

Special Events By-Law No. 2025-XXX

A by-law of the City of Ottawa respecting the permitting, regulating and governing of outdoor special events and to repeal By-law 2013-232.

WHEREAS outdoor special events are held frequently within the City of Ottawa and these special events enhance the quality of life of residents while generating significant tourism and economic development in the City;

AND WHEREAS the City Council wishes to encourage a creative City, rich in heritage and unique in identity, and promote a healthy and active City;

AND WHEREAS the City Council further recognizes the importance of special events to the economic and social well-being of the municipality and its residents;

AND WHEREAS it is desirable to have planning processes and regulations in place for events occurring on private property and roadways in order to prevent, minimize, and mitigate adverse impacts on public safety and mobility as well as community nuisances;

AND WHEREAS pursuant to subsection 10(2) of the *Municipal Act, 2001*, Council may pass by-laws for the economic, social and environmental well-being of the municipality, for the health, safety and well-being of persons, and for the protection of persons and property;

AND WHEREAS Section 126 of the *Municipal Act, 2001*, authorizes a municipality to regulate cultural, recreational and educational events including public fairs, to issue permits for such events, and to impose conditions for obtaining, continuing to hold and renewing such permits including requiring the submission of plans;

AND WHEREAS Section 128 of the *Municipal Act, 2001*, authorizes a municipality provides that a municipality may prohibit and regulate with respect to public nuisances including matters that, in the opinion of Council, are or could become public nuisances;

THEREFORE the Council of the City of Ottawa enacts as follows:

DEFINITIONS

1. In this by-law,

“Ambulance Act” means the *Ambulance Act*, R.S.O. 1990, c.A.19, as amended, and includes any regulations passed under it;

“applicant” means a person applying for a permit under this by-law;

“arterial road” means a road classified as an arterial road under the Official Plan;

“block party” means a highway event that requires the closure of one segment of a local road or collector road, for a period of one (1) day or less, to host a social gathering for the persons residing on that segment of the road;

“Building Code Act, 1992” means the *Building Code Act, 1992*, S.O. 1992, Chapter 23, as amended, and includes any regulations passed under it;

“Chief Building Official” means the Chief Building Official of the City of Ottawa, or an authorized representative;

“Chief of Police” means the Chief of Police of the Ottawa Police Service, or an authorized representative;

“City” means the City of Ottawa as constituted as a body corporate on January 1, 2001 under the City of Ottawa Act, 1999;

“City of Ottawa Act, 1999” means the *City of Ottawa Act, 1999*, S.O. 1999, c. 14, Sched. E, as amended, and includes any regulations passed under it;

“City Clerk” means the City Clerk of the City of Ottawa, or an authorized representative;

“City Solicitor” means the City Solicitor of the City of Ottawa, or an authorized representative;

“collector road” means a highway classified as a collector road under the Official Plan;

“Council” means the Council of the City of Ottawa;

“demonstration” means a transient and peaceful assembly of persons who are stationary or marching on the highway or on public land abutting a highway, without the use of vehicles, for the primary purpose of expressing an opinion;

“Deputy City Treasurer, Revenue” means the Deputy City Treasurer of Revenue, in the Finance and Corporate Services Department, or an authorized representative;

“Director, By-law and Regulatory Services” means the Director of By-law and Regulatory Services in the Emergency and Protective Services Department, or an authorized representative;

“Director, Public Safety Service” means the Director of the Public Safety Service in the Emergency and Protective Services Department, or an authorized representative;

“drone” means a navigable aircraft, regardless of weight, other than a balloon, rocket, or kite, that is operated by a pilot who is not on board;

“Education Act” means the *Education Act*, R.S.O. 1990, c.E.2, as amended, and includes any regulations passed under it;

“emergency plan” means a plan that details procedures to follow in emergencies, including but not limited to fire, criminal acts, accidents, medical emergencies or extreme weather events, and includes communications and evacuation procedures as well as the name and contact information of event organizers, and may include any other information deemed to be necessary by the Director, Public Safety Service, the Chief of Police, the Fire Chief or the Paramedic Chief;

“Event Central” means the Program Manager of the Events Central Unit in the Emergency and Protective Services Department, or an authorized representative;

“farmers’ market” means a seasonal, multi-vendor, community-driven market occurring outdoors in which agricultural, food, or art and craft products are sold including home-grown produce, home-made crafts and value-added products;

“Fire Chief” means the Chief of Ottawa Fire Services in the Emergency and Protective Services Department, or an authorized representative;

“Fire Protection and Prevention Act, 1997” means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, Chapter 4, as amended, and includes any regulations passed under it;

“fire service resource” includes Ottawa Fire Services personnel and equipment required by the Fire Chief pursuant to the Ottawa Fire Service deployment strategy;

“General Manager of Emergency and Protective Services” means the General Manager of the Emergency and Protective Services Department, or an authorized representative;

“General Manager of Public Works” means the General Manager of the Public Works Department, or an authorized representative;

“General Manager of Recreation, Cultural and Facility Services” means the General Manager of the Recreation, Cultural and Facility Services, or an authorized representative;

“General Manager of Transit Services” means the General Manager of Transit Services, or an authorized representative;

