

**Subject: Review of Special Event By-laws**

**File Number: ACS2025-EPS-PPD-0002**

**Report to Joint Meeting of Emergency Preparedness and Protective Services  
Committee and Public Works and Infrastructure Committee 15 May 2025  
and Council 28 May 2025**

**Submitted on May 6, 2025 by:**

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**Ward: Citywide**

**Objet : Examen des règlements sur les événements spéciaux**

**Rapport présenté au Comité des services de protection et de préparation aux  
situations d'urgence et du Comité de l'infrastructure et des travaux publics**

**Numéro de dossier : ACS2025-EPS-PPD-0002**

**Rapport soumis le 15 mai 2025**

**et au Conseil le 28 mai 2025**

**Soumis le 2025-05-06 par**

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**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATIONS**

That the Joint Emergency Preparedness and Protective Services Committee and Public Works and Infrastructure Committee recommend that Council:

- 1. Repeal By-law 2001-260 and By-law 2013-232 and approve the recommended Special Events By-law and Highway Events By-law, as described in this report and in the general form set out in Documents 1 and 2 respectively, to be in force on January 2, 2026, and:**
  - a. Approve the recommended minor amendments to the Licensing By-law (No. 2002-189), as amended, to harmonize definitions and standards with the Special Events By-law, as described in this report and in the general form set out in Document 3, to be in force on January 2, 2026; and**
  - b. Approve the recommended minor amendments to the Noise By-law (No. 2017-255), as amended, to harmonize definitions and standards with the Special Events By-law, as described in this report and in the general form set out in Document 4, to be in force on January 2, 2026.**
- 2. Establish interim delegated authority for the General Manager of Public Works, or their authorized representative, to approve weekday road closures from 6 AM to 6 PM for local and collector roads, and for major collector and arterial roads with the consent of impacted Ward Councillors, as detailed in the Delegated Authority for Road Closures section of the report, to be effective upon Council approval and until January 2, 2026;**
- 3. Approve the recommended amendments to the Vendors on Highways By-law (No. 2005-358), as amended, Designated Spaces By-law (No 2007-478), as amended, and Licensing By-law (No. 2002-189), as amended, to allow the presence and participation of licensed mobile refreshment vehicles, mobile refreshment carts, mobile canteens, refreshment stands and itinerant sellers at special events and block parties, as described in this report and in the general form set out in Document 5, to be in force on January 2, 2026;**
- 4. Approve amendments to the Noise By-law (No. 2017-255, as amended) to allow weekday noise exemptions to be extended for up to one hour when outdoor special events are impacted by weather delays and other unforeseen events,**

with the prior consent of the Ward Councillor, as described in this report and in the general form set out in Document 6, to be in force on January 2, 2026;

5. Approve amendments to the Licensing By-law (No. 2002-189, as amended) and Schedule 9 respecting all-night dance event license requirements for establishments and events operating under a liquor license issued by the Alcohol and Gaming Commission of Ontario, as described in this report and in the general form set out in Document 7 and to be effective upon enactment;
6. Receive the following documents:
  - a. Document 8 – Assessment of the application of the Noise By-law for demonstrations (for information);
  - b. Document 9 – Assessment of regulations for preventing harassment in public places (for information); and
  - c. Document 10 – Assessment of regulations to address nuisance parties (for information).

## **RECOMMANDATIONS DU RAPPORT**

Que le Comité des services de protection et de préparation aux situations d'urgence et le Comité de l'infrastructure et des travaux publics recommandent au Conseil :

1. d'abroger les règlements 2001-260 et 2013-232 et d'approuver le *Règlement sur les événements spéciaux* et le *Règlement sur les événements sur voie publique* recommandés, comme ils sont décrits dans le présent rapport et selon la forme générale établie dans les documents 1 et 2, respectivement, pour une entrée en vigueur le 2 janvier 2026, ainsi que :
  - a) d'approuver les modifications mineures proposées au *Règlement sur la délivrance de permis* (n° 2002-189), dans sa version modifiée, pour uniformiser ses définitions et normes avec ce que l'on trouve dans le *Règlement sur les événements spéciaux*, comme il est décrit dans le présent rapport et selon la forme générale établie dans le document 3, pour une entrée en vigueur le 2 janvier 2026;
  - b) d'approuver les modifications mineures proposées au *Règlement sur le bruit* (n° 2017-255), dans sa version modifiée, pour harmoniser ses définitions et normes avec ce que l'on trouve dans le *Règlement sur*

***les événements spéciaux***, comme il est décrit dans le présent rapport et selon la forme générale établie dans le document 4, pour une entrée en vigueur le 2 janvier 2026;

