

By-Law No. 2025-XXX

A by-law of the City of Ottawa respecting the permitting, regulating, and governing of temporary closures and uses of the City's highways for highway events, notifications relating to demonstrations, and the repeal of By-law 2002-160.

WHEREAS the Council of the City of Ottawa recognizes that reliable, safe and accessible transportation networks are necessary for the economic, social and environmental well-being of the municipality;

AND WHEREAS the temporary closure of a highway, or any part thereof, for purposes of highway events of a transient and special nature such as block parties, sporting events, and parades is sometimes necessary and beneficial;

AND WHEREAS it is desirable to have planning processes and regulations in place to prevent, minimize, and mitigate any adverse impacts on public safety, the City's mobility and transportation network, and community well-being that may result from closing a highway or a portion of it for highway events;

AND WHEREAS receiving notification of demonstrations also assists in planning for the effects of such demonstrations on the City's transportation and mobility network, and to ensure public health and safety and public order;

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

AND WHEREAS subsection 27(1) of the *Municipal Act, 2001*, authorizes Council to enact by-laws in respect to highways within its jurisdiction;

AND WHEREAS Section 126 of the *Municipal Act, 2001*, authorizes Council to regulate cultural and recreational events, including requiring a permit for them;

AND WHEREAS Section 128 of the *Municipal Act, 2001* authorizes Council to 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,
"applicant" means a person applying for a permit under this by-law;

“arterial road” means a highway classified as an arterial road under the Official Plan for the City of Ottawa, as amended, or any subsequent version thereof;

“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;

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

“City of Ottawa” means the municipal corporation of the City of Ottawa or the geographic area of the City of Ottawa, as the context requires, and may be referred to as the “City”;

“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 for the City of Ottawa, as amended, or any subsequent version thereof;

“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;

“Encroachment By-law” means the Encroachment By-law (By-law No. 2003-446, as amended) of the City of Ottawa, or any successor by-law;

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

“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, including any pedestrian or cycling facilities within;

“highway event” means a transient, temporary or short duration activity of a celebratory, commemorative, recreational, fundraising, sporting or similar nature that requires the use or closure of a highway or part of the highway and

- (a) includes but is not limited to a block party, carnival, farmers’ market, festival, parade, street dance, filming activity, or sporting event and,
- (b) does not include
 - (i) a demonstration, or
 - (ii) a traffic safety or active mobility initiative authorized by the General Manager or other competent authority;

“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 highway classified as a local road under the Official Plan for the City of Ottawa, as amended, or any subsequent version thereof;

“major collector road” means a highway classified as a major collector road under the Official Plan for the City of Ottawa, as amended, or any subsequent version thereof;

“Municipal Act, 2001” means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, and the regulations passed under it;

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

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

“Ottawa Film By-law” means the Ottawa Film By-law (By-law No. 2020-164, as amended) of the City of Ottawa, or any successor by-law;

“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;

“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;

“ROW Patio By-law” means the ROW Patio By-law (By-law No. 2023-230, as amended) of the City of Ottawa, or any successor by-law;

“Road Activity By-law” means the Road Activity By-law (By-law No. 2023-445, as amended) of the City of Ottawa, or any successor by-law;

“sidewalk sale” means an 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 special event as defined and regulated under the Special Events By-Law of the City of Ottawa (By-law No. 2025-XXX), as amended;

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

“traffic control plan” means a technical drawing or plan outlining the management of the closed and utilized portions of a highway in the area of the highway event, including closing parameters, required traffic control devices, signage and other protective measures necessary for public health and safety, and which meets the requirements of the Ontario Traffic Manual (OTM) Book 7;

“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;

“vehicle” 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, street cars, trains, 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.
- (7) Wherever this by-law refers to a person with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.

PERMIT FOR HIGHWAY EVENT

- 3. (1) No person shall hold or participate in a highway event unless such highway event is carried out under a permit issued under this by-law.