“Health Protection and Promotion Act” means the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7, as amended, and includes regulations passed under it;

“highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle of the City of Ottawa, designed and intended for or used by the general public for the passage of vehicles and pedestrians and includes the entire right-of-way;

“Highway Events By-law” means the Highway Events By-law (No. 2025-XXX, as amended) of the City of Ottawa or any successor by-law;

“highway event permit” means a permit issued under the Highway Events By-law;

“Highway Traffic Act” means the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, and includes any regulations passed under it;

“local road” means a road classified as a local road under the Official Plan;

“major collector road” means a road classified as a major collector road under the Official Plan;

“medical services” means the provision of first aid by certified first aid providers or the provision of a higher level of care by paramedics as required by the Ambulance Act;

“medical transport” means the transport and care of patients as required under the Ambulance Act;

“Municipal Law Enforcement Officer” means a person who is appointed by Council to enforce this by-law and includes any police officer;

“Noise By-law” means the Noise By-law (No. 2017-255, as amended) of the City of Ottawa or any successor by-law;

“Official Plan” means the City of Ottawa Official Plan as adopted by City Council and amended from time to time;

“Ontario Human Rights Code” means the *Human Rights Code*, R.S.O. 1990, c. H.19, as amended, and includes any regulations passed under it;

“Ottawa Markets By-law” means the Ottawa Markets By-law (By-law No. 2021-331, as amended) of the City of Ottawa, or any successor by-law;

“parade” means an organized mobile event on a closed highway using a pre-determined route that is held primarily for entertainment or celebration and that may include persons as well as vehicles, floats, equipment or animals, or any combination thereof;

“Paramedic Chief” means the Chief of the Ottawa Paramedic Service in the Emergency and Protective Services Department, or authorized representative;

“paramedic services resources” includes personnel of the Ottawa Paramedic Service, vehicles and equipment that may be required to prepare for and respond to a required need for paramedic services;

“participants” means all persons attending an event, including but not limited to hosts, staff, contractors, performers, volunteers and spectators;

“permit” means a permit issued under this by-law;

“person” includes an individual, a corporation, a partnership, and an association, and includes a permit holder or an applicant for a permit under this by-law as the context requires;

“Public Holiday” means any statutory holiday designated by the Government of Canada or Province of Ontario;

“School Board” means a Board as defined pursuant to the Education Act;

“security plan” means a plan produced by the applicant that provides information on conditions and criteria for access to the event or locations on site, security services dedicated to the event and the roles and responsibilities of each, provisions of communications within the event during its duration, decision-making authorities, and restricted areas, and any other information required by the Chief of Police or Director, Public Safety Service;

“sidewalk sale” means a special event held by one or more businesses or a Business Improvement Area, where merchandise is displayed or offered for sale on the sidewalk or other part of the highway;

“special event” means a social, recreational, educational, community or similar event occurring outdoors, including but not limited to a festival, a fair, or a parade, where:

- (a) the event is anticipated have 500 or more participants at any given time; or
- (b) the event occurs on a highway and, in addition to a highway event permit, requires permits or approvals for staging, noise exemptions, fireworks, open air fires or other municipally regulated activities; and
- (c) the event is not a block party or a demonstration.

“Special Events Advisory Team” means the body established by Council, comprised of City staff and external participants, that meets at the request of Event Central and provides recommendations regarding applications for special events, and “SEAT” shall have a corresponding meaning;

“Technical Standards and Safety Act, 2000” means the *Technical Standards and Safety Act, 2000*, S.O. 2000, Chapter 16, as amended, and includes any regulations passed under it;

“traffic management plan” means a strategic plan for managing the movement of people and vehicles within and around the highway event, providing for traffic flow and parking, including vehicular, pedestrian and cyclist movements to and from and within the event location, and if applicable to the highway event, information regarding the following:

- (a) impacts to public transit routes and highways, including the geographic limits of the highway event,
- (b) emergency vehicles access and egress,
- (c) public access and separation from hazardous areas,
- (d) designated accessible pick-up and drop-off locations for persons with disabilities; and,
- (e) the pick-up and drop-off locations for taxis, limousines, public transportation companies or other commercial passenger vehicles;

“Use and Care of Roads By-law” means the Use and Care of Roads By-law (No. 2003-498, as amended) of the City of Ottawa or any successor by-law;

“vehicle”, for the purposes of this by-law, means a motor vehicle as defined under the Highway Traffic Act, a trailer, traction engine, farm tractor or any other vehicle that is drawn, propelled or driven by any kind of power

including muscular power, and includes motorized snow vehicles, all-terrain vehicles, aircraft, trains, or watercraft but does not include drones.

INTERPRETATION

2. (1) This by-law includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this by-law.
- (2) Where the time for doing any act or taking any proceeding expires on a Saturday, Sunday or Public Holiday, the act or proceeding may be done or taken on the next workday except as provided otherwise in this by-law.
- (3) Where notice is sent by registered mail, the date of service on the application is the date of the next workday following the date of mailing.
- (4) It is declared that if any section, subsection or part or parts thereof be declared by any Court of Law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.
- (5) The reference to a day or days in this by-law shall mean a calendar day or days, unless the by-law specifically indicates otherwise.
- (6) Headings are inserted for ease of reference only, form no part of this By-law, and shall have no effect in any way the meaning or interpretation of the provisions of this by-law.