2. de déléguer de façon intérimaire au directeur général des Travaux publics ou à son représentant autorisé le pouvoir d'approuver la fermeture, de 6 h à 18 h en semaine, de routes locales ou collectrices, et sous réserve du consentement des conseillères et conseillers des quartiers touchés, de routes collectrices principales et d'artères, comme il est indiqué à la section « Pouvoirs délégués pour les fermetures de rues en semaine » du présent rapport, délégation qui serait en vigueur de l'approbation du Conseil au 2 janvier 2026;
3. d'approuver les modifications recommandées du *Règlement concernant les vendeurs sur la voie publique* (n° 2005-358), du *Règlement municipal sur le Programme de places désignées* (n° 2007-478) et du *Règlement sur la délivrance de permis* (n° 2002-189), dans leur version modifiée, pour permettre la présence et la participation, lors d'événements spéciaux et de fêtes de quartier, de véhicules servant à la vente de rafraîchissements, de chariots mobiles de rafraîchissements, de cantines mobiles, de comptoirs de rafraîchissements et de vendeurs itinérants possédant un permis, tel qu'il est décrit dans le présent rapport et selon la forme générale établie dans le document 5, modifications qui entreront en vigueur le 2 janvier 2026;
4. d'approuver les modifications proposées au *Règlement sur le bruit* (n° 2017-255), dans sa version modifiée, pour permettre de prolonger d'une heure maximum les exemptions relatives au bruit en semaine lorsque des événements spéciaux extérieurs sont repoussés en raison des conditions météorologiques ou d'autres imprévus, avec le consentement préalable de la conseillère ou du conseiller du quartier touché, comme il est décrit dans le présent rapport et selon la forme générale établie dans le document 6, pour une entrée en vigueur le 2 janvier 2026;
5. d'approuver les modifications proposées au *Règlement sur la délivrance de permis* (n° 2002-189), dans sa version modifiée, et à l'annexe 9 concernant les exigences de permis des activités de danse nocturne continue des établissements et des organisateurs ayant un permis d'alcool délivré par la Commission des alcools et des jeux de l'Ontario, comme il est décrit dans le présent rapport et selon la forme générale établie dans le document 7, pour une entrée en vigueur dès adoption;

## 6. de prendre acte des documents suivants :

- a) Document 8 – Évaluation de l'application du *Règlement sur le bruit lors de manifestations* (pour information);
- b) Document 9 – Évaluation des règlements visant à prévenir le harcèlement dans les lieux publics (pour information);
- c) Document 10 – Évaluation des règlements visant à s'attaquer aux fêtes perturbantes (pour information).

## EXECUTIVE SUMMARY

This report presents the results of the by-law reviews for the [Special Events on City Streets By-law \(No. 2001-260\)](#) and the [Special Events on Public and Private Property By-law \(No. 2013-262\)](#), as part of the Council-directed 2023-2026 By-law Review Work Plan. These reviews were conducted jointly by the Emergency and Protective Services and Public Works Departments, resulting in recommendations for updated regulations for outdoor special events and highway events, as described below.

Every year, Ottawa is host to hundreds of outdoor special events that draw millions of attendees. These events contribute to the quality of life of residents and attract investment and tourism. According to the Ottawa Festival Network, large festivals support approximately 70,000 jobs and generate over \$320 million in spending. The variety of festivals, charity runs, and cultural and community events enrich the lives of both residents and visitors.

Staff's review indicates that while the existing by-laws have largely been effective, growing demand and increasing complexity of events necessitates updates to improve operational efficiency and enhance public safety. Therefore, the report recommends both **regulatory amendments** as well as **non-regulatory initiatives** to support special events programming.

In terms of regulatory amendments, two separate by-laws are recommended and are intended to work in tandem:

- Special Events By-law (Document 1): Building on the success of Event Central and the Special Events Advisory Team (SEAT), staff are recommending an updated Special Events By-law that leverages the expertise of Event Central as the City's coordinating body for all outdoor special event permits. This would encompass outdoor special events with 500 or more participants at any given time in addition to

events occurring on City streets that require coordination with multiple departments and services.

- Highway Events By-law (Document 2): Complementary to the Special Events By-law, the recommended Highway Events By-law would address specific highway events such as block parties, film projects, sidewalk sales and other activities occurring on the highway, including demonstrations. The Public Works Department would retain authority over these events, excluding demonstrations, to manage traffic and mobility impacts. The Ottawa Police Service would maintain their authority to manage demonstrations.

Additional regulatory amendments recommended in this report include:

- A new 180-day permit application category to enable better planning for first-time events with more than 10,000 participants, events that close an interprovincial bridge, or events that require changes to O-Train services.
- A new delegated authority for the General Manager of Public Works to streamline the process for road closures on local and collector roads, with consultation with impacted Ward Councillors required for major roads.
- Amendments to several by-laws (including the Vendors on Highways By-law, Designated Spaces By-law, and Licensing By-law) to allow mobile vendors, such as food trucks, to operate more easily at certain special events.
- Providing the Director of By-law and Regulatory Services, in consultation with Ward Councillors, the ability to approve extensions to noise exemptions for weekday special events by up to 60 minutes when the event has been delayed or paused due to extreme weather or other factors beyond the control of the operator, as further described on p. 34.
- Creating exemptions for bar and restaurant owners and special events operators to offer late-night events having approval of the Alcohol and Gaming Commission of Ontario (AGCO) without needing an additional City license, as further described on p. 35.
- New safety requirements, including a requirement for Ottawa Public Health's free online training about event safety and a requirement for event organizers to establish a code of conduct for participants, will increase safety for all involved

and help ensure events are successful and achieve the expectations of organizers and participants, as further described on p. 23.

