



COUNCILLOR DISCUSSION GUIDE

DRAFT 2023 TO 2026 CORPORATE BY-LAW REVIEW WORK PLAN

This document is intended to inform Councillors about the content of the proposed 2023 to 2026 Corporate By-law Review Work Plan. The Public Policy Development Branch will seek Councillor feedback on the proposed Work Plan in the consultation phase of the project.



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Overview of the By-law Review Framework and process

The Council-approved [By-law Review Framework](#) provides a consistent and standardized approach to guide the review of the City of Ottawa's [regulatory by-laws](#). A key component of the Framework is the development of a corporate by-law review work plan to determine and prioritize which by-laws require development or amendments over the term of Council and to plan that work.

By-law reviews do not necessarily result in new legislation (by-laws) or amendments to existing by-laws. However, all reviews take a consistent and systematic approach to ensure sound public policy development.

The Public Policy Development Branch of the Emergency and Protective Services department coordinates the development of the corporate by-law review work plan with input from all departments. Following consultation with members of Council, the proposed work plan will be presented in a staff report for Committee and Council approval. Once the four-year work plan is approved, each department is responsible for conducting the individual reviews and reporting out on the results.

If a Councillor wishes to add a review to the final approved work plan and there is a lack of staff capacity to undertake it, staff will advise Committee and Council of options which may include removing or delaying existing reviews. As a result, a motion may be required to add the new item and to remove an existing review, and/or to provide the funds for a consultant or other resources to assist in completing the work.

Councillor consultations

The Public Policy Development Branch has developed this guide to assist members of Council in their consideration of the by-law reviews that staff recommend for this term of Council. Councillors may wish to share and discuss this guide with groups and residents in their communities. The Public Policy Development Branch will offer consultation meetings to all members of Council in the first quarter of 2023 to seek input on the following:

1. Are there any items on the draft work plan that you have questions about or for which you require more information?
2. Are there any issues or areas of concern that are not reflected on the draft work plan? Please describe.

Following consultations with Councillors, staff will make any required changes to the draft work plan presented in this document and prepare the final staff report. Staff expect that Committee and Council will receive the final report for approval in the second quarter of 2023.

Proposed by-laws for review

The following departments have regulatory by-laws within their purview and have participated in the development of the proposed 2023 to 2026 Corporate By-law Review Work Plan:

- Emergency and Protective Services
- Finance Services
- Infrastructure and Water Services
- Planning, Real Estate and Economic Development
- Public Works
- Recreation, Cultural and Facility Services
- Transit Services

Departments reviewed their regulatory by-laws by comparing them against the [Council-approved criteria](#) for by-law reviews which includes:

- Committee or Council direction
- Change in legislation
- Legal cases
- Staff-identified need/department initiative
- Interdepartmental request
- Community need or emerging issue
- Enforcement issues
- Complaint volume

Following this review, the departments then assessed and ranked those by-laws requiring review or development in this term of Council, taking into consideration departmental priorities and staff capacity to undertake the reviews.

The reporting out dates proposed for each review are based on the complexity of the review, the scope or level of effort, stakeholder availability, and any other key factors that may impact the projects. Each department determines the most appropriate method to report on the results of their reviews.

The following four tables are divided by chronological year and include the by-law or issue for review, the rationale for the proposed review, a tentative reporting out date, and the name of the department that is conducting the review.

Table 1: Proposed by-law reviews for 2023 by quarter

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
1	On-Demand Accessible Taxicab Service Study (Vehicle-for-Hire By-law No. 2016-272)	<p>In accordance with Council direction emanating from consideration of a report on the Feasibility of Review of On-Demand Accessible Taxicab Service, By-law and Regulatory Services retained the services of a consultant to review options for improving on-demand accessible taxi service. They expect to bring forward a report to Committee and Council with recommendations in that regard, as a result of the consultant's report.</p> <p>The City staff report is also expected to address several other taxi-related issues generally, with the intent of supporting the accessible taxi industry. The recommendations provided in the report will also contemplate initiatives to encourage the uptake of accessible taxicab plate holder licenses and to bolster the number of active accessible taxicab drivers in the city.</p>	Q2 2023	Emergency and Protective Services
2	2023 to 2026 Corporate By-law Review Work Plan	The Public Policy and Development Branch, with support from all departments that administer regulatory by-laws, will present the 2023 to 2026 Corporate By-law Review Work Plan to Committee and Council for approval. The development of the work plan follows the guidelines and principles set out in the Council-approved By-law Review Framework .	Q2 2023	Emergency and Protective Services

