX STATUS REPORT \*\*

AS OF AUG 30 '99 16:11 PAGE.01

ADM POL / DEF MIN '99

DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
23	08/30 15:08	82384957	G3--S	02'20"	004	154	OK

T.R.  
OIC so far.

TR Morrice

238-4857

Comments on your letter. Please start with the following:

I am writing you on behalf of Mr Robert Corley, Executive Director of the Informal Meeting of NATO Defence Ministers Planning Committee. Primex Security Systems has been authorized by the Department of National Defence to assistance the Planning Committee ensure the physical security of the NATO delegates, the hotel staff and the other residents of your hotel. This security precaution has been reviewed and approved by the Royal Canadian Mounted Police. Once the Planning Committee re-locates from Ottawa to Toronto it will be known as the Canadian Task Forces. Primex Security Systems is pleased to be a member of this Task Force.

The purpose of this letter is to outline the procedures you are requested to follow for the inspection of mail that is normally carried and delivered by Canada Post and courier parcels. The Canadian Task Forces will inspect your mail from 15 September until 24 September 1999. The mail will be inspected electronically at an off-site location near downtown Toronto.

Procedures Canada Post Mail

- The Canadian Task Force will pick all mail destined to you at the Canada Post postal station;
- A Task Force driver will delivered the mail to the off-site inspection station. The driver will be provided with a special identification pass. Your hotel will be provided with a identical sample of this pass;
- Our staff will place a certification receipt that the mail has been inspected in a case and security the case with two seals;
- The driver will deliver the mail to your hotel and wait until someone opens the container and signs for the mail;
- The driver will then depart with the plastic case and a signed copy of the receipt.

TR Morrice

T.R.  
OIC so far.

238-4857

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I am writing you on behalf of Mr Robert Corley, Executive Director of the Informal Meeting of NATO Defence Ministers Planning Committee. Primex Security Systems has been authorized by the Department of National Defence to assist the Planning Committee ensure the physical security of the NATO delegates, the hotel staff and the other residents of your hotel. This security precaution has been reviewed and approved by the Royal Canadian Mounted Police. Once the Planning Committee re-locates from Ottawa to Toronto it will be known as the Canadian Task Forces. Primex Security Systems is pleased to be a member of this Task Force.

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#### Procedures Canada Post Mail

- The Canadian Task Force will pick all mail destined to you at the Canada Post postal station;
- A Task Force driver will deliver the mail to the off-site inspection station. The driver will be provided with a special identification pass. Your hotel will be provided with an identical sample of this pass;
- Our staff will place a certification receipt that the mail has been inspected in a case and secure the case with two seals;
- The driver will deliver the mail to your hotel and wait until someone opens the container and signs for the mail;
- The driver will then depart with the plastic case and a signed copy of the receipt.



## Criteria:

- Any delivery (mail or courier) addressed to any delegation member, NATO, Defence Ministers' Informal Meeting, (or any permutation thereof).
- Any delivery that is not routine to your business or operation.
- Any delivery with the following conditions:
  - Excessive postage
  - Incorrect titles
  - Titles but no names
  - Misspellings of common words
  - Oily stains or Discolouration
  - Unusual Odours
  - No Return Address
  - Excessive Weight for its size
  - Rigid Envelope
  - Lopsided or uneven Envelope
  - Protruding Wires or Tinfoil; Holes or Tears in packaging
  - Visual Distractions *Such as* —
  - Foreign Mail, Air Mail & Special Delivery
  - Restrictive Markings (i.e. Confidential, Personal, To be opened only by...)
  - Hand-Written or Poorly-Typed Addresses.
  - Excessive Securing Material such as Masking Tape, String etc.
  - Unusual Delivery — *such as* .
  - Unexpected Point of Origin —
- Anything you're suspicious of. —

I will contact you to set-up a meeting during the week of Sept. 7<sup>th</sup> until Sept. 10<sup>th</sup>, 1999 to clear-up any questions. You can also call me at me at my office number below. I will provide the contact number for HMCS York when I confirm it.

Regards,

T. R. Morrice  
Primex Security Systems Limited

*Please delay until you  
have a contract*

**DRAFT DRAFT DRAFT**

1002-275 Slater Street, Ottawa, Ontario, Canada K1P 5H9 Phone: 613-238-3970 Fax: 613-238-4857



CANADIAN REPRESENTATIVES OF SECURITY PRODUCTS AND SERVICES

Royal York Hotel  
Xerox Business Centre  
100 Front Street West  
Toronto, ON

*Use the term Canadian Task Force  
(Primes is part of the Task Force)*

Attn: Ms. Joanne Bonia

Subject: Mail Screening – Mail Room Screening Criteria

Ms. Bonia,

Following is a list of criteria and a set of procedures for the mail and package screening for the Informal Meeting of NATO Defence Ministers that will take place in September.

Duration: Mail and courier packages will be screened from Sept. 15<sup>th</sup>, until Sept. 24<sup>th</sup> incl.

*15 September, until 24 September*

Location: All screening will be done off-site at HMCS York

Procedures - Mail:

- All Mail destined for your hotel and its tenants will be picked up by our ~~staff~~ *the Canadian Task Force* ~~DND personnel under our direction~~ at the Postal Outlet.
- It will be delivered to HMCS York by our driver and screened.
- Our staff will write a certification receipt, place the mail and two copies of the receipt in a case (translucent white plastic with a blue lid) and seal it with two seals.
- The driver will then deliver it to your hotel and wait until someone opens it and signs the receipt.
- The driver will return with the plastic case and a copy of the signed receipt. ✓

Procedures – Courier:

- When a courier delivery is received by your hotel you must first determine if it is a screenable package. (The criteria for this determination will follow later.)
- If a package is deemed screenable, call the HMCS York for the mail screening dispatcher, T. R. (Tom) Morrice of Primex Security Systems Limited.
- Give your name and location and a truck will be dispatched to pick up the package,
- It will be delivered to HMCS York by our driver and screened.
- Our staff will write a certification receipt, place the package and two copies of the receipt in a case (translucent white plastic with a blue lid) and seal it with two seals.
- The driver will then deliver it to your hotel and wait until someone opens it and signs the receipt.
- The driver will return with the plastic case and a copy of the signed receipt.

*The driver will present you with a special identity identification pass. Your hotel will be provide with a sample of this pass by the Canadian Task Force*

1002-275 Slater Street, Ottawa, Ontario, Canada K1P 5H9 Phone: 613-238-3970 Fax: 613-238-4857



PRIMEX SECURITY SYSTEMS LIMITED

INTERNATIONAL MARKETING & MANAGEMENT SERVICES  
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1002-275 Slater Street, Ottawa, Ontario, Canada K1P 5H9  
Phone: 613-238-3970 Fax: 613-238-4857  
Email: eclipse@achilles.net  
**Fax Cover Sheet**

**Date:** 30 August, 1999  
**To:** PC-NDMIM  
**Attn.:** Mr. P. LaChappelle  
**Fax #:** 995 2437  
**From:** T. R. Morrice  
**Pages:** 3  
**Subject:** Draft letter to Royal York

**Comments:** \_\_\_\_\_

Pierre,

For your perusal, Following is a draft of a letter to Royal York outlining procedures and criteria for the mail and courier screening. Please read and comment.

*T. R. Morrice*

T. R. Morrice

Harbour Castle -

- Christine Gould  
- Herb Ostroff  
416-869-0573

Crowne Plaza - Eric Choud  
- Allison MacKellar  
- Kim Johnson

9242-02

\*\* TX STATUS REPORT \*\*

AS OF AUG 30 '99 08:28 PAGE.01

ADM POL / DEF MIN '99

	DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
32	08/30	08:27	14163517478	EC--S	00'35"	002	115	OK



**National Defence**

**Défense nationale**

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

Comité organisateur  
Réunion informelle des ministres  
de la Défense de l'OTAN 1999

National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

**FAX/TÉLÉCOPIEUR**

**Date:** 30 August 1999

**File Number:** 1180-120/N47- 5(Transportation and Logistics)

**TO/A**  
**Christine Gould**  
**Director of security**  
**The Westin Harbour Castle**  
**Toronto, ON**

**FAX NO./NO DU TÉLÉCOPIEUR:** (416) 361 7478

**FROM/DE:**  
**GAP LaChapelle**  
**Informal Meeting of NATO Defence Ministers**  
**Planning Committee**  
**Ottawa, On**  
**Tel: (613) 995-995-2409**  
**Fax: (613) 995-6498**

**NUMBER OF PAGES INCLUDING FAX COVER SHEET**  
**NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE**

**SUBJECT/SUJET: Renovation Projects – Harbour Castle**

**COMMENTS/COMMENTAIRES:**

Dear Ms Gould,

I am writing you on behalf of Mr Robert Corley, the Executive Director of the 1999 Informal Meeting of NATO Defence Ministers Planning Committee. I was a please to meet with you in Toronto last week to discuss mail security. I believe we now have a workable plan to ensure the security of the mail entering your hotel. The Planning Committee would like your hotel to consider postponing any non-essential renovations of

\*\* TX STATUS REPORT \*\*

AS OF AUG 30 '99 08:37 PAGE.01

ADM POL / DEF MIN '99

	DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
01	08/30	08:35	14165853885	EC--S	00'34"	002	118	OK



National Defence

Défense nationale

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

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Réunion informelle des ministres  
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National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

FAX/TÉLÉCOPIEUR

Date: 30 August 1999

File Number: 1180-120/N47- 5(Transportation and Logistics)

TO/À *Lt (N) Thirnbeck / Cmdr. Godwin*  
 Christine Gould  
 Director of security *(416) 585-3885*  
 The Westin Harbour Castle  
 Toronto, ON

FAX NO./NO DU TÉLÉCOPIEUR: (416) 361 7478

FROM/DE:  
 GAP LaChapelle  
 Informal Meeting of NATO Defence Ministers  
 Planning Committee  
 Ottawa, On  
 Tel: (613) 995-995-2409  
 Fax: (613) 995-6498

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**Date: 30 August 1999**

**File Number: 1180-120/N47- 5(Transportation and Logistics)**

**TO/À**  
**Christine Gould**  
**Director of security**  
**The Westin Harbour Castle**  
**Toronto, ON**

*Lt(N) Thirnbeck / Cmdr. Godwin*  
*(416) 585-3885*

**FAX NO./NO DU TÉLÉCOPIEUR: (416) 361 7478**

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**GAP LaChapelle**  
**Informal Meeting of NATO Defence Ministers**  
**Planning Committee**  
**Ottawa, On**  
**Tel: (613) 995-995-2409**  
**Fax: (613) 995-6498**

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**SUBJECT/SUJET: Renovation Projects – Harbour Castle**

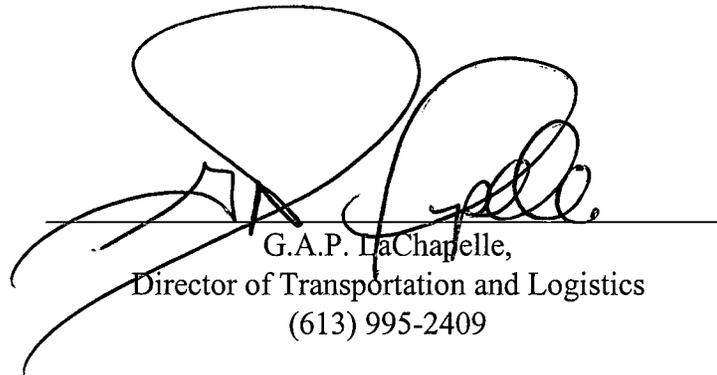
**COMMENTS/COMMENTAIRES:**

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other activities such as window cleaning until after afternoon 23 September 1999 when the NATO Defence Ministers will have departed Toronto. We feel that it would be highly desirable to delay this type of activity especially in the areas occupied by your American guests. The immediate benefit will be to reduce the number of non-hotel staff that requires accreditation and it will reduce the number of people that may require access to the floors occupied by the United States delegation. Regretfully, the Planning Committee can not accept any costs associated with this proposal should the management of the Harbour Castles choose to delay non-essential renovations or cleaning work.