Recommended non-regulatory initiatives in support of special events include:

- Exploring the development of workshops to build knowledge and capacity for event organizers and to encourage more community-led events with a greater variety of offerings for residents, as further described on p. 39.
- Developing partnerships with school boards to connect students with special event volunteer opportunities, as further described on p. 40.
- Options to improve access to automatic external defibrillators, as further described on p. 39.
- Use of the City's Yellow Bags to facilitate waste collection from smaller community events (with less than 500 participants), as further described on p. 38.
- Options for future programs to increase waste diversion from large special events through the Solid Waste Master Plan, as further described on p. 38.

The recommended framework establishes a new approach for managing demonstrations that will provide clearer management processes, including a voluntary notification system to improve communication between the City, organizers, and law enforcement. Demonstrations would no longer require a special event permit but would be requested to complete a simple demonstration notification form as well as still having to follow applicable laws and by-laws, including specific provisions in the recommended Highway Events By-law, as further described on p. 24.

### **Assumptions and analysis**

Staff assessed permit data from 2012 to 2024 to better understand historical trends and model a range of post-pandemic recovery scenarios. These scenarios assumed that special event programming would eventually recover to pre-pandemic levels of activity and then continue to grow with population according to long-term historical trends. This helped staff to assess anticipated staffing levels to manage future growth.

Staff from the Emergency and Protective Services and the Public Works departments worked closely with Legal Services to address Charter rights and reasonable limitations, as well as assess possible regulatory approaches for managing demonstrations. The staff recommendations also reflect consultations with City departments and the expertise of SEAT participants and their agencies.

## **Financial Implications**

Staff anticipate that the recommendations of this report will result in a net positive benefit for the City's budget, to be realized through operational savings from reduced overtime costs in Public Works, future cost avoidance for anticipated growth achieved through operational efficiencies, and increased revenues through economic development within the event and tourism sector, including municipal accommodations tax revenues, as described in the "Budget and resource implications" and "Economic Implications" section.

## **Public Consultation**

More than 690 community partners were invited to participate in consultations through a variety of engagement methods, including 7 public surveys. Consultations indicate that residents and organizations are generally satisfied with how the City regulates special events and the number and variety of event offerings. Areas identified for improvement included protecting staff and participants from harassment, supporting local artists and musicians, and environmental protection. Accessibility, transportation and communications were also identified as potential areas for improvement.

Regarding demonstrations, public consultations underscored the importance of balancing the right to peacefully protest with the need to respect other citizens' experiences and their rights to protection and security, highlighting a focus on public safety and minimizing daily disruptions to ensure everyone's rights are respected. Detailed consultation results and analysis can be found in the Consultation section of this report.

## **RÉSUMÉ**

Ce rapport présente les résultats des examens du [Règlement municipal sur les événements spéciaux \(no. 2001-260\)](#) et du [Règlement municipal sur les événements spéciaux se tenant sur une propriété publique ou privée \(n° 2013-262\)](#), qui font partie du Plan de travail de l'examen des règlements municipaux 2023-2026 du Conseil. Ces examens, menés conjointement par la Direction générale des services de protection et d'urgence et la Direction générale des travaux publics, ont abouti à la recommandation de modifier la réglementation sur les événements spéciaux extérieurs et les événements sur voie publique, comme il est décrit ci-après.

Chaque année, Ottawa accueille des centaines d'événements spéciaux extérieurs qui attirent des millions de personnes. Ces événements contribuent à la qualité de vie des résidentes et résidents, attirent des investissements et stimulent le tourisme. Selon le

Réseau des festivals d'Ottawa, les festivals majeurs soutiennent environ 70 000 emplois et génèrent des recettes de plus de 320 millions de dollars. La diversité des festivals, des courses de bienfaisance et des événements culturels et communautaires enrichit la vie des résidentes et résidents et des visiteuses et visiteurs.

L'examen du personnel montre que même si les règlements en place ont été en grande partie efficaces, la croissance de la demande et la complexification accrue des événements rendent nécessaires des mises à jour pour renforcer l'efficacité opérationnelle et la sécurité publique. Par conséquent, on recommande dans le présent rapport des **modifications réglementaires** et des **mesures non réglementaires** pour les événements spéciaux.