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
3	Right of Way Patio By-law No. 2017-92	The Right of Way Patio By-law review will aim to clarify design standards and accessibility requirements within the current by-law and incorporate lessons learned, including analysis of the requirement to present the Patio Innovation Program report to Council annually.	Q2 2023	Planning, Real Estate and Economic Development
4	Use and Care of Roads By-law No. 2003-498	The Use and Care of Roads By-law will be reviewed for possible amendments in response to motion #ACS2022-OCC-TRC-0012-City-Wide to investigate potential resident or community group landscaping projects within the Right of Way areas. This review will target specific sections of the by-law only and will not include a comprehensive review of the entire by-law itself.	Q2 2023	Planning, Real Estate and Economic Development
5	Clothing Donation Box By-law No. 2013-98	The Clothing Donation Box By-law Review will address ongoing issues related to community nuisance (for example, dumping), illegal placement of donation boxes, operator information, and public health and safety. Permit or licensing requirements are being considered, as well as specific regulations for donation boxes located at City facilities. In addition, alignment with the City's new Solid Waste Master Plan regarding textile and waste diversion opportunities will be considered.	Q3 2023	Emergency and Protective Services

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
6	Status Update on Short-Term Rental Regime	<p>As directed by City Council, By-law and Regulatory Services will provide a status update on the Short-Term Rental By-law No. 2021-104 that was enacted in 2021 and implemented in 2022. The update will provide:</p> <ul style="list-style-type: none"> • Information on compliance by short-term rental hosts, platforms, and property managers. • Data on enforcement activities to date. • Information on the nature and volume of service requests received. • Any relevant information regarding compliance with the accompanying temporary zoning provisions for short-term rentals in residential areas. <p>More information about Short-Term Rentals is available on ottawa.ca.</p>	Q3 2023	Emergency and Protective Services
7	Emergency and Protective Services Minor Amendments Report	An assessment of the by-laws administered by the Emergency and Protective Services department has yielded a list of administrative and minor amendments that are required.	Q4 2023	Emergency and Protective Services
8	Over-Dimensional Vehicles on City Highways By-law No. 2003-497	The Over-Dimensional Vehicles on City Highways By-law has not been comprehensively reviewed since it was enacted in 2003. The review will include consultation with industry stakeholders and address issues raised.	Q4 2023	Planning, Real Estate and Economic Development

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
9	Site Alteration By-law No. 2018-164	The Site Alteration By-law review will consider revisions to several definitions and phrases to clarify provisions and facilitate enforcement. Expansion of the natural area's protection provisions, which currently only apply to a specific area of the city, will also be considered.	Q4 2023	Planning, Real Estate and Economic Development

Note: In 2023, the Public Works Department plans to table the draft and final [Solid Waste Master Plan](#) for Council consideration, as well as various component projects, including Curbside Diversion Options. The department is monitoring for emerging issues and any City by-laws that may require amendments should Council approve recommendations in these reports. Should any amendments to City by-laws be required, the Public Works Department will discuss the issue with the appropriate departments.

Table 2: Proposed by-law reviews for 2024 by quarter

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
10	Sewer Connection By-law No. 2003-513	The Sewer Connection By-law review will consider amendments to update the language regulating the installation of new and replacement of old sanitary and storm sewer laterals, and consider regulations for Waste Energy Transfer (WET) interconnections.	Q1 2024	Infrastructure and Water Services