PERMIT REQUIRED FOR SPECIAL EVENTS

3. (1) No person shall hold or carry on, or permit to be held or carried on, a special event unless the activity is held or carried out under the authority of a valid special event permit issued under this by-law.
- (2) A separate permit shall be obtained for each special event.

EXEMPTIONS

4. (1) Notwithstanding Section 3, a special event permit is not required for:
 - (a) a block party with a valid highway event permit;
 - (b) a sporting event for regular league play and exhibition games (excluding playoffs and special tournaments or other event occurring outdoors) at:
 - (i) the Ottawa Stadium located at 300 Coventry Road, Ottawa,
or

- (ii) Lansdowne Park located at 1015 Bank Street, Ottawa, provided such event is authorized by an agreement with or on behalf of the City and the event meets the requirements of the SEAT;
 - (c) an event occurring outdoors on City property that is authorized under an agreement with the City, provided that such event meets the requirements of the SEAT;
 - (d) an event registered with the City's "Clean the Capital Campaign", administered by the Public Works Department;
 - (e) an outdoor event occurring under the authority of the Federal Government on land owned by the National Capital Commission, Parks Canada or Public Works and Government Services Canada, provided that the event meets the requirements of the SEAT;
 - (f) an event occurring outdoors on property owned by a School Board and under the authority of a School Board, provided the event meets the requirements of the SEAT;
 - (g) a regularly-occurring farmers' market, provided the farmers' market meets the requirements of the SEAT; and,
 - (h) an outdoor conference, corporate event, social or entertainment event, or similar gathering, that is occurring on property owned and operated by a special event venue provider where the property is purpose-built for hosting such events, provided the event meets the requirements of the SEAT.
- (2) Despite subsection (1), the services and related fees set out pursuant to Section 8 are applicable to an event or farmers' market that is exempt from the by-law for the purposes of subsection (1), if such services are deemed to be required in the circumstances by the officials or other persons set out in Section 8.
 - (3) For the purpose of subsection (1), the requirements of the SEAT shall be determined by means of a meeting of the SEAT with the applicant, by an exchange of correspondence with Event Central, or by other method as may be determined by Event Central, and confirmation of satisfaction of these requirements, if any, shall be issued by Event Central to the applicant.

APPLICATION FOR A PERMIT

- 5. (1) A permit shall not be issued under this by-law unless the applicant has provided Event Central with the information required in subsection (3) within the following application deadlines:

- (a) sixty (60) days in advance of the special event, if the special event
 - (i) uses property owned or leased by the Provincial or Federal government,
 - (ii) uses a collector road or major collector road;
 - (iii) requires a noise exemption pursuant to the Noise By-law, or
 - (iv) uses or includes aircraft, watercraft, or drones; and,
 - (b) ninety (90) days in advance of the special event, if the special event
 - (i) uses an arterial road;
 - (ii) requires a building permit for temporary structures pursuant to the Building Code Act, 1992;
 - (iii) requires a special occasion permit issued by the Alcohol and Gaming Commission of Ontario or a temporary extension to an existing Alcohol and Gaming Commission of Ontario license relating to the sale or serving of alcohol; or,
 - (iv) occurs on St. Patrick's Day, Victoria Day, Canada Day, Remembrance Day, or New Year's Eve; and,
 - (c) one hundred and eighty (180) days in advance of the special event, if the special event that:
 - (i) is being held for the first time and is anticipated to include 10,000 or more participants at any given time;
 - (ii) requests an extension of operating hours for O-Train service; or
 - (iii) requires the closure of an interprovincial bridge.
- (2) Should a special event not include any of the factors listed in subsection (1), the application deadline shall be thirty (30) days.
- (3) An applicant for a special event permit shall provide Event Central with the following information as it relates to the special event in question:
- (a) a completed application for a permit in a form satisfactory to Event Central;
 - (b) satisfactory proof that the applicant is eighteen (18) years of age or more;
 - (c) with respect to the special event:

- (i) a site plan;
 - (ii) a traffic management plan;
 - (iii) an emergency plan;
 - (iv) a security plan;
 - (v) if the applicant is a corporation, the copies of the letters of incorporation or other incorporating documents that have been duly certified by the proper authorities and that show the full corporate name of the applicant, and an emergency contact person for the applicant;
 - (vi) the quantity and type of any commercial vehicles and heavy vehicles, as defined under the Highway Traffic Act, and the quantity of vehicles that are included or used in the special event; and,
 - (vii) the quantity and type of all cooking, heating, sound and lighting equipment, stages, bleachers, tents, mechanical or inflatable games or rides, dunk tanks, heating equipment, generators and any other specialized equipment to be used during the special event, including the type of fuel used to operate the equipment and fuel storage plans;
 - (d) written proof that the owner and occupant of the property on which the special event is to be held has knowledge of and consents to the special event; and,
 - (e) any other information Event Central deems necessary in the circumstances, including the production of plans and specifications.
- (4) An application for permit for a sidewalk sale occurring within a Business Improvement Area must be submitted by a representative of the Business Improvement Area in question.
- (5) Event Central has discretion to receive and consider an application that does not comply with the application deadlines set out in subsection (1), and, where such application is considered, all other requirements of this by-law shall apply and Event Central's decision shall be communicated to the applicant as expeditiously as possible in the circumstances.
- (6) Applicants shall only apply for one special event permit per event.