Concernant les modifications réglementaires, deux règlements distincts, qui fonctionneront en parallèle, sont recommandés :

- *Règlement sur les événements spéciaux* (document 1) : Misant sur le succès du Bureau central des activités et de l'Équipe consultative des événements spéciaux (ECES), le personnel recommande un nouveau règlement sur les événements spéciaux qui table sur l'expertise du Bureau comme organe coordonnateur municipal pour tous les permis d'événements spéciaux extérieurs. Ce règlement viserait les événements spéciaux extérieurs attirant à tout moment au moins 500 personnes ainsi que les événements sur rue à Ottawa devant être coordonnés par plusieurs directions générales et services.
- *Règlement sur les événements sur voie publique* (document 2) : Complémentaire au *Règlement sur les événements spéciaux*, ce nouveau règlement encadrerait certains événements sur voie publique, comme les fêtes de quartier, les projets de film, les braderies et les manifestations, entre autres. La Direction générale des travaux publics conserverait son autorité sur ces événements afin de gérer la circulation et les répercussions sur la mobilité, sauf les manifestations, qui relèveraient toujours du Service de police d'Ottawa.

On recommande aussi dans le présent rapport les modifications réglementaires suivantes :

- Créer une catégorie de permis de 180 jours pour faciliter la planification des événements de plus de 10 000 participants, des événements nécessitant la fermeture d'un pont interprovincial et des événements exigeant une modification du service de l'O-Train.

- Déléguer au directeur général des Travaux publics le pouvoir de simplifier le processus de fermeture pour les routes locales ou collectrices, et en consultation avec les conseillères et conseillers des quartiers touchés, les routes principales.
- Modifier plusieurs règlements (dont le *Règlement municipal sur les vendeurs sur les voies publiques*, le *Règlement municipal sur le Programme de places désignées* et le *Règlement sur la délivrance de permis*) pour favoriser la participation des kiosques ambulants, comme les camions-restaurants, à certains événements spéciaux.
- Habilitier le directeur des Services des règlements municipaux, avec l'accord des conseillères et conseillers de quartier à approuver la prolongation d'au plus 60 minutes des exemptions relatives au bruit pour les événements spéciaux en semaine repoussés ou suspendus en raison de conditions météorologiques ou d'autres circonstances hors du contrôle de l'organisateur, comme il est décrit à la page 34.
- Prévoir des exemptions permettant aux propriétaires de bar ou de restaurant et aux organisateurs d'événements spéciaux de tenir des événements en fin de soirée sans permis municipal additionnel s'ils ont l'approbation de la Commission des alcools et des jeux de l'Ontario (CAJO), comme il est décrit à la page 35.
- Adopter de nouvelles exigences de sécurité, dont l'obligation de suivre la formation en ligne gratuite de Santé publique Ottawa sur la sécurité lors des événements et l'obligation pour les organisateurs d'événements d'avoir un code de conduite pour les participantes et participants, afin d'améliorer la sécurité de tout le monde et d'assurer la réussite des événements conformément aux attentes des organisateurs et des participantes et participants, comme il est décrit à la page 23.

Parmi les mesures non réglementaires visant à faciliter les événements spéciaux, on recommande :

- d'envisager la conception d'ateliers pour renforcer les connaissances et la capacité des organisateurs d'événements et encourager la tenue d'événements communautaires pour diversifier l'offre aux résidentes et résidents, comme il est décrit à la page 39;
- de nouer des partenariats avec les conseils scolaires pour aider les étudiantes et étudiants à accéder aux occasions de bénévolat lors des événements spéciaux, comme il est décrit à la page 40;

- de proposer des options pour améliorer l'accès aux défibrillateurs externes automatisés, comme il est décrit à la page 39;
- d'utiliser les sacs jaunes pour faciliter la collecte des déchets lors des plus petites activités communautaires (moins de 500 participantes et participants), comme il est décrit à la page 38;
- de prévoir des options de programmes pour stimuler le réacheminement des déchets lors de grands événements spéciaux dans le cadre du Plan directeur de la gestion des déchets solides, comme il est décrit à la page 38.

Le cadre recommandé établit une nouvelle approche de gestion des manifestations avec des processus clarifiés, notamment un système d'avis volontaire visant à améliorer les communications entre la Ville, les organisateurs et les organismes d'application de la loi. Au lieu de devoir obtenir un permis d'événement spécial, les organisateurs de manifestations devront simplement remplir un formulaire d'avis. Ils devront tout de même respecter les lois et les règlements applicables, y compris les dispositions pertinentes du Règlement sur les événements sur voie publique recommandé, comme il est expliqué à la page 26.

### **Hypothèses et analyse**

Le personnel a analysé les données sur les permis de 2012 à 2024 pour mieux saisir les tendances historiques et modéliser différents scénarios de reprise postpandémique. Ces scénarios sont fondés sur l'hypothèse que le nombre d'événements spéciaux retournera un jour à son niveau pré-pandémique et continuera de croître avec la population, selon les tendances à long terme. Cette simulation a aidé le personnel à prévoir les niveaux de dotation en personnel nécessaires pour gérer la croissance.

Les membres du personnel de la Direction générale des services de protection et d'urgence et de la Direction générale des travaux publics ont travaillé de près avec les Services juridiques pour traiter des droits protégés par la Charte et des limites raisonnables, ainsi qu'évaluer des approches réglementaires potentielles pour gérer les manifestations. Les recommandations du personnel tiennent aussi compte des consultations menées auprès des directions générales de la Ville, de même que de l'expertise des personnes siégeant à l'ECES et de leurs organismes.