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
11	<p>Tow Service Operators, Tow Truck Drivers and Vehicle Storage Facility Operators Licensing</p> <p>(Licensing By-law No. 2002-189, Schedule 35)</p>	<p>It is anticipated that by 2024, much of the towing industry will be regulated at the provincial level under the newly enacted Towing and Storage Safety Enforcement Act (TSSEA). The new towing regulatory regime is expected to be fully in force in January 2024, and may have significant overlap with Schedule 35 of the City's Licensing By-law, related to the towing sector. It's likely that the implementation of the Province of Ontario's towing regulatory regime may limit or remove the City's authority to license the towing industry.</p> <p>Staff will review the Provincial towing regulatory regime to assess its impact on the City's existing towing regulations and make recommendations for any required amendments to Schedule 35. Staff remain engaged with the Province of Ontario as a stakeholder in TSSEA's implementation. This review forms part of the comprehensive review of the City's Licensing By-law.</p>	Q1 2024	Emergency and Protective Services
12	Water By-law No. 2019-074	<p>The Water By-law review will consider an update and assessment of the rate structure, including credits for stormwater and considerations for grey water billing. Water, wastewater and stormwater rate structures will be included.</p>	Q1 2024	Finance Services

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
13	Community Benefits Charge By-law No. 2022-307	The Community Benefits Charge (CBC) is a new City by-law , policy, and strategy and was approved by Council on August 31, 2022 . Bill 109 requires the CBC to be reviewed every five years which also aligns with the expiration of the Development Charges By-law , therefore, both reviews will be undertaken simultaneously to ensure consistency in implementing findings.	Q2 2024	Planning, Real Estate and Economic Development
14	Development Charges By-law No. 2019-156	The Development Charges By-law is due for review and re-enactment as it is set to expire in 2024. The by-law expires five years after the date on which it came into force, as set out in Section 9 of the Development Charges Act, 1997. More information about development charges is available on ottawa.ca .	Q2 2024	Planning, Real Estate and Economic Development
15	Idling Control By-law No. 2007-266	In July 2022, City staff were directed by Council to review the Idling Control By-law . This review will include a jurisdictional scan of major Canadian cities, looking at temperature and time thresholds, fines, exemptions, definitions, citizen reporting options, and will include consideration of the City's Vehicle and Equipment Idling Policy.	Q3 2024	Emergency and Protective Services
16	Residential Protective Plumbing By-law No. 2016-376	The Residential Protective Plumbing By-law review will include amendments to reflect increased flood protection measures and recommended changes that will result in an expansion of service to residents based on the two-year Secondary Sump Pump with Back-up Power pilot program.	Q3 2024	Infrastructure and Water Services

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
17	Snow Plow Contractor Licensing (Licensing By-law No. 2002-189, Schedule 4)	In 2017, Council directed staff (motion No. 23/4) to explore the use of broadband alarms by snow plow operators/licenseses and to report back in the next term of Council. This review was included on the 2019 to 2022 By-law Review Work Plan but was not achieved within that time frame. A review of existing regulations for snow plows will be included in this project, and the potential for inclusion of regulations for landscapers within this licensing category will be considered. This forms part of the comprehensive review of the City's Licensing By-law .	Q3 2024	Emergency and Protective Services
18	Encroachments on City Highways By-law No. 2003-446	The Encroachments on City Highways By-law review will evaluate the by-law fees.	Q4 2024	Planning, Real Estate and Economic Development
19	E-Scooters By-law No. 2020-174	The City is participating in the Province's e-scooter Pilot Project – Electric Kick-Scooters (O.Reg 289/19) . A review of the E-Scooters By-law was directed by Council and possible amendments to the by-law may be required should the City's pilot operations change and/or the Provincial pilot project ends.	Q4 2024	Planning, Real Estate and Economic Development

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
20	Parks and Facilities By-law No. 2004-276	The Parks and Facilities By-law underwent an administrative review in 2021 and a number of emerging issues that require public consultation were identified. Some proposed changes to be considered include permitted activities in parks and facilities, as well as parkland encroachment enforcement. The by-law would benefit from a fulsome review to address these issues and a full re-enactment to produce a clear, updated regulatory tool.	Q4 2024	Recreation, Cultural, and Facility Services
21	Potential Regulations for Vaping Product Retailers	The review of potential regulations for vaping product retailers will consider whether vapour product retailers should be licensed by the City of Ottawa to address issues of public health and consumer protection, and to support enforcement of the existing Smoke Free Ontario Act . This potential new licensing category will be considered in conjunction with existing Tobacco Vendor regulations. Specialty Vapour Product Retailers and other retailers will be considered as part of this project. This forms part of the comprehensive review of the City's Licensing By-law .	Q4 2024	Emergency and Protective Services