- (7) The information and plans provided by the applicant under subsection (3) shall be to the satisfaction of the General Manager of Emergency and Protective Services and the Chief of Police.
- (8) The onus of obtaining the necessary information, plan or specification required under this Section, including a consent to hold a special event in a particular location on private property, is solely that of the applicant and is at the applicant's cost.

CONDITIONS OF ISSUANCE

6. No applicant shall be issued a special event permit unless the applicant has provided Event Central with the following in relation to the special event:

- (a) if the Paramedic Chief requires the provision of medical services or medical transport, or the provision of first aid services or equipment by non- paramedic staff, on site for the special event, the applicant shall provide proof that these services have been procured for the event to the satisfaction of the Paramedic Chief, at the applicant's cost;
- (b) if the Fire Chief requires the provision of fire service resources on site for the special event, the applicant shall provide proof that these services have been procured for the event at the applicant's cost;
- (c) if the Chief of Police requires the provision of Paid-Duty Police Officers or provincially-licensed security services on site for the special event, the applicant shall provide proof that these services have been procured at the applicant's cost;
- (d) if the Director of By-law and Regulatory Services requires the provision of By-law officers for noise monitoring or parking enforcement for the special event, the applicant shall provide proof in writing that these services have been procured at the applicant's cost;
- (e) if the General Manager of Public Works requires the provision of services for regulatory signs or portable variable message signs for the special event, the applicant shall provide proof in writing that these services have been procured at the applicant's cost;
- (f) confirmation that all permits, licenses or other authorizations required under City by-laws have been obtained, including but not limited to those relating to noise, highway use, business licensing, signs, and fireworks;

- (g) confirmation from the Medical Officer of Health of Ottawa Public Health, or an authorized representative, that the applicant has met all of the requirements of the Health Protection and Promotion Act, if applicable;
- (h) if alcohol will be sold or served in relation to the special event, proof in writing that all licenses, permits and requirements relating to the serving or sale of alcohol have been obtained and fulfilled;
- (i) confirmation from the Fire Chief that the special event complies with all fire regulations including requirements of the Fire Protection and Prevention Act, 1997, if applicable;
- (j) confirmation from the Chief Building Official of the City of compliance with the Building Code Act, 1992, and that all required building permits and occupancy permits have been obtained;
- (k) proof, satisfactory to the City Solicitor, that the applicant has provided the required indemnity and has obtained the required insurance in accordance with Sections 9 and 10;
- (l) confirmation in writing that all devices, vessels, fuels or other matters regulated under the Technical Standards and Safety Act, 2000, comply with that Act and with any requirements of the Technical Standards and Safety Association, if requested by Event Central;
- (m) if the special event includes electrical installations or electrical work, confirmation in writing of compliance with the Ontario Electrical Safety Code, Ontario Regulation 164/99, as amended, and with the requirements of the Electrical Safety Authority, if requested by Event Central; and
- (n) confirmation in writing that the applicant has paid the fees required by the Deputy City Treasurer, Revenue, under Section 8 of this by-law.

SPECIAL EVENT PERMITS

- 7. (1) Event Central is authorized on behalf of the City to receive and consider applications for special event permits, and to conduct all investigations necessary to ensure that a permit is issued in accordance with this by-law and City policies, and to issue the permit in accordance with this by-law.
- (2) Prior to making a decision on any application for a special event permit, Event Central shall consult with and if necessary convene a meeting with the SEAT, and with any Departments and Branches of the City or any other

person or group that Event Central or SEAT deem has an interest in the special event.

- (3) If in the opinion of Event Central, the consultations under subsection (2) or the investigations undertaken pursuant to subsection (1) disclose any reason to believe that the carrying on of the special event may result in a breach of this by-law, another by-law or law, or may be adverse to the public interest, to public health and safety, or the protection of persons and property, Event Central may refuse approval of the permit or may approve it with modifications or conditions as Event Central deems necessary in the circumstances.
- (4) Notwithstanding any other section of this by-law, Event Central shall refuse to issue a special event permit if notified by the City's Revenue Branch that the applicant or any principal, director or officer of the applicant has an outstanding and unpaid debt to the City relating to a special event, regardless of whether such debt was incurred through another organization or legal entity in relation to a special event.
- (5) Event Central is authorized to impose conditions on a permit including but not limited to conditions related to public health and safety, and the protection of persons and property.
- (6) No later than twenty (20) days after the receipt of the application, Event Central shall consider the application and notify the applicant if a special event permit may be issued as well as any outstanding requirements that must be met before the permit will be considered.
- (7) No special event permit shall be valid until all requirements specified in Section 6 have been fulfilled.
- (8) A special event permit issued under this by-law shall specify the name of the permit holder, the nature of the special event, its date(s) and time(s) including set up and take down, including alternate dates and times if any, its location and route if applicable, and any conditions imposed by Event Central.
- (9) A special event permit issued pursuant to this by-law is not transferrable, and is only valid for the specific applicant, special event, date, time and location listed on the permit, or alternative dates listed on the permit, if any.
- (10) Event Central shall consider and approve, if applicable, applications for special events with the same proposed date on a first-come-first- served basis and shall consider and approve, if applicable, succeeding applications in the order in which they are received only if the proposed time, location and route of the special events do not conflict and the required municipal services pursuant to Section 6 do not exceed available resources.