### **Répercussions financières**

Le personnel s'attend à ce que les recommandations du présent rapport génèrent un bénéfice net dans le budget municipal, réalisé au moyen des économies opérationnelles dégagées de la réduction des heures supplémentaires du personnel

des Travaux publics, de l'évitement des coûts associés à la croissance anticipée grâce à l'efficacité opérationnelle, et de l'augmentation des recettes générées par le développement économique du secteur des événements et du tourisme, notamment les revenus produits par la taxe municipale sur l'hébergement, comme il est décrit à la section « Incidence sur le budget et les ressources ».

### **Consultation publique**

Plus de 690 partenaires communautaires ont été invités à participer aux consultations par différentes méthodes, notamment sept sondages publics. D'après les consultations, la population et les organisations sont généralement satisfaites de l'encadrement des événements spéciaux par la Ville et de la quantité d'événements offerts et de leur variété. Selon les réponses, les points à améliorer comprennent la protection du personnel et des participantes et participants contre le harcèlement, le soutien aux artistes et musiciens locaux, et la protection de l'environnement. Ont aussi été soulevés l'accessibilité, le transport et les communications.

Au sujet des manifestations, la consultation publique a fait ressortir l'importance de trouver l'équilibre entre le droit de manifester pacifiquement et la nécessité de respecter l'expérience et les droits à la protection et à la sécurité des autres résidentes et résidents. En particulier, l'accent a été mis sur la sécurité publique et la limitation des perturbations quotidiennes pour veiller au respect des droits de tout le monde. Les résultats détaillés et l'analyse de la consultation se trouvent à la section « Consultations » du présent rapport.

### **BACKGROUND**

This review of the City's [Special Events on City Streets By-law \(No. 2001-260\), as amended](#), and [Special Events on Public and Private Property By-law \(No. 2013-232\), as amended](#), was directed by Council as a component of the 2023-2026 By-law Review Workplan ([ACS-2023-EPS-PPD-0001](#)).

The Special Events on City Streets By-law regulates street events including any special event that requires use of a roadway. Examples include sporting events, street festivals, parades, block parties and demonstrations. It is administered by the Traffic Management Unit of the Public Works department. The Special Events on Public and Private Property By-law regulates outdoor special events with anticipated size of 500 or more participants at any given time. This by-law is administered by the Event Central unit within the Emergency and Protective Services department.

Given the interrelationship between both by-laws, this review has been conducted jointly between both departments to identify efficiencies and ensure appropriate divisions of responsibility and delegated authorities.

### **Legislative history**

The Special Events on City Streets By-law was enacted in 2001 ([ASC2001-TUP-TRF-0015](#)). It was amended in 2008 to integrate with the Ottawa Markets By-law ([ACS2008-COS-BYL-0055](#)) and was further amended in 2013 to integrate with the Special Events on Public and Private Property By-law and to integrate fee schedules for traffic management signs ([ACS2013-COS-PRC-0002](#)) and in 2016 to integrate the Municipal Alcohol Policy ([ACS2016-COS-EPS-0006](#)). The by-law has also undergone various minor amendments to update fee schedules.

The Special Events on Public and Private Property By-law was enacted in 2013 ([ACS2013-COS-PRC-0002](#)). The by-law has undergone various minor amendments to update fee schedules but has not undergone a comprehensive by-law review since its enactment. The by-law was scheduled for a comprehensive review in 2020. However, the project was postponed due to the challenges in meeting with event organizers and the cancellation of, or shift in, special events overall in response to the public health emergency caused by the COVID-19 pandemic, and due to the redeployment of City staff for pandemic response.

This review included consideration of a requirement for recycling and organic waste collection at all outdoor special events with 500 or more participants, as directed by Council ([ACS2018-CCS-ECP-0006](#)) as well as the consideration of regulations to address nuisance parties, such as those occurring after the 2020 and 2021 Panda Games, as indicated in [Council Inquiry OCC 21-14](#), and are both addressed in this report. Staff's assessment of nuisance party regulations is attached as Document 10.

Council's Motion ([2024-45-07](#)) of October 16, 2024, directed staff to report on the feasibility of implementing a Vulnerable Social Infrastructure By-law as a component of this review. This assessment has been provided by a separate memorandum (Information Previously Distributed ACS2025-EPS-PPD-003) to the Joint Emergency Preparedness and Protective Services and Public Works and Infrastructure Committee on 15 May 2025.

## **Key policy considerations**

In addition to the above legislative history, staff have also specifically considered key Council policies and significant events that have occurred since the by-laws were enacted and previously amended. These are summarized below.

### *Consideration of Council priorities*

Staff have considered the Term of Council priorities and supporting strategies including the Official Plan, Transportation Master Plan, Climate Change Master Plan, Solid Waste Master Plan, Nightlife Economy Action Plan, and Rural Economic Development Strategy.