Yours truly,



G.A.P. LaChapelle,  
Director of Transportation and Logistics  
(613) 995-2409

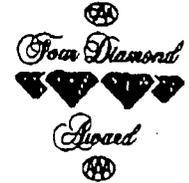
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Copy- Lt (N) Thirnbeck and Commander Godwin (416) 585 - 3885

THE WESTIN  
BAYSHORE  
VANCOUVER



# THE WESTIN HARBOUR CASTLE TORONTO

THE WESTIN  
CALGARY

Date:	8/26/99
To:	Yop LaChapelle
Company:	National Defense
From:	Pradeep Puri Director of Operations One Harbour Square, Toronto, Ontario M5J 1A6 Tel: (416) 361-7437 Fax: (416) 360-8438
# of pages:	2
Fax #:	613-995-6498

THE WESTIN  
EDMONTON

**MESSAGE:**

THE WESTIN  
OTTAWA

9238-04  
 RECU/RECEIVED  
 26-08-1999  
 N47-5

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THE WESTIN  
NOVA SCOTIAN  
HALIFAX



# THE WESTIN HARBOUR CASTLE

TORONTO

EXECUTIVE OFFICES

August 25, 1999

Patrick C. Bishop  
Manager, Corporate Security  
Central Region  
Canada Post Corporation  
1 Dundas Street, West, Suite 700  
Toronto, Ontario  
M5G 2L5

**VIA FAXSIMILE**

Mr. Bishop:

The Westin Harbour Castle hereby authorizes the Department of National Defence to pick up the hotel's mail from Canada Post depot from September 15 - 24, 1999 inclusive.

Should you have any questions or concerns please do not hesitate to contact me.

Sincerely,

Pradeep Puri  
Director of Operations

c.c. Mr. GAP LaChapelle, Director of Transportation and Logistics/Planning Committee  
National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2  
Fax 613-995-6498

Chris Gould, Director of Security, The Westin Harbour Castle

9235-23

1180-120/N47-9

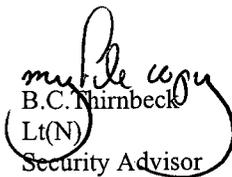
23 August, 1999

Cdr Godwin

**Security Briefing – Vehicle Security Plan**

Ref: briefing prepared by Mr. LaChapelle

I have reviewed the briefing and I concur with its content. It outlines the reasons and the procedures required. It also shows clearly the qualification of the training instructor. A record of the briefing should be maintained that includes agreement in all those areas that still must be resolved.

  
B.C. Nirmbeck  
Lt(N)  
Security Advisor

9238-06



National Defence

Défense nationale

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

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Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

## FAX/TÉLÉCOPIEUR

**Date: 26 August 1999**

**File Number: 1180-120/N47- 9 (Security)**

---

**TO/À**

**Lieutenant Commander Forrester  
HMCS York  
659 Lakeshore Blvd West  
Toronto, ON M5V 1A7**

**FAX NO./NO DU TÉLÉCOPIEUR: (416) 203-6344**

---

**FROM/DE:**

**GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (613) 995-995-2409  
Fax: (613) 995-6498  
Cell (416) 254-0904**

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**NUMBER OF PAGES INCLUDING FAX COVER SHEET  
NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE**

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**SUBJECT/SUJET: HMCS York**

**COMMENTS/COMMENTAIRES:**

Dear Lieutenant Commander Forrester,

I regret that I was unable to meet with you on 25 August as planned. I am writing you on behalf of Mr Robert Corley, Executive Director, of the Informal Meeting of NATO Defence Ministers Planning Committee. The Planning Committee is a small ad hoc working group responsible to ADM (Pol) for the planning and execution of the NATO

Defence Minister's Meeting which will be held in Toronto 20-22 September 1999. The purpose of this fax is to provide you with our requirements for HMCS York.

These fall into four areas as follows:

### **Mail Security**

As part of the security arrangements for International Protected Persons (IPP) the RCMP has advised the Department of National Defence that there is a requirement to inspect all mail delivered to the members of the NATO delegation. To carryout this task we will install two x-ray/fluoroscopes at HMCS York on 14 September. The mail inspection program will operate from 14 September to 24 September. A total of four inspectors will be employed on this task. In addition, the Canadian Forces will supply three vehicles and six personnel to act as couriers between HMCS York, the Canada Post depot and the delivery points in downtown Toronto. To operate effectively the inspection team will require floor space to install their equipment and the following facilities:

- two-six-foot tables
- access to electric power – two 15 amp circuits;
- access to the rear of the building for our minivans;
- access to washrooms and to a crew rest area;
- access to a unrestricted telephone that must be positioned outside the QM Stores on the drill hall floor or in a near by office;
- vehicle parking for the mail trucks during silent hours;

The mail security operation will function from 0800 hrs to 1700 hrs each day of the week.

### **Vehicle Security**

The Planning Committee has a requirement to park and secure approximately 30 vehicles once our security force has inspected them. The inspections will take place on 19 September. We therefore require a location at HMCS York to park these vehicles so that they can be kept under constant surveillance each evening from 1600 hrs on 19 September until 23 September. If these vehicles can not be parked behind your security fence then we will ask you to have the Corps of Commissionaires provide additional security officers so that they can be secured on your front parking lot. The Planning Committee will assume financial responsibility for this additional security. We would however ask you to make the necessary arrangements for this security since HMCS York has a contract with the Corps of Commissionaires and all the necessary contact points.

### **Baggage Security**

Canada as the host nation has an important responsibility to inspect baggage before it is loaded on two CF CC 150 Airbuses and on to 12 other dedicated aircraft. This inspection program will operate on 22 and 23 September. Once the baggage is loaded on trucks at the hotels it will be delivered to HMCS York for inspection. The inspection protocol requires that the baggage be x-rayed, inspected by dogs and other devices before it is delivery to the airport. The baggage inspection for the airbus will require approximately

half of the floor space in the drill area. The inspection will take place from 1000 hrs to 2100 hrs on 22 and 23 September. Since the other delegations except the US delegation are relatively small the requirement for floor space should be small.

### **Catering**

It is our intention to provide a noontime meal for the civilian contractor and the members of the Canadian Forces employed at HMCS York. Does HMCS York have an arrangement with a catering firm that could deliver box lunches or operate a small food court at this location? Does someone spouse wish to operate a sandwich bar for profit for this period?

### **Visits and Meetings**

There will be a series of security related inspection visits conducted during the period 7-9 September. I am confident that HMCS York will be included in this visit schedules. You may anticipate visits from the RCMP, our service providers, and later the United Secret service, and possibly some high ranking security officers. I will advise you of the exact times of the visits, as they become known. A representative from your staff is invited to attend the physical security coordination meeting scheduled to be held in the Metro Toronto Convention Centre – South Complex - starting at 0900 hrs 9 September in Room 808. This meeting will determine the final scope of the activities to take place at HMCS York. It may be useful and informative for a member of your staff to be present. Please advise me of the name of your representative.

Yours truly,

---

G.A.P. LaChapelle,  
(613) 995-2409

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9237-11



National Defence

Défense nationale

Planning Committee  
1999 Informal Meeting of NATO  
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Comité organisateur  
Réunion informelle des ministres  
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National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

## FAX/TÉLÉCOPIEUR

Date: 25 August 1999

File Number: 1180-120/N47- 5(Transportation and Logistics)

---

TO/À  
Mr Patrick Bishop  
Director, Corporate Security  
Canada Post Corporation  
1 Dundas Street, Suite 700  
Toronto, ON m5G 2L5

FAX NO./NO DU TÉLÉCOPIEUR: (416) 204 4326

---

FROM/DE:  
GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (613) 995-995-2409  
Fax: (613) 995-6498  
Cell (416) 254-0904

---

NUMBER OF PAGES INCLUDING FAX COVER SHEET  
NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE

4

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SUBJECT/SUJET: Mail Security

COMMENTS/COMMENTAIRES:

Dear Ms Bishop,

I am writing you on behalf of Mr Robert Corley, the Executive Director, of the 1999 NATO Defence Ministers Informal Meeting Planning Committee. As a result of discussions with the RCMP and the Canadian Security and Intelligence Service (CSIS) the Department of National Defence has been advised that mail and courier parcels entering three downtown Toronto hotels should be inspected prior to delivery. We

understand, base our discussion on 24 August, that the mail security program associated with this conference will be operated in cooperation with Canada Post.

We have now met with the management of all three hotels to obtain the information you requested at our meeting. It appears from our meetings with the hotels earlier today that all three hotels will provide you with written authorization for the Department of National Defence to pick up their mail from Canada Post. I have requested that each hotels send a fax directly to you with this authorization.

### **Crowne Plaza Hotel**

The mail for the Crowne Plaza plaza is delivered directly to the Executive Secretary Ms Kim Johnson each day between 1130 and 1430 hours. The volume is approximately ½ plastic bin (18 x10 x 10 inches). This also includes mail for the hotel's guest. In the case of the Crowne Plaza the mail will be picked up by DND vehicle and transported to HMCS York, inspected and then returned to the Crowne Plaza by DND.

The point-of-contact for this operation at the Crowne Plaza is Mr Eric Chou (416) 597-8126.

The Crowne Plaza's postal address is as follows:

Crowne Plaza Hotel  
225 Front Street West  
Toronto, ON M5V 2X3

### **Royal York Hotel**

The mail for the Royal York is now picked up by Toronto Courier Company (Tel: 504 7373) once a day at approximately 0930 hours. During the period 15-24 September we have informed the Royal York that DND will take over this responsibility. The Royal York Hotel, volume is one plastic bin (18 x 10 x 10 inches). The mail is then delivered to the Xerox Business Centre. The Business Centre staff is responsible to distribute the mail.