- (11) Notwithstanding subsection (10), an applicant for a special event proposed on property owned by the City shall have precedence over all other applications for the same property on the same date and time if the applicant has previously held a similar special event on that property for at least 3 consecutive years, and has no outstanding debts to the City in relation to special events.
- (12) The issuance of a permit for a special event does not represent a commitment or a promise by the City or Event Central to issue a permit for any subsequent, continuing, or similar event.
- (13) Despite any other provision of this by-law, the concurrence of the Marchés d'Ottawa Markets Corporation is required for the approval of any permit for a special event occurring within the ByWard Market Area or the Parkdale Market Area as defined in the Ottawa Markets By-law.

PROVISION OF CITY SERVICES OR POLICE SERVICES

- 8. (1) No later than thirty (30) days prior to the start of the event, the Deputy City Treasurer Revenue shall issue an invoice to the applicant requesting payment for all, or a portion of, the applicable fees for the municipal services or Ottawa Police Service services relating to the special event, including but not limited to any fees identified in:
 - (a) Schedule B for ambulances or paramedic services resources required by the Paramedic Chief,
 - (b) Schedule C for fire service resources required by the Fire Chief;
 - (c) Schedule D for signage installation services required by the General Manager of Public Works;
 - (d) Schedule E for Paid Duty Officers identified as required by the Chief of Police;
 - (e) Schedule F for noise monitoring and parking enforcement required by the Chief of By-law and Regulatory Services;
 - (f) Schedule G for services to be provided by the Transit Services Department of the City; and
 - (g) identified by the Deputy City Treasurer Revenue for any other service provided by the City in relation to the special event.
- (2) The applicant shall pay the full amount indicated in the invoice provided pursuant to subsection (1) no later than 14 days prior to the special event as required by the Deputy City Treasurer Revenue.

- (3) In addition to subsection (2), the applicant shall pay any additional fees calculated after the occurrence of the special event by the Deputy City Treasurer Revenue for services provided by the City or by the Ottawa Police Service in relation to the special event, where such fees were not included in the invoice provided under subsection (1).
- (4) A refund shall be issued to an applicant with a credit balance resulting from an overpayment, double payment or credit adjustment, in accordance with applicable City policy.
- (5) The fees set out in Schedule D, Table 1, for sign installation services provided by the Public Works Department shall not apply if the special event in question is for the direct benefit of a charitable or not-for-profit organization that operates solely for cultural, educational, or religious goals, social welfare, Civic improvement, recreation, amateur sport or any other similar community enhancement initiatives for any purpose except profit.

INDEMNIFICATION AND INSURANCE

9. Every special event permit holder shall enter into an indemnification agreement with the City to the satisfaction of the City Clerk and Solicitor in which the permit holder shall indemnify and save harmless the City, its employees and agents from and against all manner of actions, causes of action, claims, demands, losses and costs that may arise, be sustained, or prosecuted against the City for or by reason of the granting of the permit or of the performance of the permit holder under the permit whether with or without negligence on the part of the permit holder or the permit holder's employees, directors, agents and volunteers.

10. (1) Prior to the issuance of a special event permit, every applicant shall file with Event Central proof of Commercial General Liability insurance acceptable to the City and subject to limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof, for the duration of the special event.
- (2) If deemed necessary by the City Solicitor, the insurance coverage required in subsection (1) shall include coverage for premises and operations liability, products and completed operations liability, cross liability, severability of interest clause, employees as additional insured, contingent employer's liability, personal injury liability, incidental medical malpractice, owners and contractors malpractice, blanket contractual liability, and non-owned automobile liability.

- (3) If applicable to the special event, and at the discretion of the City Solicitor, the insurance coverage required in subsection (1) shall be endorsed to include Liquor License Liability.
- (4) The insurance coverage required in subsection (1) shall be in the name of the permit holder and shall name the City as an additional named insured. This insurance shall be non-contributing with, and apply as primary and not as excess of, any insurance available to the City.
- (5) If applicable to the special event, and at the discretion of the City Solicitor, the applicant shall file with Event Central prior to the issuance of the permit liability insurance in respect of licensed owned or leased motor vehicles subject to a limit of no less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.
- (6) The insurance coverage required in subsections (1) and (5) shall contain the endorsement to provide the City within thirty (30) days prior written notice of any cancellation or change.
- (7) The City Solicitor is authorized to vary the insurance requirements of this Section in relation to any permitted event.

REVOCATION OR MODIFICATION OF A PERMIT

11. (1) Event Central is authorized to modify or to revoke a permit at any time if there are reasonable grounds to believe that the holding or continuation of the special event:
 - (a) poses a danger to the health and safety of any person;
 - (b) poses a danger to property;
 - (c) is not in the public interest; or
 - (d) is in contravention of this by-law or of a permit.
- (2) In the case of a revocation under subsection (1), Event Central shall immediately inform the permit holder or the permit holder's representatives of the revocation and the reasons for it by means of contacting the permit holder at the address or at the coordinates provided in the permit application.