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
22	Sewer Use By-law No. 2003-514	The Sewer Use By-law review will include updates to align with Provincial regulatory changes (O.Reg 267/03 for Biosolids, Guidelines for the Management of Biomedical Waste 1992) and new references to the Ontario Building Code Act Reg 129-04, and the Ontario Water Resources Act. The review will consider amendments to address changes in industry trends and permit limited garburator usage and consultations with Waste Energy Transfer (WET) systems specialists. Enhanced language will educate industries on the compliance expectations.	Q4 2024	Infrastructure and Water Services
23	Solid Waste Management By-law No. 2012-370	The Solid Waste Management By-law is expected to require updates should Council approve the new Solid Waste Master Plan and its various component projects in 2023. The Waste Plan is likely to bring forward new policies and programs that may require regulatory amendments with possible impacts to the community.	Q4 2024	Public Works

Table 3: Proposed by-law reviews for 2025 by quarter

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
24	Special Events on City Streets By-law No. 2001-260	The Special Events on City Streets By-law review is scheduled concurrently with the Emergency and Protective Service’s review of the Special Events on Public and Private Property By-law to align stakeholder outreach and recommendations. Staff have identified some areas for improvements to the permitting system, language regarding street closures, and potential opportunities for cost-recovery.	Q1 2025	Public Works
25	Special Events on Public and Private Property By-law No. 2013-232	The Special Events on Public and Private Property By-law review was identified during the previous term of Council and will consider administrative and regulatory changes to the permit regime. Preliminary scoping indicates that the issues of event costs, recycling/organic waste separation at special events, and new regulations for large events will be included for consideration in this project. Where feasible, this review will align with the review of the Special Events on City Streets By-law and consider the Vendors on Highway By-law (No. 2005-358), as well as any findings from the new Solid Waste Master Plan .	Q1 2025	Emergency and Protective Services

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
26	<p>Pawnbroker and Second-Hand Goods Shop Licensing</p> <p>(Licensing By-law No. 2002-189, Schedule 14)</p>	<p>A review of the City’s licensing regime and regulations relating to second-hand goods shops was included as part of the 2019 to 2022 By-law Review Work Plan. Given the Province of Ontario’s steps in 2019 towards the potential repealing the Pawnbrokers Act, one of the key elements of this review is to determine what, if any, gaps in regulation may result in terms of consumer protection or other areas of regulation. In addition, the review focuses on updating and modernizing the City’s existing regulations for both second-hand goods dealers and pawnbrokers, with a view to addressing consumer protection issues. This forms part of the comprehensive review of the City’s Licensing By-law.</p>	Q3 2025	Emergency and Protective Services
27	<p>Potential Regulations for Leaf Blowers and Small Two-Stroke Engines</p>	<p>A review of potential regulations for leaf blowers and small two-stroke engines will examine if regulations can address community nuisance complaints and contribute to the City’s goals related to climate impacts. The project will consider information and results from the planned phasing out of these tools by the National Capital Commission and the City’s Public Works Department, as well as regulatory approaches taken in this area by other municipalities. This subject matter was noted for inclusion in the work plan by the Standing Committee on Environmental Protection, Water, and Waste Management on March 22, 2022.</p>	Q3 2025	Emergency and Protective Services

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
28	Food Premises Licensing (Licensing By-law No. 2002-189, Schedule 7)	<p>Food premises is the largest business category under the City’s Licensing By-law, and the existing regulations are due for a comprehensive review. Evolutions in the industry and emerging business models require an analysis in comparison to existing definitions, regulations, and requirements for this licensing category.</p> <p>A review of Schedule 7 will aim to ensure that a modernized and appropriate regulatory system is in place, which takes into consideration industry trends, needs, and best practices to better reflect the current operations of these businesses. In addition, the review will look to balance regulatory changes with any post-pandemic economic recovery initiatives that the City may bring forward to support local businesses. This forms part of the comprehensive review of the City’s Licensing By-law.</p>	Q4 2025	Emergency and Protective Services

