



MEMO / NOTE DE SERVICE

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TO: Chair and Members of the Transportation Committee

DESTINATAIRE : Président et membres du Comité des transports

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DATE: August 16, 2024
16 août 2024

FILE NUMBER: ACS# 2024-PWD-TRF-0003

SUBJECT: Report on the use of Delegated Authority by the Director of Traffic Services to approve special event road closures for the Pride Street Festival and for the Chinatown Night Market

PURPOSE

The purpose of this memorandum is to report to Transportation Committee that the Director of Traffic Services, under delegated authority, exercised his authority in special and emergency circumstances on August 12 2024 to approve road closures required for two events including the Pride Street Festival Weekend (August 23 to 25) and the

Chinatown Night Market (August 29 to September 2). Road closures are within the Public Works departmental mandate. Timely Council approval for weekday road closures and/or lane reductions occurring prior to 6:00 pm for these events was not feasible given the cancellation of August Council meetings with the next meeting occurring on September 4, 2024.

BACKGROUND

By-law 2024-265 is “a by-law of the City of Ottawa respecting the delegation of authority to various officers of the City” and is referred to as the “Delegation of Authority By-law”. The Delegation of Authority By-law was enacted by Council on May 29, 2024, repealing By-law No. 2023-67.

The Delegation of Authority By-law provides delegated authority to officers within the City to perform various operational activities. The by-law generally states that the exercise of delegated authority is reported to the appropriate Standing Committee at least once per calendar year.

In emergency or special circumstances, as per sections 5. and 6. , the use of delegated authority must be reported immediately to the appropriate Standing Committee.

Sections 5 and 6 are reproduced below:

Section 5. In cases of emergency or special circumstances where it is necessary to act within the normal mandate of a department, but such action is not strictly within the terms of a delegated authority, a General Manager or Director, in respect of their specific department, may take such action as necessary to rectify the situation.

Section 6. All action taken pursuant to Section 5 shall be reported immediately to the appropriate Standing Committee.

DISCUSSION

The City of Ottawa’s Special Events on City Streets By-law (2001-260) prohibits road closures and lane reductions before 6:00 p.m. Monday to Friday. However, to deliver the Pride Street Festival Weekend and the Chinatown Night Market, weekday road closures prior to 6:00 pm are required.

- Capital Pride Festival Weekend: The following road closures/lane reductions are required to accommodate the on-street festival, its set up and take-down activities:

- Closure of Bank Street between Gladstone Avenue and Slater Street from 3:00 pm Friday, 23 August 2024 to 11:59 pm on Sunday, 25 August 2024; and,
- Lane reduction to two lanes only (two right lanes closed) on Slater Street between Kent Street and Bank Street from 4 pm Friday, 23 August 2024 to 11:59 pm Sunday, 25 August 2024.
- Chinatown Night Market: To accommodate the on-street night market, its set up and take-down activities, Somerset Street must be closed from 6:00 pm on Thursday, 29 August 2024 to 5:00 am on Monday, 2 September 2024.

Timely Council approval of the road closures/lane reductions in support of both events via either a Notice of Motion or Motion without notice were not feasible given the cancellation of August Council meetings with the next occurring on September 4, 2024. As road closures fall within the mandate of the Public Works Department and given Ward 14 – Somerset Councillor Ariel Troster’s support, the Director of Traffic Services exercised delegated authority under special circumstances to approve road closures to allow for the delivery of the two events. The approval is contingent on events meeting the requirements, conditions, and approval of the Special Events Advisory Team (SEAT).

For additional information on the road closures referenced, please contact Philippe Landry, Director, Traffic Services at 613-580-2424, ext. 23185, or Philippe.Landry@ottawa.ca.

Respectfully,

*Original signed by
Quentin Levesque*

Quentin Levesque
Acting General Manager / Directeur général par intérim
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CC: Extended Senior Leadership Team
Public Works Departmental Leadership Team
Director, Public Information and Media Relations
Manager, Council and Committee Services
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