The points- of-Contact at the Royal York is as follows:

Edward Frivalt  
Director Security Service  
Tel: (416) 860-4575  
Fax: (416) 860-4577

Joanne Bonia  
Xerox Business Services  
Tel: (416) 860-5019  
Fax: (416) 368-9040

The Royal York's postal address is as follows:

100 Front Street West  
Toronto, ON  
M5J 1E3

### **Harbour Castle**

The mail for the Harbour Castle is now delivered by Canada Post to the mailroom between 1000 and 1100 hours. The volume is one plastic bin.

The point of contact for the Harbour Castle is:

Christine Gould  
Director of Security  
Tel; (416) 361-7426  
Fax: (416) 361-7478

The Harbour Castle's postal address is as follows:

The Westin Harbour Castle  
One Harbour Square  
Toronto, ON  
M5J 1A6

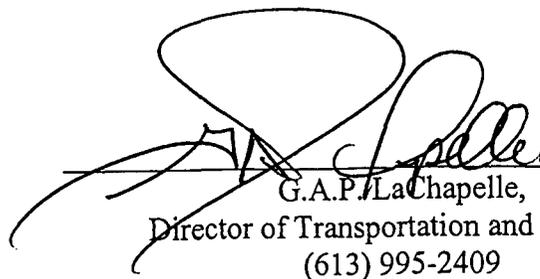
I have attached a copy of the fax that I have sent to the three hotels

In summary, the Department of National Defence will pick up the mail at the location identified by Canada Post. We propose to start this operation on 15 September and complete it on 24 September. The mail will be inspected at HMCS York as follows:

HMCS York  
659 Lakeshore Blvd West  
Toronto, ON M5V 1A7

Should you require additional information please contact me immediately.

Yours truly,

  
G.A.P. LaChapelle,  
Director of Transportation and Logistics  
(613) 995-2409

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9237-70



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Ottawa, Ontario  
K1A 0K2

## FAX/TÉLÉCOPIEUR

**Date:** 25 August 1999

**File Number:** 1180-120/N47- 5(Transportation and Logistics)

---

**TO/À**

**Ms Kim Johnston**  
**Executive Assistant to**  
**the General Manager**  
**Crowne Plaza Hotel**  
**225 Front Street**  
**Toronto ON M5V 2X3**  
**Copy to Mr Eric Chow and Mr Salman Arain**

**FAX NO./NO DU TÉLÉCOPIEUR:** (416) 597-8162

---

**FROM/DE:**

**GAP LaChapelle**  
**Informal Meeting of NATO Defence Ministers**  
**Planning Committee**  
**Ottawa, On**  
**Tel: (613) 995-995-2409**  
**Fax: (613) 995-6498**  
**Cell (416) 254-0904**

---

**NUMBER OF PAGES INCLUDING FAX COVER SHEET**  
**NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE**

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**SUBJECT/SUJET:** Mail Security

**COMMENTS/COMMENTAIRES:**

Dear Ms Johnston,

I am writing you on behalf of Mr Robert Corley, the Executive Director, of the 1999 NATO Defence Ministers Informal Meeting Planning Committee. As a result of discussions with the RCMP and the Canadian Security and Intelligence Service (CSIS)

the Department of National Defence has been advised that mail and courier parcels entering your hotel should be inspected prior to delivery. The mail security program associated with this conference will be operated in cooperation with Canada Post. In order for the program to work effectively we must have your written permission to pick up the mail at the Canada Post depot. The mail will be taken to a nearby facility and inspected and immediately delivered to your hotel by a Department of National Defence courier. In most cases this procedure will not delay the delivery of your mail since Canada Post will make special sorting arrangements at their Yonge Street Postal Depot.

In the case of the Crowne Plaza Hotel the mail will be delivered in a sealed container to your location. In the case of parcels or letters delivered by courier service you are requested to have the courier company deliver the item to HMCS York 659 Lakeshore Blvd West Toronto, M5V 1A7. This location is directly across from the entrance to the Canadian National Exhibition Princess Gate. Items delivered by courier will be immediately inspected and returned to you by a DND courier or the courier company.

The individual at Canada Post responsible for this program is as follows:

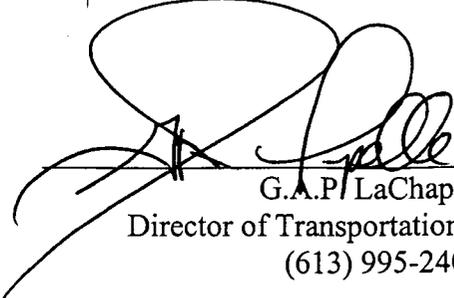
Patrick C. Bishop  
Manager, Corporate Security  
Central Region  
Canada Post Corporation  
1 Dundas Street West, suite 700  
Toronto, ON M5G 2L5

Telephone (416) 204 4468  
Fax (416) 204 4326

I would request that you send Mr Bishop a brief fax stating that the management of your hotel authorizes the Department of National Defence to pick up your mail from Canada Post depot so that it might be inspected. I would also request that you send a copy of this fax to our office in Ottawa (613) 995-6498 addressed to GAP LaChapelle. Should you decide not to participate in this program please advise us of this fact in writing.

We wish to assure you that the inspection procedure will not alter the appearance of the letter or parcel and in any way and under no circumstance will the mail be opened. The purpose of this program is to ensure the safety of the NATO delegates, the members of your staff and the other hotel guests. The department of National Defence will bear the full cost of this program.

Yours truly,



G.A.P. LaChapelle,  
Director of Transportation and Logistics  
(613) 995-2409

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K1A 0K2

Quartier général de la Défense nationale  
Édifice Berger  
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K1A 0K2

## FAX/TÉLÉCOPIEUR

Date: 25 August 1999

File Number: 1180-120/N47- 5(Transportation and Logistics)

---

TO/À

Ms Joanne Bonia  
Manager  
Xerox Canada Business Centre  
Royal York Hotel  
100 Front Street  
Toronto ON M5J 1E4

Copy to Edward Frivalt  
Director, Security Services Fax: 860-4577

FAX NO./NO DU TÉLÉCOPIEUR: (416) 368 9040

---

FROM/DE:

GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (613) 995-995-2409  
Fax: (613) 995-6498  
Cell (416) 254-0904

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SUBJECT/SUJET: Mail Security

COMMENTS/COMMENTAIRES:

Dear Ms Bonia,

I am writing you on behalf of Mr Robert Corley, the Executive Director, of the 1999 NATO Defence Ministers Informal Meeting Planning Committee. As a result of discussions with the RCMP and the Canadian Security and Intelligence Service (CSIS) the Department of National Defence has been advised that mail and courier parcels entering your hotel should be inspected prior to delivery. The mail security program associated with this conference will be operated in cooperation with Canada Post. In order for the program to work effectively we must have your written permission to pick up the mail at your hotel at the Canada Post depot. The mail will be taken to a nearby facility and inspected and immediately delivered to your hotel by a Department of National Defence courier. In most cases this procedure will not delay the delivery of your mail since Canada Post will make special sorting arrangements at their Yonge Street Postal Depot.

In the case of the Royal York Hotel the mail will be delivered in a sealed container to your office at the Business Centre. In the case of parcels or letters delivered by courier service you are requested to have the courier deliver the item to HMCS York 659 Lakeshore Blvd West Toronto, M5V 1A7. This location is directly across from the entrance to the Canadian National Exhibition Princess Gate. Items delivered by courier will be immediately inspected and returned to you by a DND courier or the courier company.

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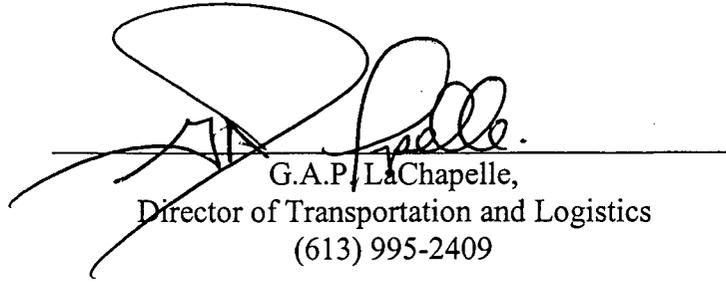
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Manager, Corporate Security  
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1 Dundas Street West, suite 700  
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Yours truly,



G.A.P. LaChapelle,  
Director of Transportation and Logistics  
(613) 995-2409

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AS OF AUG 20 '99 15:56 PAGE.01

ADM POL / DEF MIN '99

DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
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Édifice Berger  
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## FAX/TÉLÉCOPIEUR

Date: 20 August 1999

File Number: 1180-120/N47- 5(Transportation and Logistics)

TO/À

Mr Jim Shaw  
Public Works and Government Services Canada  
Mississauga, ON

FAX NO./NO DU TÉLÉCOPIEUR: (905) 795-5262

FROM/DE:

GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (613) 995-995-2409  
Fax: (613) 995-6498

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SUBJECT/SUJET: Security Services

COMMENTS/COMMENTAIRES:

Dear Mr Shaw,

I am writing you on behalf of Mr Robert Corley, the Executive Director of the Informal Meeting of NATO Defence Ministers Planning Committee. The purpose of this fax is to confirm the points Mr Corley discussed with you during our telephone discussion on 20 August 1999.

000416



National Defence

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Édifice Berger  
Ottawa, Ontario  
K1A 0K2

FAX/TÉLÉCOPIEUR

Date: 20 Aug 99

File Number: 1180-120/N47

TO/À  
: Lt (N) Thirnbeck  
MTCC

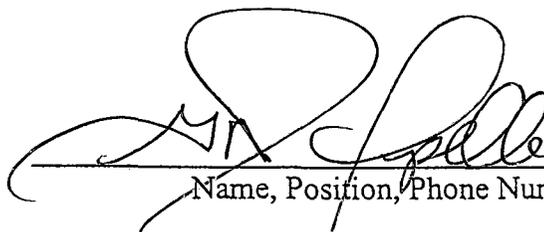
FAX NO./NO DU TÉLÉCOPIEUR: 416 585-3828

FROM/DE: CAP  
MACHAPELLE  
Tel: (613)  
Fax: (613) 995-6498

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COMMENTS/COMMENTAIRES:

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Name, Position, Phone Number

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AS OF AUG 20 '99 16:32 PAGE.01

ADM POL DEFMIN 99

DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	CMD#	STATUS
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FAX/TÉLÉCOPIEUR

Date: 20 Aug 99

File Number: 1180-120/N47

TO/À  
Lt (N) Thirnbeck  
MTCC

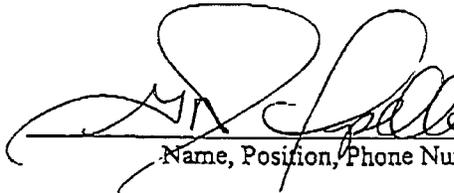
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LACHAPPELLE  
Tel: (613)  
Fax: (613) 995-6498

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COMMENTS/COMMENTAIRES:

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\_\_\_\_\_  
Name, Position, Phone Number

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PRIMEX

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**Défense nationale**

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## **FAX/TÉLÉCOPIEUR**

**Date: 20 August 1999**

**File Number: 1180-120/N47- 5(Transportation and Logistics)**

---

**TO/À**

**Mr Jim Shaw  
Public Works and Government Services Canada  
Mississauga, ON**

**FAX NO./NO DU TÉLÉCOPIEUR: (905) 795-5262**

---

**FROM/DE:  
GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (613) 995-995-2409  
Fax: (613) 995-6498**

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**NUMBER OF PAGES INCLUDING FAX COVER SHEET  
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**SUBJECT/SUJET: Security Services**

**COMMENTS/COMMENTAIRES:**

Dear Mr Shaw,

I am writing you on behalf of Mr Robert Corley, the Executive Director of the Informal Meeting of NATO Defence Ministers Planning Committee. The purpose of this fax is to confirm the points Mr Corley discussed with you during our telephone discussion on 20 August 1999.