### *Consideration of street harassment and hate speech*

Council's Liaison for Women and Gender Equity and 2SLGBTQQIA+ had requested that staff review recent trends in hate crime statistics and possible regulatory approaches to address harassment in public places, generally and in connection with special events and protest/counter-protest situations, including Calgary's Public Behaviour By-law ([54M2004](#)) and Safe and Inclusive Access By-law ([17M2023](#)). This issue is addressed, in relation to special events, in the Discussion section of the report. Additional information about possible future regulations to address harassment generally, including during demonstrations, is provided in Document 9.

## **Administration and enforcement of special events on public and private property**

Every year, Ottawa is host to hundreds of outdoor special events that draw millions of attendees. For these events to happen successfully, they require extensive planning, coordination, and collaboration between the event organizers and the various departments and agencies responsible for providing services or managing service impacts resulting from the event.

Event Central leads integrated planning for permitted special events, coordinating input from all impacted parties to ensure organizers and City services are coordinated in a manner that contributes positively to special events and their safe execution. This includes convening the Special Events Advisory Team (SEAT), an interdepartmental and interagency body created by Council with subject matter expertise from City departments and partners including the full spectrum of government services. Event Central staff support SEAT in review of special event applications and plans and shares their requirements to applicants concerning compliance with legislation and regulations prior to the issuance of an event permit. Event Central also provides a single bill for services rendered, streamlining the process while ensuring that fees are administered in accordance with the Council-approved user fee policy.

Event Central is staffed by a Program Manager and seven FTE positions. In 2024 they supported 228 major events (with 500 or more participants) and 202 films, 66 Alcohol and Gaming Commission permit applications for special events and 504 service requests and coaching sessions with event organizers and SEAT. Event Central's operating budget for 2024 was \$818,000. Costs for SEAT member activities are not included within this figure and are reflected within the operating budget of each participating department or service.

Enforcement of by-laws at special events is primarily conducted by By-law and Regulatory Services, although the Ottawa Police Service also plays a key role in supporting events and ensuring public safety. In 2024, By-law and Regulatory Services responded to 531 service requests related to special events. The most common complaint related to special events was Noise (79 per cent) followed by sign complaints (5 per cent) and fireworks (3 per cent). While the Ottawa Police Service does not enforce city by-laws as frequently, their ongoing support for special events continues to grow, reflecting their critical role in maintaining public safety and assisting with event management.

### **Administration and enforcement of special events on City streets**

The Special Events on City Streets By-law is administered by the Traffic Management Unit of the Public Works department. This unit is staffed by a Program Manager and eight FTE positions within the Traffic Management Events Section. This section also conducts traffic management activities related to film applications and unplanned events such as motor vehicle accidents or extreme weather incidents. As such, the eight FTE positions are not exclusively dedicated to special events. In 2024, this unit processed 204 permits for special events (both small events and larger events involving SEAT) and 191 permits for block parties. This unit also processed 156 demonstration applications and supported a variety of other road closures unrelated to special events.

Traffic Management enforces road closure requirements, ensuring traffic control devices and signs comply with conditions and requirements in the approved permit. They verify that plans align with the Ontario Traffic Manual - Book 7 (Temporary Conditions) and the Signs on City Roads By-Law. They also collaborate with other departments to maintain smooth traffic flow and ensure emergency access and communicate road closures to the public and other partners and affected parties. Their key responsibilities include managing traffic flows, minimizing congestion, and ensuring the safe movement of pedestrians, cyclists and vehicles around events.

As a key member of the SEAT team, Traffic Management provides expert guidance in the review and approval of traffic and transportation plans for special events. They work closely with event organizers to implement necessary traffic control measures and work closely with the Ottawa Police Service in ensuring events are adequately staffed with traffic management personnel (officers or municipal staff) when needed. They evaluate detailed turn-by-turn directions for linear events like runs, walks, bike rides, and parades. The team reviews road closure maps, barricade locations, and emergency access points. The Traffic Management Unit currently coordinates the complete review and approvals of special events on City streets where expected attendance is under 500 attendees. This includes tasks such as: intake of preliminary applications, review of information, communications with the organizer, gathering of SEAT member comments, review of final event application packages, acquisition of insurance and indemnification documents, and issuance of permits.

### **Administration and enforcement of demonstrations**

The Ottawa Police Service is the lead agency for all enforcement matters related to demonstrations and is supported by By-law and Regulatory Services, Ottawa Fire Services' Fire Support Unit (FSU) and the Ottawa Paramedic Service's Paramedic Tactical Unit (PTU) and Paramedic Support Unit (PSU). Traffic Management and other City departments may also be required to support the management of demonstrations. The Ottawa Police Service-led Integrated Event Command Table (IECT) is the coordinating body for municipal response to demonstrations anticipated to have moderate to significant impacts on residents. Traffic Management also performs the intake of applications and distribution of pertinent information both to and from IECT for larger events and for smaller demonstrations outside of the IECT framework. The Office of Emergency Management (OEM) is a core member of the IECT and provides additional city support in the event of an escalation at a special event. OEM can also mobilize the Emergency Operations Centre (EOC) if needed to coordinate a broader city response.