REQUEST FOR APPEAL

12. (1) Any person may request an appeal of a decision of Event Central by filing a request for an appeal jointly to the General Manager, Emergency and Protective Services Department and to the General Manager, Public Works

Department, no later than 5 days after receiving the notification provided in subsection 7(6).

- (2) A request for an appeal under subsection (1) shall be in writing and shall set out the reasons for appeal.
- (3) The General Manager, Emergency and Protective Services Department and the General Manager, Public Works Department jointly shall consider the request for an appeal and shall provide the applicant with a decision in writing no later than fourteen (14) days in advance of the special event.
- (4) In considering the request for appeal, the General Manager, Emergency and Protective Services Department and the General Manager, Public Works Department may request further information from the applicant or from any other person.
- (5) The following criteria will be considered by the General Manager, Emergency and Protective Services Department and the General Manager, Public Works Department:
 - (a) a report of Event Central and any information provided by the applicant;
 - (b) public health and safety;
 - (c) protection of property;
 - (d) whether the application form or information provided by the applicant is not complete; and
 - (e) any breaches of the law or of a City by-law.
- (6) The decision of the General Manager, Emergency and Protective Services Department and the General Manager, Public Works, shall be final.

REQUIREMENTS FOR EVENT STAFF AND VOLUNTEERS

13. (1) Every permit holder and every staff member or volunteer aged 12 years or older who is working or volunteering at a special event must have completed the Ottawa Public Health Safer Event training course.
- (2) No permit holder shall fail to ensure that any staff or volunteer tending to barricades in accordance with the permit must:
 - (a) be a minimum of 16 years of age with a valid driver's license; or
 - (b) be a minimum of 18 years of age.

CONDUCT OF CONDUCT FOR EVENT PARTICIPANTS

14. (1) Every permit holder shall establish a code of conduct for participants.
- (2) The code of conduct required under subsection (1) shall be made available to event staff and volunteers prior to the start of the event, with instructions for how to apply the code.
- (3) The code of conduct required under subsection (1) shall be made available to attendees:
 - (a) prior to payment of any admission fee; and
 - (b) prior to entering the event site.
- (4) Any person in attendance at a permitted special event that has been determined, by event staff, to be in violation of the code of conduct established under subsection (1) may be required to leave the event and be prohibited access to the site for the remainder of the event.
- (5) No code of conduct required under subsection (1) may allow activities in contravention of a law or a by-law.

GENERAL ADMINISTRATIVE AND REGULATORY PROVISIONS

15. (1) No person shall give false or incorrect information for the purposes of obtaining a permit.
- (6) No special event permit holder shall fail to notify Event Central in writing of any change in any of the information contained in, or provided with, the permit application within two (2) days of the change.
- (7) Every person applying for a permit or carrying on an event for which a permit was issued under this by-law shall be governed by this by-law and comply with all other municipal by-laws and provincial and federal statutes and regulations.
- (8) No permit holder shall fail to comply with any condition imposed under a permit and any regulation and condition of this by-law, including its Schedule.
- (9) No person shall fail to produce a permit for inspection when directed to do so by either Event Central, a municipal law enforcement officer, or a police officer.
- (10) Every permit holder shall be responsible for obtaining all required permits, licenses or other authorizations that may be required by any level of

government or from any agency in relation to the special event, and for paying any applicable fees.

- (11) No permit holder shall fail to ensure that all equipment and structures used for the special event are safe and used for their intended use, are purpose-built, and are properly and lawfully installed, inspected, used and dismantled by persons who have been trained as to their installation, inspection, use and dismantling.
- (12) No person shall affix or place any banner, sign, material, or other item on private property or on City property as part of a special event or block party unless:
 - (a) the banner, sign or other item does not pose a hazard for vehicular or pedestrian traffic on the highway or for persons on adjacent property; and,
 - (b) the placement of such sign, banner, material or item complies with all City by-laws regulating the placement of signs and the use and care of roadways.
- (13) No permit holder shall cause or permit a special event:
 - (a) outside the confines of the site specified on the application for the permit or the permit; or,
 - (b) during a period outside of the dates and times specified on the permit.
- (14) No permit holder shall fail to ensure that any activity held on the property of the City complies with the City's Municipal Alcohol Policy.
- (15) No special event shall take place on transit property unless prior approval has been obtained from the General Manager of Transit Services, or an authorized representative.
- (16) Nothing in this by-law derogates from the obligation of a person to obtain a permit or other authorization from the City for use of City property, including City parks and facilities.

RESPONSIBILITY OF ACTIONS OF EMPLOYEES OR ASSISTANTS

- 16. (1) Every permit holder shall be responsible for the act or acts and omissions of any of his or her employees, assistants, agents, contractors and volunteers in relation to a special event under a permit in the same manner and to the same extent as though such actions or omissions were done by the permit holder.

- (2) No permit holder or person employed by a permit holder, or agent of a permit holder, shall discriminate against any member of the public on the basis of any protected ground or protected social area, as specified in the Ontario Human Rights Code.