- (2) A separate permit shall be obtained for each highway event.
- (3) The issuance of a permit under this by-law does not represent a commitment or a promise by the City to issue a permit for any subsequent, continuing, or similar event.
- (4) The issuance of a permit under this by-law does not derogate from the obligation of the applicant to obtain a permit under the Special Events By-law or the Ottawa Film By-law, as applicable.

EXEMPTIONS

- 4. Notwithstanding Section 3, a permit is not required for:
 - (a) An activity occurring on the highway that is authorized by an agreement with the City,
 - (b) An activity occurring on the highway that is duly authorized and permitted, as the case may be, under the Encroachment By-law, the Road Activity By-law, or the ROW Patio By-law.
 - (c) Demonstrations, in accordance with Section 13.

APPLICATION REQUIREMENTS

- 5. (1) Applications for a permit shall be in writing and in a form satisfactory to General Manager, and shall include:
 - (a) Proof that the applicant is at least eighteen years old;
 - (b) the signature by or on behalf of the person or body organizing, sponsoring or conducting such highway event;
 - (c) the beginning and ending time of the requested use of each portion of a roadway;
 - (d) the proposed route and schedule of the highway event, if applicable;
 - (e) the estimated number of participants;
 - (f) the number and type of vehicles, including but not limited to floats, displays, and food trucks, if applicable;
 - (g) the name and specifications of any vendor participating in the highway event;
 - (h) a traffic management plan and a traffic control plan, at the applicant's cost, if required by the General Manager; and,

- (i) any other information required by the General Manager for the purposes of administering this by-law.
- (2) The application for a permit shall be filed with the General Manager:
 - (a) not less than fifteen (15) days prior to the requested date for the closure of any local road;
 - (b) not less than sixty (60) days prior to the requested date for the closure of any collector road or major collector road;
 - (c) not less than ninety (90) days prior to the requested date for the closure of any arterial road; or
 - (d) not less than one hundred and eighty (180) days prior to the requested date for the closure of an interprovincial bridge.
- (3) For permit applications involving multi-day closures, the requested date specified in subsection (2) shall be the first date of the requested use of any roadway.
- (4) The General Manager 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 the decision shall be communicated to the applicant as expeditiously as possible in the circumstances.

ISSUANCE AND MODIFICATION OF PERMITS

- 6.
 - (1) The General Manager is authorized to issue a permit for a highway event that meets the requirements of this by-law and of Schedule E – Requirements and conditions for mobile and static highway events.
 - (2) The General Manager is authorized to impose conditions on a permit at any time, including but not limited to conditions related to the health, safety and well-being of persons, the protection of persons and property including the highway, and traffic mobility, and any such conditions are deemed to form part of the permit.
 - (3) No applicant shall be issued a permit unless the applicant has provided the General Manager with 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.
 - (4) A permit issued under this by-law shall specify the name of the permit holder, the nature of the activity, 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 the General Manager.

- (5) A permit issued pursuant to this by-law is not transferrable, and is only valid for the specific applicant, highway event, date, time and location listed on the permit, or alternative dates listed on the permit, if any.
- (6) The General Manager shall consider and approve, if applicable, applications for permits 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 highway event do not conflict and the required municipal services pursuant to Section 7 do not exceed available resources.
- (7) Notwithstanding subsection (6), an application shall have precedence over all applications for the same date and time if the applicant has previously held a similar roadway event or special event for the last 3 years and has no outstanding debt to the City in relation to a highway event or a special event.
- (8) With respect to an application for a permit involving the closure of an interprovincial bridge pursuant to clause (d) of subsection 5(2), the General Manager shall consult with any implicated government, agency, public authority or other entity, including the Special Event Advisory Team, as the General Manager deems necessary prior to considering the issuance of a permit.
- (9) The closure of an arterial road or major collector between the hours of 6 a.m. and 6 p.m. on a weekday (excluding Public Holidays) in relation to a highway event shall require the approval of both the General Manager and the consent of the Councillor or Councillors of the ward or wards where the closure is requested.
- (10) 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 highway event occurring within the ByWard Market Area or the Parkdale Market Area as defined in the Ottawa Markets By-law.
- (11) Where the General Manager has received complaints following a block party and has validated those complaints:
 - (a) the General Manager may require the permit applicant for any subsequent block party in the same area to petition the residents within the proposed highway closure limits to determine support of

the affected residences for the proposed block party, to the satisfaction of the General Manager, and,

- (b) support from the majority (more than one-half) of residences within the closed area will be required for issuance of the permit relating to the block party.