While the Special Events on City Streets By-law includes demonstrations within the scope of "special events", the requirement to obtain any special event presents enforcement challenges. Recognizing that Section 2 of the *Canadian Charter of Rights and Freedoms* provides the right to peaceful assembly, in instances where assemblies are not peaceful, the *Criminal Code* and other statutes such as the Highway Traffic Act, as well as municipal by-laws for noise, traffic and parking and other areas of municipal concern have been the primary regulatory tools for maintaining public order and mitigating community nuisance and mobility impacts.

Ottawa Police Service data and protocols are outside of the scope of this report as they fall under the jurisdiction of the Ottawa Police Services Board. Over the past year, the Police Services Board has also been working to address policing of major events and demonstrations, and City staff have held ongoing consultations with the Ottawa Police Service Events Management Unit and Police Liaison Teams, as described in the Discussion and Consultation sections of this report. Further inquiries about policing issues related to special events and demonstrations should be directed to the Executive Director of the Ottawa Police Service Board.

### **The event and demonstration landscape in Ottawa**

Recent levels of activity for both special events and demonstrations have resulted in increased demand for City services and policing. Service demand related to demonstrations has been volatile and unpredictable due to global events and economic uncertainty, impacting other policing areas, such as the availability of policing resources for paid-duty special events as further described below.

#### *Special events on City streets*

Staff analyzed special event permit data from 2012 to 2024. This data showed a significant increase in special events attributable to Ottawa 2017. Permits for Special Events on City Streets increased 25 per cent that year, and only decreased by one per cent the subsequent year before returning to a historical rate of growth of between two and three per cent per year. This suggests that Ottawa 2017 programming was effective in stimulating the development of new and reoccurring community events and festivals.

However, the impacts of the global COVID-19 pandemic included an 82 per cent drop in Special Event on City Street Permits in 2020, with an additional one per cent drop in 2021. While there was a sharp recovery in 2022, with a 238 per cent increase and a subsequent eight per cent increase in 2023, there were still about 270 fewer street events in 2023 than in 2019. In 2024, there was a small drop of about 1.2% as compared to 2023, but this can be attributed directly to less applications submitted to the City for demonstrations or block parties, whereas all other event applications increased by approximately 13%.

#### *Special events on public and private property*

Special Event on Public and Private Property permits experienced a similar pattern of growth and decline between Ottawa 2017 and the pandemic. In 2017 Ottawa experienced a record 476 events supported by Event Central and the Ottawa 2017 Bureau. In the following years there were 340 and 345 events in 2018 and 2019 respectively. This dropped to 42 events in 2020 due to the global pandemic. By 2024,

228 events were supported. This suggests that the festival and event sector is still recovering from the pandemic and that there is continued room for growth. The number of events grew by 147 percent in 2022, 17 percent in 2023 and seven percent in 2024.

In addition to the analysis of service requests and permitting data, staff consulted with festival and event organizers to assess the vitality of this industry and gain insights into key issues impacting festival and event organizers. Increasing cost for paid duty policing and security were the primary concerns for the industry, as well as major increases in insurance premiums and general inflationary pressures. These are particularly problematic for free community events.

### *Demonstrations*

As Canada's capital city, Ottawa is host to the federal government and 129 diplomatic missions.<sup>1</sup> There are also more than 90 different labour unions operating with the city, and many more special interest and advocacy groups. As such, Ottawa residents are accustomed to periodic peaceful demonstrations. However, demonstration activity has changed significantly in recent years including:

- The unprecedented occupation of downtown Ottawa by the Freedom Convoy protest in 2022.
- An increase in general protest activity related to global events, labour disputes and social issues, between 2019 and 2024.
- An increase in protests where organizers do not coordinate activities with City services or the Ottawa Police Service.
- Increased incidents of hate speech, intimidation and civil disobedience by protestors, as reported by the Ottawa Police Service.

Public Works data indicates that the City responded to approximately 44 major demonstrations in 2024 that required support or service adjustments from Public Works, Emergency and Protective Services and Transit Services, coordinated through the Ottawa Police Service's IECT framework. In addition, Traffic Management processed 156 applications, of which the vast majority were smaller demonstrations not requiring additional coordination.

### **Approaches in other jurisdictions**

Staff analysis has been informed by a review of regulatory approaches taken with respect to special events and demonstrations in other jurisdictions, with primary focus on Canadian provincial capitals and municipalities within the Greater Toronto Area.

Where staff identified promising practices for programs and services, these were shared with relevant service providers.

### **Scope of Review**

This report recommends updated by-laws, based on the existing permit regimes, that provide for the integrated planning of City and other resources necessary to support a wide range of special events in the City while ensuring public health and safety, protecting property, and minimizing nuisances. Recommendations for funding programs or delivery of supporting services, such as Civic Events funding of the Community Partners Insurance Program are not within the scope of this review. Similarly, this report does not provide recommendations concerning the Ottawa Police Service or matters under the purview of the Ottawa Police Services Board.