INSPECTIONS

17. Event Central, a municipal law enforcement officer or the Chief of Police each are authorized to enter on any land at any reasonable time for the purposes of conducting an inspection of a permitted activity, including during the set-up, occurrence or dismantling of the activity, in order to ensure compliance with this by-law and any conditions of a permit.

18. During an inspection conducted under Section 17, Event Central, the Chief of Police, or a municipal law enforcement officer may, alone or with the assistance of any other person:

- (a) require the production for inspection of any document or thing relevant to the inspection;
- (b) require the production of information relevant to the inspection; and,
- (c) make examinations or take tests, samples or photographs necessary for the inspection.

19. No person shall hinder or obstruct Event Central, a municipal law enforcement officer or the Chief of Police or any person assisting them during an inspection conducted under Section 17 or activities undertaken under Section 18.

REVIEW OF PERMIT HOLDER'S RECORDS

20. (1) At the request of Event Central, no permit holder shall fail to make available any records or information providing proof that the monies collected by the permit holder, including donations and admission fees, in respect of off-street parking for the special event were used for their intended purpose, where such parking was the subject of an agreement with or exception by the City.
- (2) No permit holder shall fail to make available to Event Central any records or information providing details of the expenditure of monies provided to the permit holder by the City or of the use of City property or services in relation to the special event.

REPRESENTATION

21. (1) No person shall publish or cause to be published any representation that the person is the holder of a valid permit under this by-law if they do not hold a valid permit under the by-law.
- (2) No person to whom a permit has been issued under this by-law shall alter, erase or modify a permit, or permit the alteration, erasing or modification of the permit or any part thereof.

COST RECOVERY FOR UNSANCTIONED EVENTS OR ACTIVITIES

22. (1) Any person who creates, hosts, sponsors, conducts, causes, continues or permits a special event in contravention of this by-law, and any person who allows a special event in contravention of this by-law to occur on their premises, may be required to pay for municipal costs related to enforcement, emergency services, traffic management, or other services required as a result of the contravention.
- (2) Fees and charges imposed pursuant to subsection (1) constitute a debt of the person to the City, except where prohibited by statute.
- (3) Where the owner of the property at which the special event occurs is responsible for paying the fees and charges set out in subsection (1), the City may add such fees and charges to the tax roll for the property and collect them in the same manner as property taxes.

OFFENCES AND PENALTIES

23. Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act.
24. Any person who hinders or obstructs a person lawfully carrying out the enforcement of this by-law is guilty of an offence.
25. (1) Every person who is convicted of an offence under this by-law is liable to a minimum fine not exceeding \$500 and to a maximum fine not exceeding \$100,000 for each day that the offence occurs or continues pursuant to subsection 429(3) of the Municipal Act, 2001, and all such offences are designated as continuing offences as provided for in subsection 429(2), paragraph (a), of the Municipal Act, 2001.

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- (2) In addition to subsection (1), the total of all daily fines for a continuing offence is not limited to \$100,000 as provided for in subsection 429(3), paragraph 2, of the Municipal Act, 2001.
- (3) In addition to any other penalty imposed under this by-law, a person who is convicted of an offence under this by-law is liable to a special fine that may exceed \$100,000 as provided for in subsection 429(2), clause (d), and subsection 429(3), paragraph 1, of the Municipal Act, 2001.
- (4) When a person has been convicted of an offence under this by-law, the Ontario Court of Justice or any court of competent jurisdiction may, in addition to any penalty imposed on the person convicted, issue an order:
 - (a) prohibiting the continuation or repetition of the offence by the person convicted; and
 - (b) requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

ENFORCEMENT

- 26. This by-law may be enforced by a municipal law enforcement officer or a police officer.

REPEAL OF BY-LAW 2013-232 AND TRANSITION

- 27. (1) By-law 2013-232 entitled “A by-law of the City of Ottawa to respecting the permitting, regulating and governing of special events on public and private property”, as amended, is repealed.
- (2) The repeal of By-law 2001-260 and By-law 2013-232 shall not affect any offence committed against any provision of those by-laws, any penalty incurred under them, or any investigative or prosecution commenced pursuant to them.

SHORT TITLE

- 28. This by-law may be referred to as the “Special Events By-law”.

EFFECTIVE DATE

- 29. This by-law shall come into force and effect on this 2nd day of January 2026.

Schedule A – City Beach Events

1. The following regulations apply to a special event taking place on a beach that is owned, leased or occupied by the City:
 - (a) The permit holder shall place barricades around the area in which the special event is to be held on the beach.
 - (b) The permit holder shall ensure that authorized and trained volunteers are positioned at all of the entrances and exits to the barricaded area of the special event at all times during the special event in order to facilitate the access for emergency personnel.
 - (c) The permit holder shall ensure that a six (6.0) metre passageway within the barricaded area of the special event is kept free and clear of any obstacles in order that emergency vehicles may pass through if required.
 - (d) The permit holder shall not encumber or place obstacles of any kind or allow the encumbrance or the placement of obstacles of any kind on any access road or pathway leading to or from the beach on which the special event is taking place in order that emergency vehicles may pass if required.
 - (e) The permit holder shall provide portable toilets that are accessible to all participants of the special event, in a sufficient quantity to the satisfaction of the General Manager, Parks, Recreation and Culture.
 - (f) The permit holder shall provide adequate lighting of the beach area used for the special event as well as all entrances and exits to the special event, to the satisfaction of the General Manager of Parks, Recreation and Culture, in order to ensure the safety of all participants, at the permit holder's costs.
 - (g) The permit holder shall, at his or her own expense, provide any additional lifeguards duly certified by the Lifesaving Society at the National Lifeguard Level that may be required for the special event as may be required by and to the satisfaction of the Manager of the City's Aquatic Venues Unit.
 - (h) The permit holder shall pay for the presence of any City staff that may be required for the special event after regular operating hours.