PROVISION OF CITY SERVICES AND POLICE SERVICES

- 7. (1) The Deputy City Treasurer Revenue shall issue an invoice to the applicant after the conclusion of the highway event requesting payment for all, or a portion of, the applicable fees for the municipal services relating to the permit, including but not limited to any fees:
 - (a) for signage installation services as required by the General Manager and as identified in Schedule A;
 - (b) for Paid Duty Officers as required by the Chief of Police and as identified in Schedule B;
 - (c) for parking enforcement as required by the Director of By-law and Regulatory Services and as identified in Schedule C;
 - (d) for ambulances or paramedic services resources required by the Paramedic Chief as identified in Schedule D; and,
 - (e) identified by the Deputy City Treasurer Revenue for any other service provided by the City in relation to the event.
- (2) Where the highway event is also subject to a permit under the Special Event By-law, invoicing for City Services will occur in accordance with that by-law.
- (3) The fees set out in Schedule A, Table 1, for sign installation services provided by the Public Works Department shall not apply if the highway 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.

ONSITE TRAFFIC AND PARKING MANAGEMENT

- 8. (1) Where it is required by the General Manager as part of a permit, the permit holder shall be responsible for tending barricades in relation to the highway event.

- (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.

INDEMNIFICATION AND INSURANCE

- 9. (1) Every permit holder shall enter into an indemnification agreement with the City to the satisfaction of the City 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.
- (2) An indemnification agreement under subsection (1) is not required:
 - (a) if the highway event is also subject to a permit issued under the Special Event By-law or Ottawa Film By-law; or
 - (b) for a demonstration.
- 10. (1) Prior to the issuance of a permit, every applicant shall file with the General Manager 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 highway 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) 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.

- (4) If applicable to the permit, and at the discretion of the City Solicitor, the applicant shall file with the General Manager 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.
- (5) The insurance coverage required in subsections (1) and (4) shall contain the endorsement to provide the City within thirty (30) days prior written notice of any cancellation or change.
- (6) The City Solicitor is authorized to vary the insurance requirements of this Section in relation to any permitted event.
- (7) The insurance requirements set out in the Section are not required:
 - (a) if the highway event is also subject to a permit issued under the Special Event By-law or Ottawa Film By-law;
 - (b) for a block party; or
 - (c) for a demonstration.

REFUSAL OR REVOCATION OF A PERMIT

- 11. (1) The General Manager is authorized to refuse or to revoke a permit at any time if there are reasonable grounds to believe that the holding or continuation of the highway 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 refusal or revocation under subsection (1), the General Manager shall immediately inform the permit applicant, the permit holder, or their representatives of the refusal or revocation and the reasons for it by means of contacting them 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 the General Manager to refuse, revoke, modify or impose conditions on a permit by filing a request for an appeal to the General Manager no later than 5 days after

receiving the notification provided in subsection 11(2) in the case of a refusal or revocation, or of receiving the permit in the case of a condition or modification.

- (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 shall consider the request for an appeal and shall provide the applicant with a decision in writing.
 - (a) no later than fourteen (14) days in advance of the highway event; or
 - (b) in the case of a highway event under subsection 5(2)(a) or subsection 5(3), as expeditiously as possible.
- (4) In considering the request for appeal, the General Manager may request further information from the applicant or from any other person.
- (5) The following criteria will be considered by the General Manager:
 - (a) a report from the relevant staff in the Public Works Department and any information provided by the applicant;
 - (b) local and City-wide traffic conditions and anticipated mobility impacts;
 - (c) public health and safety;
 - (d) protection of property;
 - (e) whether the application form or information provided by the applicant is complete; and
 - (f) any breaches of a by-law or legislation.
- (6) The decision of the General Manager shall be final.