The Planning Committee regrets that PWGSC and we are now in a position where we are forced to seek some type of sole-source or directed contracting to meet our physical security requirements. This was not our intention. Since the start of the work for this meeting the Planning Committee has operated strictly on the basis of competitively tendered contracts. To date, with the help of your staff, we have been successful in placing a number of contracts.

The security plan for this meeting is based on the after-action reports from:

- several major international conferences held in Canada including APEC, G7, Commonwealth Finance Ministers etc;
- the after-action reports from previous NATO Ministers Meetings;
- the reports from two Canadian Forces Military Police officers that accompanied Mr Corley to Villamora, Portugal, the site of the last NATO Ministers Meeting;
- a staff inspection visits to the Washington Summit held in Washington D.C. 22-25 April.
- detailed discussions with the RCMP, CSIS, Metro Toronto Police and other security agencies such as Peel Regional Police, GTAA Security, the Office of NATO Security, the US Secret Service just to name a few;

The actual implementation of this security plan has unfortunately not kept pace with the remainder of the security arrangements. This has resulted in the situation we now find ourselves. The first security audit or security survey was conducted in September 1998 at the MTCC and resulted in a Request for Proposal for the rental of security equipment. In due course a contract for security equipment was awarded to Primex Security Systems.

The security situation changed dramatically in March-April 1999 when NATO carried out its offensive air campaign against the Former Republic of Yugoslavia. This in turn lead to a re-evaluation of our original security plan and this resulted in an increase in the scope of the security operation.

## Summary

### **Pre-Kosvo**

- security focused on the MTCC only;
- access control only at the MTCC provided by the Corps of Commissionaires based on the National Master Standing Offer. Small security force of approximately 40 personnel , low threat backed up by the Military Police;
- security equipment provided through a competitive contract;
- armed immediate response in the MTCC provided by Canadian Forces Military Police. Metro Police to provide perimeter security;
- International Protected Persons protected by the RCMP;
- electronic security provided by the RCMP and the Canadian Forces.

## **Post Kosvo**

- security focus expanded to include the MTCC, CN Tower, Hockey Hall of Fame, Royal York Hotel, all vehicles, out going baggage, mail and courier packages;
- access Control provided by the Corps of Commissionaires now based on a contract not the NMSO;
- increased requirement for security equipment to include:
  - digital cameras at the Crowne Plaza Hotel
  - additional x-ray machines (3);
  - additional personnel;
  - additional training to up grade the security force;
- the requirement for physical security at the MTCC, HMCS York, Airport, Greyhound Bus Garage and Crowne Plaza Hotel.

**Canadian Forces Resources.** The Planning Committee policy has been to seek alternative source delivery for security services of this type. Canadian Forces are not able to conduct vehicle and physical security tasks without specialized training and equipment. The use of the Canadian Force to meet this requirement is not considered a viable option because:

- it would introduce large number of soldiers into downtown Toronto with the accompanying negative publicity for Toronto and Canada;
- it would tie up a large number of soldiers for a long period;
- soldiers would be more expensive than using a civilian security firm;
- there is no guarantee that the soldiers once deployed to Toronto would not be re-assigned to a higher priority task before or during the meeting (Such as the Turkish earthquake relief effort, prison riot, forest fire-you name it).

**Delay in Contracting.** The delay in contracting is a direct result of the Planning Committee waiting for a decision from the Corps of Commissionaires on whether they could handle the physical security as well as the access control task. The Corps did not provide the Planning Committee with notification that they could not handle the physical security task until approximately one week ago. The delay in contracting is also a result of the rapidly evolving security dimension of this meeting and the fact that the planning committee has limited human resources to implement a plan of this complexity and scope.

**Primex Security System.** Primex Defence Products and Primex Security Systems has been actively involved with the Department of National Defence for approximately 16 years. Mr Corley has directed Lieutenant (N) Navy Thimbeck to call you to discuss this company's qualification to manage the physical security task. We have also contacted Primex and Protect Security to provide you with their corporate profile.

**Span of Control.** One of the Planning Committee's basic operating principles from the outset has been to limit the number of contractors in order to lessen the committee span of control and coordination burden. This means we are striving to have a few prime contractors responsible for the activities of several sub-contractors rather than have four

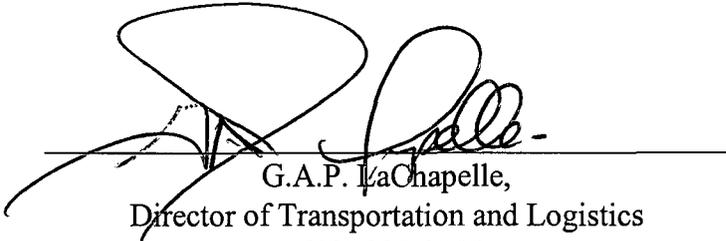
or five contractors all reporting to a single member on the Planning Committee. In the case of access control the prime contractor will be the Corps of Commissionaires. We hope to have one prime contractor handle the entire physical security task.

Training. Your point on training has been noted.

**Memorandum of Understanding.** Please note the attached Memorandum of Understanding between Canada and NATO. Annex VI to this documents specifies the security services the host nation, i.e. Canada must provide in order for the meeting to proceed.

Should you require additional information please call me without delay.

Yours truly,



G.A.P. LaChapelle,  
Director of Transportation and Logistics  
(613) 995-2409

Copies:

Mr Robert Corley  
Chief of Staff (416) 585-3828  
Lt(N) Thirnbeck

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ANNEX VI to  
DES(98)113(Final)

SECURITY

GENERAL

1. The principal security arrangements to be made for this type of meeting are described in Section VIII of Enclosure "C" to C-M(55)15(Final), which will therefore constitute the basis for the relevant security arrangements.

2. The Canadian Authorities are cognisant of their responsibilities for the security and safety of the meeting to be held in Toronto. In this regard they will ensure that:

- (a) the security requirements for the protection of NATO classified information as set forth in NATO security regulations are satisfied and effected throughout the meetings;
- (b) appropriate measures are taken for the personal safety of attending Ministers, the Secretary General, the Deputy Secretary General, the Permanent Representatives, the Chairman of the Military Committee and members of national and international Delegations. These measures will include assuring that the above mentioned personnel have unhindered passage between, and unimpeded access to, all buildings used for the meeting and to hotels and residences in which Delegations are accommodated.

3. The Canadian Authorities will also ensure that:

- (a) any specific threat reported by the parent country security authorities against a principal delegate is met by appropriate protective security measures;
- (b) plans are made for appropriate actions to cope with security related contingencies, e.g. demonstrations and fire; and
- (c) an evacuation plan is made for the principal delegates when they are all present together, e.g. during the sessions of the meeting and at social functions.

PLANNING, COORDINATION AND IMPLEMENTATION

4. The Canadian Authorities have appointed Lt.(N) Barry Thimbeck as the Security Coordinator for the Meeting. He has the overall responsibility for planning the security arrangements based on the requirements and guidance contained in this Annex and as required by the host authorities. He is also responsible for the coordination with other

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ANNEX VI to  
DES(98)113(Final)

-2-

national authorities involved in the planning of the overall arrangements for the meeting.  
The security arrangements will include:

- (a) (i) the security and safety of personnel inside and outside the Meeting Site - the Metro Toronto Convention Centre (MTCC), including news conferences, transport and escort arrangements, protection of accommodation and of social events arranged as part of the meeting;
  - (ii) overall protection of the Meeting Site to ensure the orderly progress of the meeting and the required security of the NATO classified information involved;
  - (iii) control of personnel and material to be allowed entry to the Meeting Site, the Delegation Areas, the Meeting Rooms and Media Centre;
- (b) the issue of security instructions for the meeting as required for the information of national and international Delegations.

5. The Canadian Security Coordinator will be assisted by representatives of the security forces and agencies concerned and by a security staff which will include:

- (a) Staff responsible for access control and technical security arrangements for the Meeting Site;
- (b) Staff providing controls and protection of all events and locations associated with the meetings;
- (c) Staff responsible for security arrangements for Media representatives and Media Centre.

6. The meeting site at the Metro Toronto Convention Centre will be brought under full security control effective from 19<sup>th</sup> September at 18.00 hours. A Security Coordination Office will be established not later than 13<sup>th</sup> September at a location to be advised. However, security protection is required for the installation of interpretation and other equipment and for classified documents prior to the time and date mentioned above, to include the storage and/or destruction of classified material.

7. Contact will be established and maintained between the Security Coordinator, the NATO Office of Security (NOS) and with Security Officers of national and international

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-3-

ANNEX VI to  
DES(98)113(Final)

Delegations. During the meeting all questions regarding security should first be directed to the Security Coordinator.

LIAISON

8. The Director, NATO Office of Security, Mr. Frederic Krug, the Special Events Security Officer, Mr. Francisco Nuñez, and the Media Security Officer, Mr. Don Robinson, will be present during the meeting to assist and advise the Security Coordinator and Delegations as required.

PHYSICAL SECURITY ARRANGEMENTS

Security Areas

9. The following security areas will be established for the meetings:
- (a) a Class II Security Area comprising levels 600 and 700 and room 808 in the MTCC and earmarked as the International Staff and Delegations' working areas, at the NATO SECRET/national SECRET personnel clearance security level; National Delegation offices in the Crowne Plaza are also a Class II Security area;
  - (b) a Class I Security Area comprising the Meeting Conference rooms with interpreters' and sound engineers' facilities, the Registry and Sub-registry at the NATO SECRET personnel clearance level;
  - (c) Administrative Zones will be established at 500 and 600 levels at the MTCC and for the Media Centre.