Table 4: Proposed by-law reviews for 2026 by quarter

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
29	ATV, ORV and Snowmobile By-law No. 2019-421	The ATV, ORV and Snowmobile By-law review will include clarifying various provisions, addressing gaps in regulations and enforcement recommendations by the Ottawa Police Service. The review will also consider options for conflict resolution between various stakeholders. For example, balancing the increasing number of complaints from residents regarding ATV and snowmobile activities versus the increasing demand from the riding community to increase the number of routes and trails on municipally-owned lands.	Q2 2026	Planning, Real Estate and Economic Development
30	Body-Rub Parlour Licensing (Licensing By-law No. 2002-189, Schedule 20)	A review of Schedule 20 of the Licensing By-law will consider potential updates and clarifications to the regulations for body-rub parlours , including definitions, and consider any overlaps with Provincial legislation for health-related measures and requirements. Inclusion of businesses such as spas, alternative medicine services, and other types of similar services will be considered as part of this project. Alignment with the Zoning By-law requirements for this business category will also be reviewed. This forms part of the comprehensive review of the City's Licensing By-law .	Q2 2026	Emergency and Protective Services

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
31	Licensing By-law No.2002-189 (Re-enactment)	<p>A review of the City’s Licensing By-law was included as part the 2019 to 2022 By-law Review Work Plan. Staff identified that a comprehensive by-law review is necessary to consider updates, process improvements and other efficiencies in the business licensing process. Preliminary work on this project began in 2021. It was determined that a multi-year, phased approach would be taken to ensure that a thorough review of all licensing-related issues and regulations could be completed.</p> <p>Substantive reviews of identified licensing categories (Schedules 4, 7, 12, 14, 20 and 35) will be conducted throughout this term of Council, with accompanying staff reports being brought forward at various intervals. A final comprehensive licensing review report and new Licensing By-law will be brought forward in 2026. This review will focus on modernizing existing licensing regulations and requirements, reducing red-tape and administrative burdens, eliminating duplication and inconsistencies, and leveraging technology.</p>	Q2 2026	Emergency and Protective Services
32	Private Approach By-law No. 2003-447	<p>The Private Approach By-law has not received a comprehensive review since 2003. The private approach regulations need to mirror the Zoning By-law, therefore, the timing of this review will align with the release of the City’s updated Zoning By-law.</p>	Q4 2026	Planning, Real Estate and Economic Development

Work Plan #	Proposed By-law / Issue	Background	Estimated Reporting Out Date	Department
33	Signs on City Roads By-law No. 2003-52	The Signs on City Roads By-law has not been reviewed since its enactment in 2003.	Q4 2026	Planning, Real Estate and Economic Development
34	Tree Protection By-law No. 2020-340	<p>The Tree Protection By-law review will consider:</p> <ul style="list-style-type: none"> • Outstanding findings from the 2019 by-law review. • Staff recommendations for minor amendments to improve the by-law’s effectiveness. • Results of the June 2022 Council direction to staff to consider an amendment to one of the by-law regulations regarding the application of the by-law in the suburban area of Ottawa. 	Q4 2026	Planning, Real Estate and Economic Development

Note: In the third quarter of 2026, the Public Policy and Development Branch within the Emergency and Protective Services Department, with support from all departments that administer regulatory by-laws, will begin developing the 2027 to 2030 Corporate By-law Review Work Plan. The development of the work plan will follow the guidelines and principles set out in the Council-approved [By-law Review Framework](#).

For more information

For more information about the development of the 2023 to 2026 Corporate By-law Review Work Plan or about the consultation sessions, please contact the Public Policy Development Branch at BylawReviews@ottawa.ca, or at 613-580-2424, ext. 29529.

References

The previous term of Council's 2019 to 2022 By-law Review Work Plan is available on ottawa.ca:

- [By-law Review 2019 to 2022 Work Plan - Council Report September 11, 2019](#)
- [By-law Review Framework – Council Report April 24, 2019](#)