DEMONSTRATIONS

13. (1) For the purposes of planning City services, maintaining public order, and providing for the health, safety and well-being of participants and the public, any person seeking to hold a demonstration on a highway, or on any public land abutting a highway, is requested to provide prior notification to the General Manager.
- (2) Notification of a demonstration should include:
 - (a) the date, time and location of the demonstration;

- (b) details of any planned marching route(s), if applicable;
 - (c) expected attendance, if known;
 - (d) a contact name and phone number of the organizer;
 - (e) an alternative contact name and phone number for a responsible person that can be reached during the demonstration; and,
 - (f) any other information regarding the demonstration that may be required by the General Manager for the planning of City Services.
- (3) The General Manager shall receive a notification of a demonstration and circulate it to
 - (a) impacted City departments for purposes of planning City services; and
 - (b) the Ottawa Police Service for the purposes of ensuring public health and safety and maintaining public order.
- (4) The General Manager may issue a public notice of the demonstration to advise of potential traffic impacts, if deemed necessary and in the manner that the General Manager deems appropriate, and such public notice shall only contain the following information:
 - (a) The date and time of the demonstration;
 - (b) The expected location of the demonstration; and
 - (c) Any expected traffic impacts of the demonstration.
- (5) Receipt by the General Manager of a notification of a demonstration under subsection (1):
 - (a) does not constitute an endorsement by the City of the views expressed by the demonstration organizer or participants; and
 - (b) does not waive the requirement of organizers or participants to comply with all applicable laws and by-laws.

GENERAL REQUIREMENTS - PERMITS

- 14.
 - (1) No person shall give false or incorrect information for the purposes of obtaining a permit.
 - (2) No permit holder shall fail to notify the General Manager 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.

- (3) Every person applying for a permit or carrying on a highway event for which a permit was issued under this by-law shall be governed by this by-law and its Schedules, and comply with all other municipal by-laws and provincial and federal statutes and regulations.
- (4) No permit holder shall fail to comply with:
 - (a) any condition imposed under a permit;
 - (b) any regulation or requirement of this by-law, and
 - (c) a requirement of a Schedule to this by-law.
- (5) No person shall fail to produce a permit for inspection when directed to do so by a Municipal Law Enforcement Officer or a police officer.
- (6) No permit holder shall hold, cause or permit a highway event:
 - (a) outside the confines of the site specified on the permit; or,
 - (b) during a period outside of the dates and times specified on the permit.
- (7) No permit holder shall fail to ensure that any event on a highway complies with the City's Municipal Alcohol Policy.

RESPONSIBILITY OF ACTIONS OF EMPLOYEES OR ASSISTANTS

- 15. (1) Every permit holder shall be responsible for the act or acts and omissions of any of the permit holder's employees, assistants, agents, contractors and volunteers in relation to a highway 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.

GENERAL REGULATIONS – HIGHWAY EVENTS AND DEMONSTRATIONS

- 16. When participating in a highway event or demonstration:
 - (a) No person shall affix or place any banner, sign, material or other item on a highway unless:

- (i) The banner, sign or other material does not pose a hazard for vehicular or pedestrian traffic or for any person on adjacent property, and,
 - (ii) The placement of such sign, banner, material or other items complies with the by-laws of the City;
- (b) No person shall proceed or stand on any part of a highway in any manner that obstructs the highway
 - (i) contrary to the specification of the permit or directions of the General Manager, in the case of a highway event, or
 - (ii) contrary to directions received from a police officer, in the case of a highway event or a demonstration;
- (c) No person shall halt, stop, or congregate in a manner as to obstruct pedestrians not participating in the highway event or demonstration;
- (d) No person shall obstruct the ingress or egress to any adjacent property or the daily operations of a person, business or other entity operating on an adjacent property;
- (e) No person shall go over, under, or through a barrier installed by a police officer on a highway;
- (f) No person shall move or displace a barrier installed as part of a highway event or demonstration without the concurrence of the General Manager, a police officer or other authority;
- (g) No person shall fail to pick up any refuse generated as a result of their participation in the highway event or demonstration;
- (h) No person shall obstruct the passage of emergency vehicles by any means or permit such obstruction to occur; and,
- (i) No person shall obstruct access for buses loading and discharging passengers at a bus stop.
- (j) Every person shall comply with all applicable by-laws, provincial and federal statutes and regulations.