Control of Entry

10. Strict control must be exercised over the entrances to conference rooms to ensure that only holders of conference passes are admitted. Whenever other persons such as members of the press, photographers, technicians, etc, are admitted to a public session prior to the conference itself, necessary measures must be taken to see that all such persons are evacuated from the conference room immediately the session has terminated, and are escorted out of the secure area. This control must continue after the termination of each meeting until the room has been thoroughly searched for forgotten briefcases, documents, etc. NATO Security Guards will be available to assist Canadian security personnel in controlling unescorted entry into the Meeting Conference Room.

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ANNEX VI to  
DES(98)113(Final)

-4-

11. Entry into the Security Areas and Administrative Zones described in subparagraphs 9(a) through (c) will be confined to personnel who have been issued with one of the passes described in paragraph 12 below. These personnel are:

- (a) the personnel listed in paragraph 2(b) above;
- (b) Host Nation administrative and security personnel to include auxiliary and hotel staff as required;
- (c) media representatives.

Passes

12. The following types of security passes will be valid during the meetings, and will also serve as name-tags and must therefore be worn visibly:

- (a) Pins and/or Privilege Passes which are issued to Principal national and international representatives who will be present in the Main Conference Room throughout the meeting; these pins and/or passes give access to all areas;
- (b) Meeting Site Passes which are issued to all other delegates including Host Country staff and allow unescorted access into the Class II Security Area and the Administrative Zones. They will also be valid for entering the conference room on the days prior to the meeting, during its preparation. Passes issued to armed security personnel will be annotated to indicate possession of arms;
- (c) Conference Room Passes which only give access to designated seats in the Meeting Conference Room; these passes which will show the name of the Delegation to which they have been issued are valid only in conjunction with the pass described in (b) above;
- (d) Passes for Support and Auxiliary Personnel (Hotel staff, Drivers, Catering staff, etc.) which are nominal and allow for access to the Administrative Zones only (paragraph 9(c) refers);
- (e) Passes for Media Personnel which are issued to accredited Media representatives and allow controlled access through a dedicated entrance to the Media Centre to attend press briefings, interviews, etc. and escorted access to attend media events;

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ANNEX VI to  
DES(98)113(Final)

- (f) Vehicle Passes for official cars, buses, etc., used for the meetings. These passes should be large enough to be easily seen when displayed on the windscreen of the vehicles concerned.

13. Exact description and samples of passes to be used will be provided to the NATO Office of Security.

14. The Canadian Security Staff will make all passes, except the Conference Room Passes mentioned in sub-paragraph 12(c). The latter will be issued by the NATO Office of Security. The Meeting Site Passes should be issued based on the lists provided by the NATO Delegations in Brussels.

Control of Visitors

15. Only such visitors whose presence is required in connection with the meetings will be admitted to the Class I and Class II Security Areas as appropriate. Members of national Delegations wishing to receive visitors within the Meeting Site shall be requested to notify the Security Coordinator's Office. Visitors will be issued with a visitor's pass filled in with the visitor's name and that of the person receiving him/her. The visitor will be escorted at all times either by Security Personnel or by the person visited. The visitor's pass will be carried by his/her escort who will surrender the pass to the security personnel when the visitor departs the Meeting Site.

Security Clearance of Personnel

16. No one will be allowed to attend the conference unless he/she has an appropriate security clearance. Technical cleaning and maintenance staff who are to have access to the secure area must be cleared. In view of the time required to clear personnel, this should be put in hand well in advance of the meeting.

Control of Keys

17. The relevant part of the Metro Toronto Convention Centre will be under exclusive control of the Canadian Task Force for the duration of the meeting. All service personnel working in the Metro Toronto Convention Centre or who are required to have access will be screened. Keys or locks to the doors of the Conference Rooms, the Registry and Sub-registry and the Pass Office should be under the control of the Security Coordinator and will be made available upon request to him.

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ANNEX VI to  
DES(98)113(Final)

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Security Staff for Personal Protection

18. Delegations wishing to bring armed security staff for the personal protection of their national representatives must clarify the duties of such personnel while in Toronto with the appropriate Canadian Authorities through normal bilateral diplomatic channels.

Control of Cameras and Electronic Equipment

19. No cameras, voice recorders and portable telephones will be allowed into the Class I Security Area except for such equipment used by duly authorised personnel. Laptop computers, operating on batteries only, will be authorised for use in the Conference Room. Delegations may bring any or all of the above-mentioned equipment into their assigned premises.

Control of Briefcases and Packages

20. Briefcases carried by holders of a pass valid for the Class II Security Area may be taken in without control. Packages may either be X-rayed or opened for inspections by security personnel. The Security Coordinator may introduce stricter control in this regard.

Technical Security

21. A Technical Security Team will carry out a technical security check of all conference and meeting rooms. This check will be carried out at a time that does not interfere with the arrangements of the Conference room - normally right after its preparation has been finished - and in any case it will always be coordinated with the Conference Coordinator and the Head of Conference and Registry Services. This Team will also maintain radio monitoring during the meeting period.

22. A technical security check will also be carried out in the Delegations' offices. Special attention must be paid when using powerful magnetic sweeping equipment to avoid affecting the integrity of the information contained on diskettes.

DOCUMENT SECURITY

Documents for Delegations

23. Delegations are responsible for the transport of their NATO classified documents to and from the meetings. Delegations are further responsible for the control

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## NATO UNCLASSIFIED

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ANNEX VI to  
DES(98)113(Final)

and safekeeping of such documents when in use within the space allocated to them. The Canadian Authorities will provide security protection of classified documents between the airport and the meeting site from arrival to departure.

### Storage of Documents

24. National Delegations will keep NATO classified documents in the secure containers in their offices in the Delegation Areas. Alternatively, they may:

- (a) deposit the documents in a sealed envelope in the NATO Registry in the Conference working area;
- (b) if the NATO Registry is closed, deposit the documents in a sealed envelope against receipt with the Security Coordinators.

### Distribution of Documents

25. Documents issued during the meeting will be distributed through the NATO Registry. Delegations will need to collect such documents when notified by the NATO Registry.

### Disposal of Classified Waste

26. All waste will be considered as classified and Delegations will be provided with waste paper baskets or bags for its disposal. Before leaving the space allocated to them, National Delegations will take their waste to the NATO Registry and/or Sub-registry, which will arrange for its destruction.

27. At the termination of the meetings all superfluous documents held by National Delegations may be returned to the NATO Registry and/or Sub-registry for disposal. A thorough search of the Delegation Areas will be made before disestablishing the security arrangements. The NATO Registry will hand over all classified waste to the Security Coordinator's Office for appropriate destruction.

### LOST PROPERTY

28. The Security Coordinator's Office must be prepared to deal with unattended objects found within the security areas.

NATO UNCLASSIFIED

Jeff Forgrave

585-3828.

18 Aug 2045 hrs

What is the status of the tent  
to cover the security equipment  
outside the freight elevators.?

Do we have a contract.?

Spate!



9230-137  
REÇU / RECEIVED  
19-08-1999  
N47-9

9230-21



National Defence

Défense nationale

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

Comité organisateur  
Réunion informelle des ministres  
de la Défense de l'OTAN 1999

National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

## FAX/TÉLÉCOPIEUR

**Date: 18 August 1999**

**File Number: 1180-120/N47- 5(Transportation and Logistics)**

---

**TO/À**

The Chief of Staff  
Planning Committee  
The Trailer Park by the Lake  
In the shadow of the CN Tower

**FAX NO./NO DU TÉLÉCOPIEUR: (416) 585-3828**

---

**FROM/DE:**

**GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (613) 995-995-2409  
Fax: (613) 995-6498**

---

**NUMBER OF PAGES INCLUDING FAX COVER SHEET  
NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE 2**

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**SUBJECT/SUJET: Guidance on Mail Security and other Security Issues.**

**COMMENTS/COMMENTAIRES:**

Dear COS, Barry Thirnbeck, James Diaz and Mr C.

I am arranging to meet with Canada Post in Toronto to coordinate the mail security operation next week. The meeting will likely take place on 24 Aug. I will then proceed to meet with all the mail destinations, courier companies etc. I have already spoke to the Royal York and set things up at that location. What are the other destinations that we

should include in our mail security operation? Harbour Castle, MTCC? I require your guidance before I contact anyone else.

### **Baggage Security**

I do not like the view that we should permit the delegations to determine whether we should inspect their out-going baggage. I firmly believe that this our decision and our responsibility. I believe that we have to be in position to confirm to Mr C that the baggage being loaded on dedicated aircraft is absolute secure. If this is the case then the Planning Staff must control the operation. In addition once we put the baggage screening operation in place it is no more costly to inspect all the baggage.

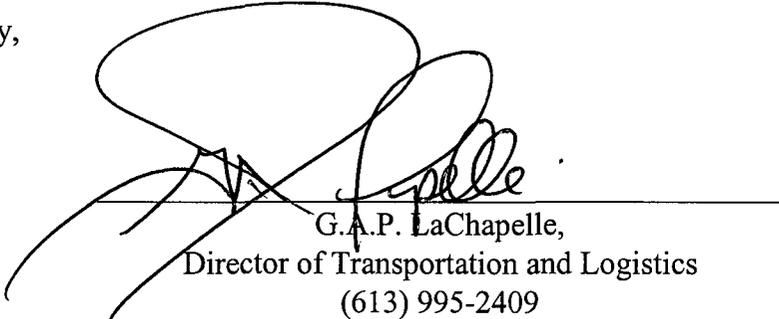
I leave to you to dream up the multiple convoluted scenarios that could result if some baggage is screen and other bags are not. Too loosy-goosey. We must also be in a position to immediately counter a hoax. If set out to exercise positive control on all the bags then that is one fewer possibility that someone can trip us up or cause to pause for an answer in an emergency What did the Americans do at the Washington summit? Please inform me what the baggage security policy is going to be and I will implement it.

Physical security at the MTCC. We are now preparing the Post Orders for all the Corps of Commissionaire Posts and the Physical security Staff. The issue is:

- Who must pass through the walk through metal detectors?
- Agreed not the VIP (HODs, Ambassadors and the CHOD) at the north end of the 600 Level.
- all the delegates?
- the media?
- all contractors and service provides?
- 3RCR personnel?
- NATO IS?
- Cdn Task Force?

We must also be prepare to the situation like in Portugal where the NATO staff feels that the security measures are too excessive. To prevent interference from the NATO IS I believe that we must reason-out are security procedures before hand - possibly when you discuss the MTCC operation on Thursday.