- (i) The permit holder shall undertake at his or her own cost any locates for utilities and services prior to digging on any City beach, park or property, and shall obtain permission from the General Manager of Parks, Recreation and Cultural Services prior to digging.
- (j) No permit holder or person participating in the special event held at a City beach shall access the body of water unless such access is specifically allowed in the permit.
- (k) No permit holder or person participating in a special event at a City Beach shall have access to the body of water at a time not permitted in the permit.
- (l) Nothing in this Schedule or by-law derogates from the obligation of a permit holder to obtain a park permit or other permit relating to parks or City facilities that may be required under City by-laws or policies.

Schedule B – Fees for Ottawa Paramedic Service

Paramedic Services Resources	Hourly Rate*
Two Person Paramedic Resource	\$284.00
Single Paramedic Resource	\$142.05

*OMBI Measurement EMDS305A – EMS Actual Operating Cost per Actual Weighted

Vehicle In-Service Hour

1. A risk assessment will be completed that will determine the quantity and type of resource(s) required for the event.
2. The cost of the resource includes staff time and any equipment, supplies or vehicle that is deemed necessary for the event.
3. A minimum charge of 4.5 hours will be applied, which includes 3 hours on-site +1.5 hours for preparation and travel.
4. The hourly fee is divided in half in the event that only a single resource is required.

Schedule C – Fees for Ottawa Fire Services

Fire Service Resources*	Base Rate**	Hourly Rate***
Fire Apparatus Unit (4 Firefighters + Truck)	\$1556.00	\$518.00
Additional Firefighter(s)	\$276.00	\$93.00
Fire Prevention Officer	\$361.00	\$121.00
Chief Officer	\$407.00	\$134.00

*The type of resource deployed will be based on the OFS deployment strategy

**Base rate includes the minimum requirement of 3 hours of on-site event coverage.

***The hourly rate is charged in addition to the Base Rate for events that exceed 3 hours.

Schedule D – Fees for Public Works services

Table 1 - Public Works Services (Charitable-exempt)

Service	Fee
Regulatory Sign Installation by City Staff	\$81.27/block (one-time fee per event)
Installation of Portable Variable Message	\$113.17/day + staff time set up costs (one-time fee per unit and per event)

Table 2 - Public Works Services

Service	Fee
One-Way Street Conversion to a Temporary Two-Way Operation	<p>\$400.00 - 500.00/block</p> <p>City performs a maximum of three (3) conversions per event</p> <p>Additional conversions require third-party installation at the organizer's cost</p>
Urban Information Signs (Event Signs – Blue header)	<p>City implements first six (6) signs as required by the General Manager (includes delivery, set-up and removal).</p> <p>Each additional sign - Will require third-party fabrication and installation in conformity with City specifications at the organizer's cost. (typically \$250 - \$350/sign)</p>

Schedule E – Fees for Ottawa Police Service

Service Provided – Paid Duty Officer	Hourly Rate / Fee
Constable	\$112.58 per hour
Sergeant	\$127.65 per hour
Staff Sergeant	\$141.85 per hour
Car	\$53.70 per hour

A minimum charge of 4 hours will be applied.

**Schedule F – Fees for services provided by By-law and Regulatory
Services Branch**

Service provided	Hourly rate/Fee*
By-law officer (Monitor noise) x 2	\$77.00/hour
By-law officer (Parking enforcement) x2	\$72.00/hour
By-law officer (Property standards) x2	\$83.00/hour
By-law supervisor x2	\$89.00/hour

*A minimum charge of 3 hours will be applied, which includes onsite time, preparation and travel.

Schedule G – Fees for Transit Services

Resource	Hourly Rate
Transit Supervisor	\$68.90
Special Constable	\$63.08
Sergeant Special Constable	\$66.96
Special Constable Unit vehicle	\$100/day
Supplemental bus service (per bus)	\$135.31

Notes:

1. Requirement for supplemental bus service will be assessed on considerations such as attendance of the event, availability of regularly scheduled transit service, and estimated transit mode share. Hours for supplemental bus service must also include garage report and clear time, and time for the vehicle to travel between the start/end locations and the transit garage.
2. Requirement for Transit Supervisors and/or Special Constable staff will be assessed on considerations such as attendance of the event, number of supplemental buses required, expected transit mode share, and demographics of attendees.
3. Charter rates are costed separately and are not included in the above table.
4. Rates for service at Lansdowne is charged separately as per the Lansdowne site plan agreement and are not included in the above table.