REQUIREMENTS – BLOCK PARTIES

17. In addition to all other applicable requirements of this by-law, the following requirements apply to a block party:

- (a) No permit holder shall fail to ensure that any required barricade remains closed while the highway closure is in effect, except when required to provide access to the closed area as set out in this by-law;
- (b) No permit holder shall fail to ensure that any traffic control device is erected, maintained and dismantled as required by the General Manager;
- (c) Subject to Section 8, No permit holder shall fail to ensure that volunteers are positioned at both ends of the highway closure area at all times to assist emergency vehicles through the closure and guide access for residents and businesses;
- (d) No permit holder shall fail to ensure that a 6 metre passageway remains clear of infrastructure and objects at all times within the highway closure area to allow emergency vehicles to proceed through unimpeded;
- (e) The permit holder is prohibited from denying access or departure to residents of the highway closure area;
- (f) The permit holder shall make reasonable effort to ensure that owners or occupants of properties located within the highway closure area are informed in writing of the closure details a minimum of 3 business days prior to the closure.

REQUIREMENTS – SIDEWALK SALES

18. In addition to all other applicable requirements of this by-law, the following requirements apply to a sidewalk sale:

- (a) 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.
- (b) No permit holder shall fail to ensure that every business within the limits of the proposed sidewalk sale receives adequate prior notification of the sale and is given an opportunity to participate;
- (c) No permit holder shall fail to ensure that each merchant participating in the sidewalk sale is provided with a copy of the permit;
- (d) No permit holder shall fail to ensure that no tables or barricades are located within 6.0 metres of an intersection;

- (e) No permit holder shall fail to ensure that a minimum of 1.5 metres of clear sidewalk is maintained at all times;
- (f) Any business participating in the sidewalk sale shall be restricted to the portion sidewalk or roadway within the boundary lines of their establishment, as extended across the sidewalk or roadway;
- (g) No business using the sidewalk or roadway space in front of another business or establishment for the purpose of the sidewalk sale shall fail to obtain prior approval of the business owner or establishment owner.

INSPECTIONS

19. 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 highway event, including during the set-up, occurrence or dismantling of the event, in order to ensure compliance with this by-law and any conditions of a permit.

20. During an inspection conducted under Section 19, a Municipal Law Enforcement Officer or the Chief of Police 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.

21. No person shall hinder or obstruct a Municipal Law Enforcement Officer or the Chief of Police or any person assisting them during an inspection conducted under Section 19 or activities undertaken under Section 20.

REPRESENTATION

22. (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 UNPERMITTED HIGHWAY EVENTS

23. (1) Any person who creates, hosts, sponsors, conducts, causes, continues or permits a highway event in contravention of this by-law 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.

OFFENCES AND PENALTIES

24. 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.
25. Any person who hinders or obstructs a person lawfully carrying out the enforcement of this by-law is guilty of an offence.
26. (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.
- (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

27. This by-law may be enforced by a Municipal Law Enforcement Officer or a police officer.

REPEAL AND TRANSITION

28. (1) By-law 20021-260 entitled “A by-law of the City of Ottawa to regulate special events on City Streets” as amended, is repealed.
- (2) The repeal of By-law 2001-260 shall not affect any offence committed against any provision of the by-law or any penalty incurred under it or any investigative proceeding or prosecution commenced pursuant to it.