Yours truly,



G.A.P. LaChapelle,  
Director of Transportation and Logistics  
(613) 995-2409

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9229-12

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AS OF AUG 17 '99 20:45 PAGE.01

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**National Defence**

Planning Committee  
1999 Informal Meeting of NATO  
Defence Ministers

National Defence Headquarters  
Berger Building  
Ottawa, Ontario  
K1A 0K2

**Défense nationale**

Comité organisateur  
Réunion informelle des ministres  
de la Défense de l'OTAN 1999

Quartier général de la Défense nationale  
Édifice Berger  
Ottawa, Ontario  
K1A 0K2

**FAX/TÉLÉCOPIEUR**

**Date: 17 August 1999**

**File Number: 1180-120/N47- 5(Transportation and Logistics)**

**TO/À**

**Mr Gord Pranschke  
Vice President  
Dasco Data Products  
2485 Lancaster Road, Ottawa  
Tele: (613) 738-5064**

**FAX NO./NO DU TÉLÉCOPIEUR: (613) 731-2827**

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**GAP LaChapelle  
Informal Meeting of NATO Defence Ministers  
Planning Committee  
Ottawa, On  
Tel: (613) 995-995-2409  
Fax: (613) 995-6498**

**NUMBER OF PAGES INCLUDING FAX COVER SHEET  
NOMBRE DE PAGES INCLUANT FEUILLE COUVERTURE**

**SUBJECT/SUJET: Secure Mail Containers and Inner Cabinet**

**COMMENTS/COMMENTAIRES:**

Dear Mr Pranschke,

The Informal Meeting of NATO Defence Ministers Planning Committee has a requirement for two mail security containers for the period 19-22 September 1999. We understand that one unit has nine individual mail compartments. We therefore require two units since there will be 18 delegations offices in the Crown Plaza. The two units will eventually be delivered to the Crown Plaza Hotel, 7<sup>th</sup> Floor, at 225 Front Street,



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**Vice President**

**Dasco Data Products**

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# DELEGATIONS

Belgium
<del>Canada</del>
Czech Republic
Denmark
France
Germany
Greece
Hungary
Iceland
Italy
Luxembourg
Netherlands
Norway
Poland
Portugal
Spain
Turkey
United Kingdom
United States
Russia
<del>Sec Gen</del>
<del>D/Sec Gen</del>
<del>DES/Sec Gen</del>
WEU
<del>CMC</del>
<del>SACEUR</del>
SACLANT

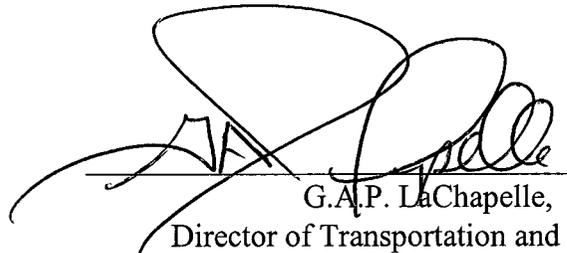
Different building

Western European  
Union

Toronto, Ontario. The Point of Contact to coordinate delivery of these units is Captain Jeff Forgrave at the Metro Toronto Convention Centre Room 808 -Tele: (416) 254-0907 (cell) and (416) 585 3824. You must contact Captain Forgrave once we have an agreement in place.

I would request that you provide us with the cost of providing these two units for use at the meeting. We see no difficulty with DASCO placing literature in the cabinets once they are installed. I have attached a copy of the countries that will participate in the meeting. A delegation consists of the Minister of National Defence, the country's ambassador to NATO and the Chief of the Defence Staff for that country. In addition a number of civilian and military experts will accompany each delegation. We anticipate that 550 delegates will attend from the countries listed on the attached sheet. Regretfully, the Canadian Delegation will be in another building.

Yours truly,



G.A.P. LaChapelle,  
Director of Transportation and Logistics  
(613) 995-2409

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Copies:

Jeff Forgrave  
Flo O'Shea

# DELEGATIONS

	Belgium
	<del>Canada</del>
	Czech Republic
	Denmark
	France
	Germany
	Greece
	Hungary
	Iceland
	Italy
	Luxembourg
	Netherlands
	Norway
	Poland
	Portugal
	Spain
	Turkey
	United Kingdom
	United States
	Russia
	<del>Sec Gen</del>
	<del>D/Sec Gen</del>
	<del>DES/Sec Gen</del>
	WEU
	<del>CMC</del>
	<del>SACEUR</del>
	SACLANT

Different building

Western European  
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Copies:

Jeff Forgrave  
Flo O'Shea

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**Secure Containers for Communications  
and Information Processing**

**GORD PRANSCHKE**

Vice President

Federal Government Sales - Canada / USA

DASCO DATA PRODUCTS LIMITED

2485 Lancaster Road, Unit 14

Ottawa, Ontario K1B 4L5

Canada

Telephone: (613) 738-5064

Fax: (613) 731-2827



Document divulgué en vertu de la Loi sur l'accès à l'information

# DDP DASCO

## Secure Mail Container & Inner Cabinet

Comes with  
Mas-Hamilton Digital Lock  
or optional  
S & G Mechanical Lock



#  
3,500<sup>00</sup>  
150<sup>00</sup>

### Notice of Award

- 12' - sold.

### **Contract No. GS 27F-0523H**

Contract Period: July 1, 1998 Thru September 30, 2001

Effective Date: July 1, 1998

**Contact:** Dasco Data Products  
2485 Lancaster Road, Suite 14  
Ottawa, Ontario Canada  
K1B 4L5

**Phone:** (613)738-5064

**Fax:** (613)731-2827

**Business Size:** Small "S"

*Brampton*



## Information For Ordering Activities

- 1) **Special Item Numbers:** NIIS-V-0063 to NIIS-V-0069 and #504-7 & Optional Sargent & Greenleaf Lock
- 2) **Maximum Order Limitations:** NIIS-V-0063 to NIIS-V-0069 \$300,000.00 per order  
#504-7 Installation per order basis
- 3) **Minimum Order:** NIIS-V-0063 to NIIS-V-0069 \$50.00 per order
- 4) **Geographic Coverage:** 48 Contiguous States, Washington DC, and Port of Exportation for Alaska, Hawaii and Puerto Rico.
- 5) **Point of Production:** Brampton, Ontario, Canada.
- 6) **Discount from Price List:** Prices are Government Net Prices.
- 7) **Quantity Discounts:** NIIS-V-0063 to NIIS-V-0069 & Optional Sargent & Greenleaf Lock  
\$0.00 - \$100,000.00 Net Prices Shown  
\$100,001.00 - \$200,000.00 1.5%  
\$200,001.00 - \$300,000.00 2.0%
- 8) **Prompt Payment Terms:** Net 30 Days
- 9a) **Government Credit Card:** Accepted
- 9b) **Discount for Credit Card:** None.
- 10) **Foreign Items:** None
- 11) **Time of Delivery:** 60 Days ARO
- 12) **F.O.B. Point:** **Lockport, NY. (Freight quoted is Dock to Dock Only)**
- 13) **Ordering Address:** Dasco Data Products  
2485 Lancaster Road, Suite 14,  
Ottawa, Ontario. Canada  
K1B 4L5
- 14) **Payment Address:** **Dasco Data Products Ltd**  
**6064 S. Transit Road**  
**Lockport, New York 14094**
- 15) **Warranty Provision:** Two Year Limited Warranty on containers and accessories.
- 16) **Export Packaging Charges:** Contact Contractor for Export Packaging for NIIS-V-0063 to NIIS-V-0069 Items  
Optional Sargent & Greenleaf Lock
- 17) **Terms and Conditions of Commercial Credit Card acceptance:** None
- 18) **Terms and Conditions of Rental, Maintenance and Repair:** Contact Contractor
- 19) **Terms and Conditions of Installations:** Installation per order basis. All units shipped assembled.  
Customer must give vertical configuration of components.
- 20) **Terms and Conditions of Repair Parts:** Contact Contractor.
- 21) **List of Participating Dealers:** None.
- 22) **Preventive Maintenance:** Nuts and bolts on inner door mechanism to be tightened every  
2 (two) years.

# ITEMS NIIS-V-0063 & NIIS-V-0064

## SECURE MAIL CONTAINER

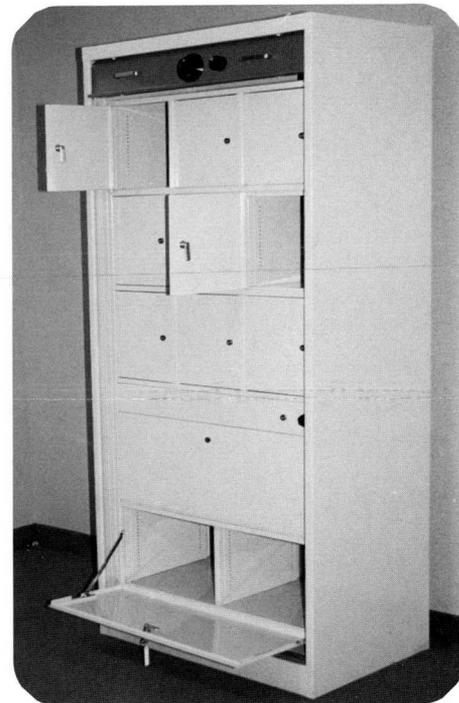
“Creates Access Control and Reduces Security Violations”



**POSITION 1**  
**Overnight Depository**



**POSITION 2**  
**Incoming & Sorting Mail**



**POSITION 3**  
**Mail Retrieval By Individuals  
or Departments/Branches**

The Security mail container is comprised of Dasco's "Outer Security Shell".

Item No. **NIIS-V-0063** NSN 7125-21-906-6842 DDP No. 050-78400

Then a factory installed "Inner Lockable Security Door & Individual Locking Mail Boxes"

Item No. **NIIS-V-0064** NSN 7125-21-912-7696

Together, these two units are identified as NSN 7125-21-913-9492

and can be ordered using one convenient part No. DDP No. 050-87221

**Price Complete With MAS-Hamilton Digital Lock.....\$2965.00**

**Price Complete With S & G Mechanical Lock.....\$2515.00**

Off hours containment is achieved in Dasco's 050-78400 Security Cabinet (NSN 7125-21-906-6842, **NIIS-V-0063**). This unit comes complete with a Mas-Hamilton Digital Combination Lock. **This container is approved for storage of classified information up to and including secret with the appropriate supplemental controls as directed by NISPOM guidelines and CSO Approval.**

The on site Duty Officer is responsible for opening the outer door so that the inner cabinet can be accessed by the mail personnel with one central Abloy key.

The inner compartment (DDP No. 050-87220, NSN 7125-21-912-7696, **NIIS-V-0064**) is comprised of eleven mail boxes secured by individually keyed Abloy Executive locks (No. CL-104E). The bottom two compartments are a full 34" wide. This allows designated personnel or branches to retrieve their own mail securely.

These containers, when situated in the correct security zone, will create a central mail drop off and pick up with full access control thus enhancing mail room openings and closings.

## ITEMS NIIS-V-0065 to NIIS-V-0069

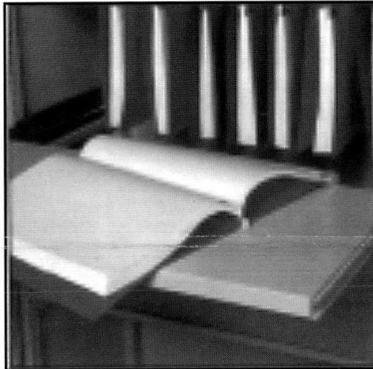
Components shown below fit into Dasco's 22" deep security containers. These containers allow components to be adjusted up or down in 1/2" increments. ***Please advise location when ordering as all components are installed and ready for use when shipped.***

### NIIS-V-0067

Reference Shelf  
DDP No. 050-00726

Full Suspension shelf that allows you useable working space while accessing files.

Price.....\$49.00ea



### NIIS-V-0068

Bin Drawer. L/L Filing  
DDP No. 050-00715

A full suspension drawer for letter/legal filling. Drawer comes complete with filing bars.

Price.....\$87.00ea

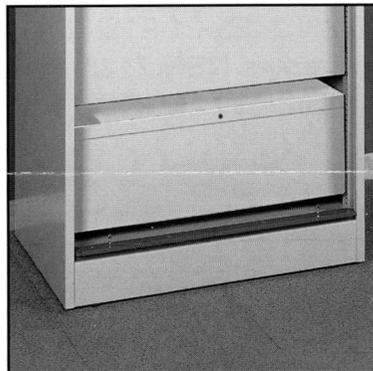


### NIIS-V-0069

Locking Mail Drawer  
DDP No. 050-00722

Locking mail bin comes complete with abloy locking lid and file bars. Ideal for extra mail security or drop filing.

Price.....\$145.00ea



### NIIS-V-0066

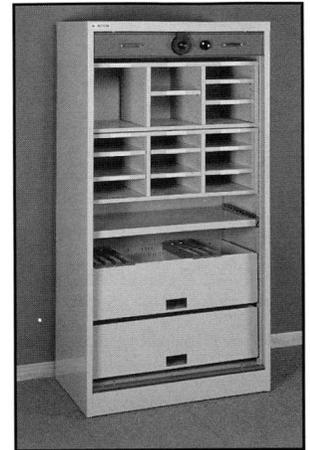
Mail Sort Insert  
DDP No. 050-09065

This modular unit comes with 6 removable shelves. Installed, they create 9 individual mail compartments. If not used, you have 3 large compartments that measure (ID) 10 1/4" w 11 3/8" h 15 1/2" d

Price.....\$120.00ea



### Integration of Letter/Legal Filing and Classified Mail Storage



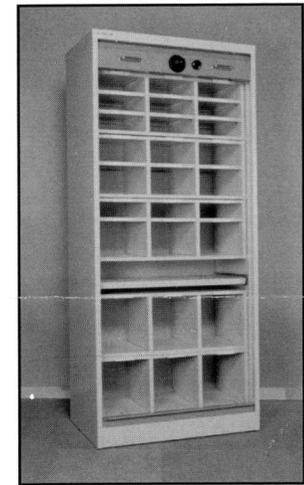
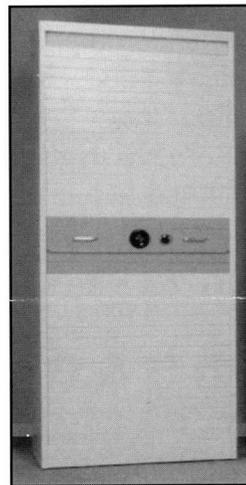
#### Sample Configuration Shown

72" Security Container.....**NIIS-V-0065**  
NSN 7125-21-906-1116  
DDP No. 050-77300

Complete with:

- 2ea DDP No. 050-09065 Mail Sorts
- 1ea DDP No. 050-00726 Ref. Shelf
- 2ea DDP No. 050-00715 L/L Filing Drawer

Price Complete with:  
MAS-Hamilton Digital Lock.....\$2013.00  
S & G Mechanical Lock.....\$1563.00



### Cabinet Storage 6842-NIIS-V-0063

NSN 7125-21-906-6842 DDP No. 050-78400  
Comes with: 5ea DDP No.050-09065 Mail Sorts  
1ea DDP No.050-00726 Ref. Shelf

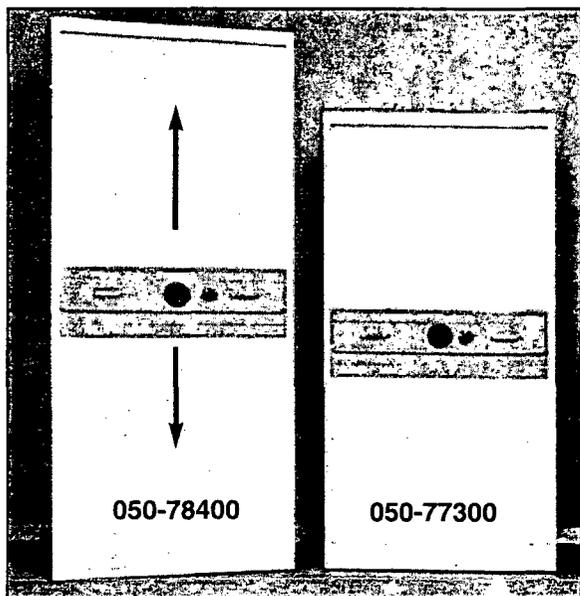
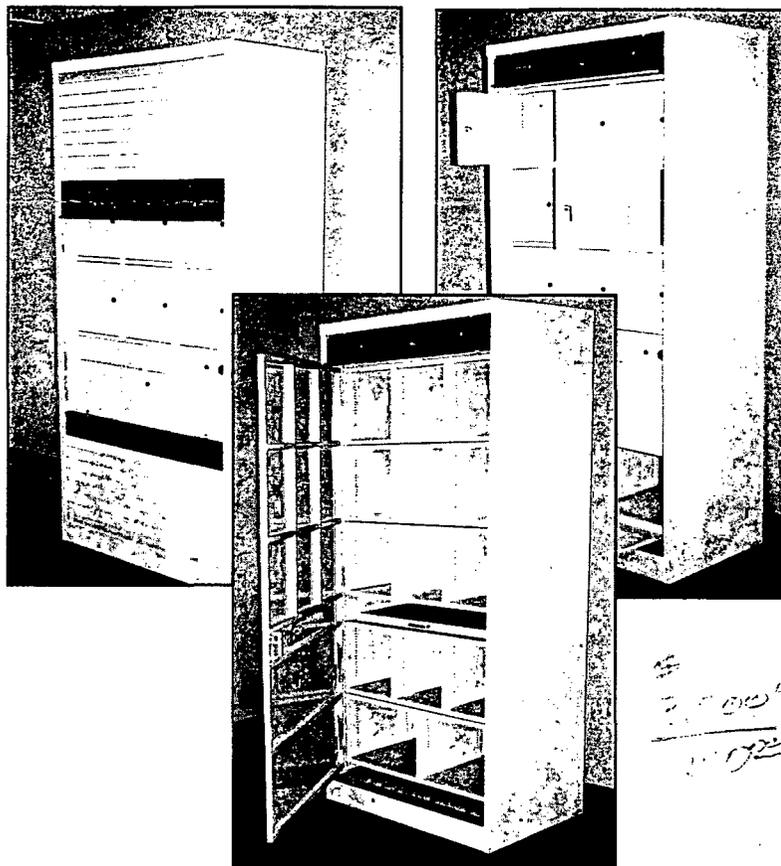
Price Complete with:  
MAS-Hamilton Digital Lock.....\$2259.00  
S & G Mechanical Lock.....\$1809.00

**DDP**

**DASCO**

# Secure Mail Container & Inner Cabinet

Comes with  
Mas-Hamilton Digital Lock  
or optional  
S & G Mechanical Lock



## Notice of Award

- 12' - sold.

### **Contract No. GS 27F-0523H**

Contract Period: July 1, 1998 Thru September 30, 2001

Effective Date: July 1, 1998

**Contact:** Dasco Data Products  
2485 Lancaster Road  
Ottawa, Ontario Canada  
K1B 4L5

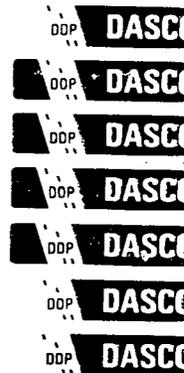
**Phone:** (613)738-5064  
**Fax:** (613)731-2827

Business Size: Small "S"

*Secure Containers for Communications  
and Information Processing*

**GORD PRANSCHKE**  
Vice President  
Federal Government Sales - Canada / USA

DASCO DATA PRODUCTS LIMITED,  
2485 Lancaster Road, Unit 14  
Ottawa, Ontario K1B 4L5  
Canada  
Telephone: (613) 738-5064  
Fax: (613) 731-2827



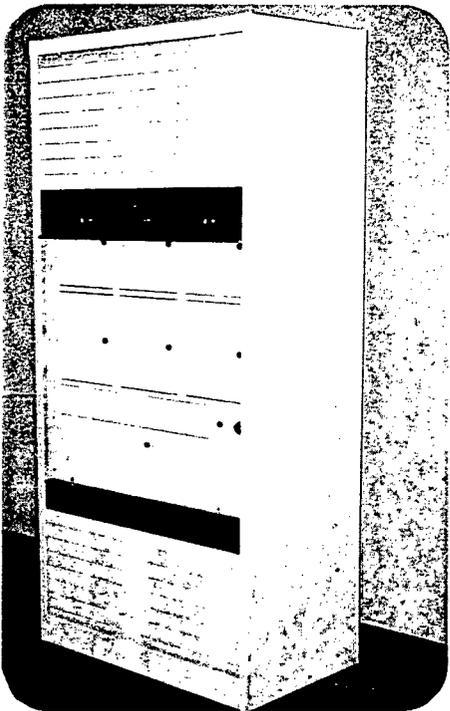
## Information For Ordering Activities

- 1) **Special Item Numbers:** NIIS-V-0063 to NIIS-V-0069 and #504-7 & Optional Sargent & Greenleaf Lock
- 2) **Maximum Order Limitations:** NIIS-V-0063 to NIIS-V-0069 \$300,000.00 per order  
#504-7 Installation per order basis
- 3) **Minimum Order:** NIIS-V-0063 to NIIS-V-0069 \$50.00 per order
- 4) **Geographic Coverage:** 48 Contiguous States, Washington DC, and Port of Exportation for Alaska, Hawaii and Puerto Rico.
- 5) **Point of Production:** Brampton, Ontario, Canada.
- 6) **Discount from Price List:** Prices are Government Net Prices.
- 7) **Quantity Discounts:** NIIS-V-0063 to NIIS-V-0069 & Optional Sargent & Greenleaf Lock  
\$0.00 - \$100,000.00 Net Prices Shown  
\$100,001.00 - \$200,000.00 1.5%  
\$200,001.00 - \$300,000.00 2.0%
- 8) **Prompt Payment Terms:** Net 30 Days
- 9a) **Government Credit Card:** Accepted
- 9b) **Discount for Credit Card:** None.
- 10) **Foreign Items:** None
- 11) **Time of Delivery:** 60 Days ARO
- 12) **F.O.B. Point:** **Lockport, NY. (Freight quoted is Dock to Dock Only)**
- 13) **Ordering Address:** Dasco Data Products  
2485 Lancaster Road, Suite 14,  
Ottawa, Ontario, Canada  
K1B 4L5
- 14) **Payment Address:** **Dasco Data Products Ltd**  
**6064 S. Transit Road**  
**Lockport, New York 14094**
- 15) **Warranty Provision:** Two Year Limited Warranty on containers and accessories.
- 16) **Export Packaging Charges:** Contact Contractor for Export Packaging for NIIS-V-0063 to NIIS-V-0069 Items  
Optional Sargent & Greenleaf Lock
- 17) **Terms and Conditions of Commercial Credit Card acceptance:** None
- 18) **Terms and Conditions of Rental, Maintenance and Repair:** Contact Contractor
- 19) **Terms and Conditions of Installations:** Installation per order basis. All units shipped assembled.  
Customer must give vertical configuration of components.
- 20) **Terms and Conditions of Repair Parts:** Contact Contractor.
- 21) **List of Participating Dealers:** None.
- 22) **Preventive Maintenance:** Nuts and bolts on inner door mechanism to be tightened every  
2 (two) years.