SHORT TITLE

29. This by-law may be referred to as the “Highway Events By-law”.

EFFECTIVE DATE

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

Schedule A – Fees for Services Provided by Public Works

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 B – Fees for services from Ottawa Police Services

Service Provided - Officer	Hourly Rate / Fee
Constable	\$78.21 per hour
Sergeant	\$88.68 per hour
Staff Sergeant	\$96.98 per hour
Car	\$45.00 per hour

A minimum charge of 4 hours will be applied.

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

Service provided	Hourly rate/Fee*
By-law officer (Monitor noise) x 2	\$72.00/hour
By-law officer (Parking enforcement) x2	\$67.00/hour
By-law officer (Property standards) x2	\$77.00/hour
By-law supervisor x2	\$83.00/hour

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

Schedule D – Fees for services provided by Ottawa Paramedic Services

Paramedic Services Resources	Hourly Rate*
Two Person Paramedic Resource	\$221.00
Single Paramedic Resource	\$110.50

*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.

The hourly fee is divided in half in the event that only a single resource is required.

Schedule E – Requirements and conditions for mobile and static highway events

ALL EVENTS

1. While proposals for highway events operating during weekday peak traffic hours (6:00 a.m. - 9:00 a.m. and 3:00 p.m. - 6:30 p.m.), with the exception of Public Holidays, are discouraged, the General Manager is authorized to assess and approve such events on an individual basis and allow for special exceptions.
2. Barricades supported by “Road Closed - Local Traffic Only” signs shall be placed one block back from an approved event route, unless otherwise specified by the General Manager or the Chief of Police during Special Event Advisory Team planning. Volunteers are not required to staff these barricades, unless the General Manager indicates otherwise.

MOBILE EVENTS

1. Volunteers stationed at intersections along the event route may only remove the barricades and thereby open their intersections to traffic when instructed by the General Manager or a police officer.
2. Public transit must be maintained to the greatest extent possible during highway events. The General Manager will consult with the Special Event Advisory Team to determine whether a public transit route must intersect the event route to maintain an acceptable level of service.
3. Where required by the Chief of Police and the General Manager, police officers are required to facilitate transit movements through the event route at the event organizer’s cost.
4. The General Manager shall ensure that all streets that intersect with an approved event are be barricaded to prohibit vehicular traffic from accessing streets dedicated to the event.
5. Traffic shall not be permitted to cross the event route until the event has passed, however the General Manager may allow exceptions on a case-by-case basis for

transit or local access where required, or in other instances to maintain safe and effective traffic flow. In all cases, any crossing movements must be made under police direction.

6. Subject to Section 8 of the by-law, the permit holder is responsible for ensuring that each barricade location is staffed by a volunteer to assist emergency vehicles through the barricades.

PARADES AND RACES

1. A parade or a race that is a timed event are only permitted to operate on a closed City highway. As part of the Special Event Advisory Team planning process or as otherwise required, the General Manager and the Chief of Police will determine the traffic controls and police officer support necessary to secure a parade or race route, at the permit holder's cost.
2. The General Manager and the Chief of Police may require traffic controls for a parade or a race and all traffic controls will be at the permit holder's cost.
3. Police officers are required to facilitate participant movements through traffic controls and interactions with other road users, at the permit holder's cost.

WALKS/RUNS/RIDES

1. Where a highway event is mobile but does not include a motorized vehicle, is not timed or is not in the nature of a competition, the General Manager may authorize such highway event non-exclusive use of the City highway or part thereof.
2. Where a highway event is occurring on a highway alongside other road users in accordance with Section 1, the permit holder shall ensure that all participants are made aware of applicable requirements for using the highway, including rules of the road.

STATIC EVENTS

1. Every static highway event requires an acceptable detour that is safe and capable of accommodating all modes of redistributed traffic, to the satisfaction of the General Manager.
2. Sufficient traffic control devices to close the highway to traffic must be placed at locations determined by the General Manager or the Chief of Police, and must be in place any time infrastructure, people, or any other aspect of the highway event is occupying a portion of the highway.