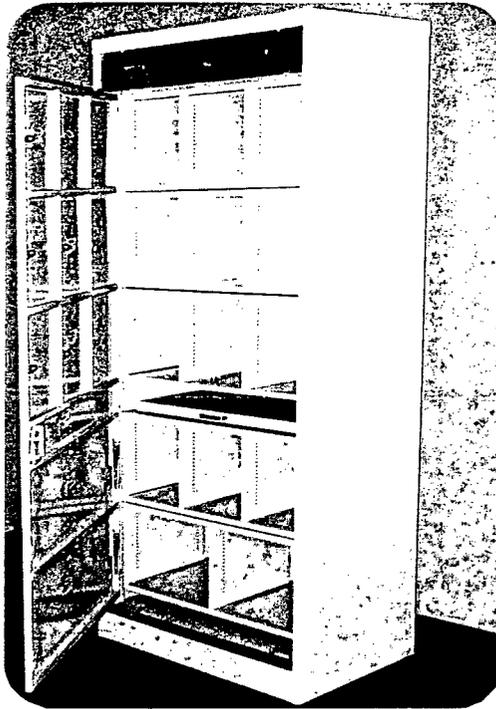
# ITEMS NIIS-V-0063 & NIIS-V-0064

## SECURE MAIL CONTAINER

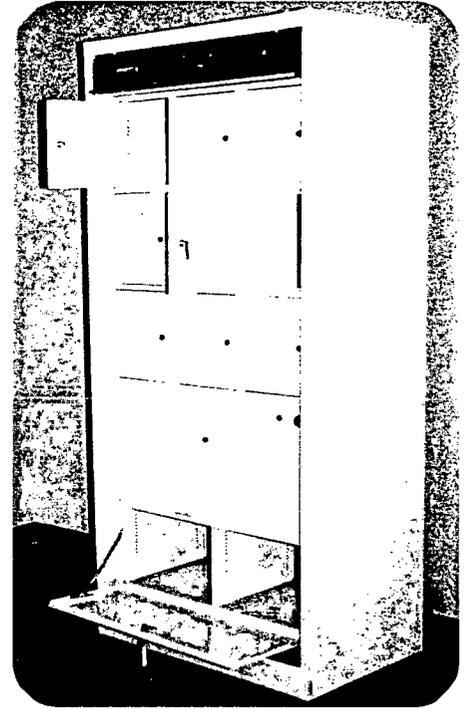
“Creates Access Control and Reduces Security Violations”



**POSITION 1**  
**Overnight Depository**



**POSITION 2**  
**Incoming & Sorting Mail**



**POSITION 3**  
**Mail Retrieval By Individuals  
or Departments/Branches**

The Security mail container is comprised of Dasco's "Outer Security Shell".

Item No. **NIIS-V-0063** NSN 7125-21-906-6842 DDP No. 050-78400

Then a factory installed "Inner Lockable Security Door & Individual Locking Mail Boxes"

Item No. **NIIS-V-0064** NSN 7125-21-912-7696

Together, these two units are identified as NSN 7125-21-913-9492  
and can be ordered using one convenient part No. DDP No. 050-87221

**Price Complete With MAS-Hamilton Digital Lock.....\$2965.00**

**Price Complete With S & G Mechanical Lock.....\$2515.00**

Off hours containment is achieved in Dasco's 050-78400 Security Cabinet (NSN 7125-21-906-6842, **NIIS-V-0063**). This unit comes complete with a Mas-Hamilton Digital Combination Lock. **This container is approved for storage of classified information up to and including secret with the appropriate supplemental controls as directed by NISPOM guidelines and CSO Approval.**

The on site Duty Officer is responsible for opening the outer door so that the inner cabinet can be accessed by the mail personnel with one central Abloy key.

The inner compartment (DDP No. 050-87220, NSN 7125-21-912-7696, **NIIS-V-0064**) is comprised of eleven mail boxes secured by individually keyed Abloy Executive locks (No. CL-104E). The bottom two compartments are a full 34" wide. This allows designated personnel or branches to retrieve their own mail securely.

These containers, when situated in the correct security zone, will create a central mail drop off and pick up with full access control thus enhancing mail room openings and closings.

# ITEMS NIIS-V-0065 to NIIS-V-0069

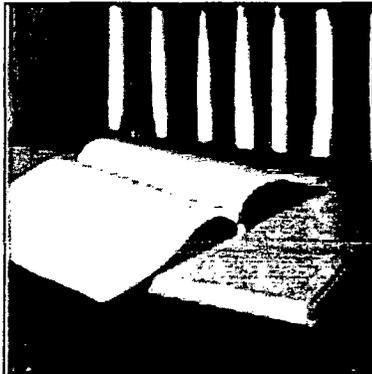
Components shown below fit into Dasco's 22" deep security containers. These containers allow components to be adjusted up or down in 1/2" increments. *Please advise location when ordering as all components are installed and ready for use when shipped.*

### NIIS-V-0067

Reference Shelf  
DDP No. 050-00726

Full Suspension shelf that allows you useable working space while accessing files.

Price.....\$49.00ea

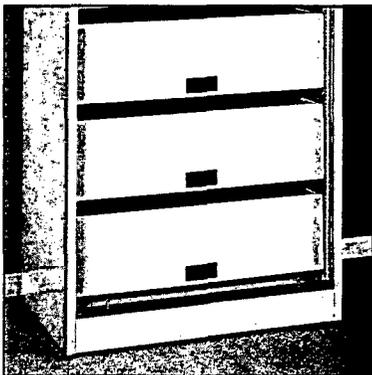


### NIIS-V-0068

Bin Drawer. L/L Filing  
DDP No. 050-00715

A full suspension drawer for letter/legal filing. Drawer comes complete with filing bars.

Price.....\$87.00ea

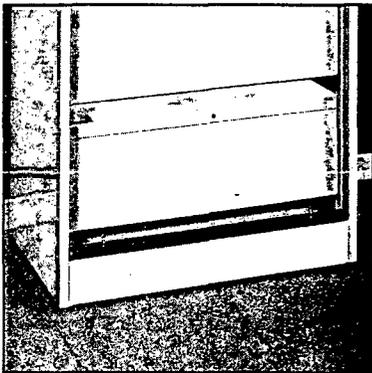


### NIIS-V-0069

Locking Mail Drawer  
DDP No. 050-00722

Locking mail bin comes complete with abloy locking lid and file bars. Ideal for extra mail security or drop filing.

Price.....\$145.00ea

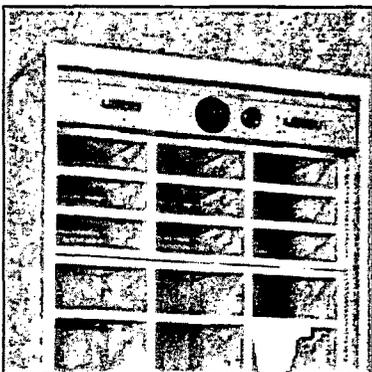


### NIIS-V-0066

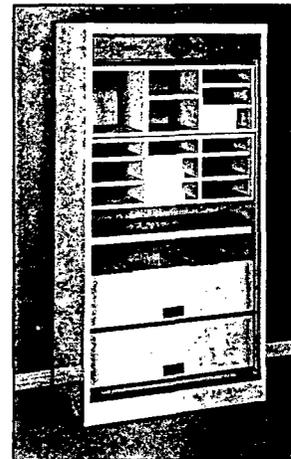
Mail Sort Insert  
DDP No. 050-09065

This modular unit comes with 6 removable shelves. Installed, they create 9 individual mail compartments. If not used, you have 3 large compartments that measure (ID) 10 1/4" w 11 3/8" h 15 1/2" d

Price.....\$120.00ea



## Integration of Letter/Legal Filing and Classified Mail Storage



### Sample Configuration Shown

72" Security Container.....NIIS-V-0065

NSN 7125-21-906-1116

DDP No. 050-77300

Complete with:

2ea DDP No. 050-09065 Mail Sorts

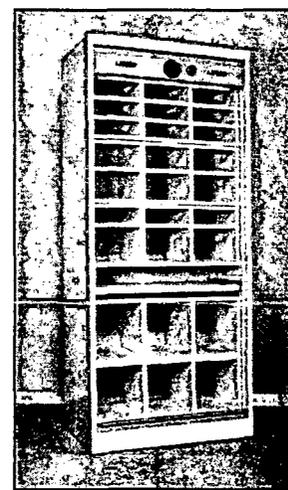
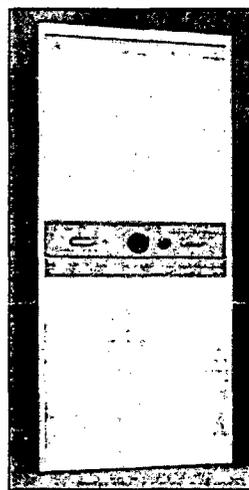
1ea DDP No. 050-00726 Ref. Shelf

2ea DDP No. 050-00715 L/L Filing Drawer

Price Complete with:

MAS-Hamilton Digital Lock.....\$2013.00

S & G Mechanical Lock.....\$1563.00



### Cabinet Storage

#### 6842-NIIS-V-0063

NSN 7125-21-906-6842 DDP No. 050-78400

Comes with:

5ea DDP No.050-09065 Mail Sorts

1ea DDP No.050-00726 Ref. Shelf

Price Complete with:

MAS-Hamilton Digital Lock.....\$2259.00

S & G Mechanical Lock.....\$1809.00