Items within the scope of this review include:

1. Engagement and consultation with members of Council, the public, impacted groups and community partners, including other government departments and agencies.
2. Consideration of municipal by-laws to govern special events, including:
  - a. permit and licensing requirements,
  - b. solid waste management
  - c. public health and safety
  - d. accessibility, safety and inclusivity
  - e. mobility
  - f. nuisance abatement.
3. Consideration of municipal by-laws to govern demonstrations, including:
  - a. permit requirements
  - b. general regulations
  - c. traffic safety and mobility.

## DISCUSSION

Staff's review of the [Special Events on City Streets By-law \(No. 2001-260\), as amended](#) and [Special Events on Public and Private Property By-law \(No 2013-232\), as amended](#) has considered the City's approach to managing large outdoor events and demonstrations. This work has included reviewing the history of both by-laws, legislative and regulatory changes impacting the by-laws, the current state of special events and demonstrations, approaches taken in other jurisdictions and the input from community members and organizations.

Staff recommend several regulatory updates and supporting programs, including:

- Repeal of the Special Events on Public and Private Property By-law and enactment of a new Special Events By-law (Document 1) to place responsibility for all special event administration and coordination with the Event Central Unit in Emergency and Protective Services, and:
  - remove demonstrations from the special event regulatory framework
  - add requirements for Codes of Conduct at special events
  - add Safer Events training requirements for event staff and volunteers
  - implement age restrictions for high-risk volunteer positions
  - add cost recovery provisions and increased penalties for violations.
- Repeal of the Special Events on City Streets By-law and enactment of a new Highway Events By-law (Document 2) to regulate full or partial temporary road closures and uses related to special events and other activities on the roadway and to establish a notification system for demonstrations
- Amendments to various by-laws (Document 5) to make it easier for food trucks and other mobile vendors to participate in block parties and special events
- Amendments to the Noise By-law (Document 6) to provide some operational flexibility for outdoor events impacted by weather delays and other unforeseen circumstances, with the prior consent of the Ward Councillor, as further described in "Supporting by-law amendments" section below
- Amendments to the Licensing By-law (Document 7) to reduce the regulatory burden for bars and restaurants operating under AGCO licenses and permits

- Volunteer purchase and utilisation of the City's Yellow Bags to facilitate waste collection from smaller community events, waste is to be disposed at curbside locations (not left in parks or public spaces)
- Options for future programs and policies through planning and implementation of the Solid Waste Master Plan actions "Waste Minimization and Diversion at Special Events" and "Waste Diversion in Parks and Public Spaces" to increase waste diversion from large special events
- Updates to Event Central's Service Portal, Event Guides, guide for demonstration organizers and other supporting materials, and
- Development of education and capacity building workshops for community organizers.

Each of these recommendations is further described in the sections below.

### **Key features of special event permit framework and regulations**

Staff recommend an updated permit regime and by-law to regulate all outdoor special events. This new framework eliminates existing gaps and streamlines processes to make it easier for organizers to plan and execute special events while ensuring public safety and community standards are maintained.

The recommended Special Events By-law, attached at Document 1, would place responsibility for all special event administration and coordination with the Event Central Unit in Emergency and Protective Services. This new by-law would replace the current Special Events on Private and Public Property By-law. Staff anticipate that this will result in efficiencies for the City and help to manage growth, as discussed in the "Budget and resource implications" section.

Building upon the foundation of the existing Special Events on Public and Private Property By-law, this new by-law represents an evolution of the current framework, rather than a radical departure. Key elements of the existing permit framework are being retained, as consultations indicated that much of the current approach continues to be effective. Specifically, the permitting requirements for events with 500 or more participants (currently under By-law No. 2013-232) and events on City highways (currently under By-law No. 2001-260) will remain unchanged. Similarly, the requirements for insurance, municipal indemnification, emergency plans, site plans, security plans, traffic management plans, and other related documentation will continue. Event Central will still intake, review and issue special event permits, with coordination of municipal services facilitated through SEAT.

Conditions of issuance for permits also remain largely unchanged, with the Paramedic Chief, Fire Chief, Chief of Police, Director of By-law and Regulatory Services, and General Manager of Public Works retaining the authority to require their services at special events when needed to ensure public health and safety, protection of property and traffic mobility, among other issues. The proposed framework will require confirmation of compliance with the *Health Protection and Promotion Act, 1990* from the Medical Officer of Health, verification that all necessary licenses for serving alcohol have been obtained from the AGCO, and confirmation of compliance with the *Building Code Act, 1997* from the Chief Building Official.

Enforcement of this by-law will remain the responsibility of By-law and Regulatory Services. Offences for non-compliance are contained in the by-law for situations such as holding a special event without a permit, providing false information, failing to comply with a condition on a permit, or failing to ensure that all equipment used in the special event is safe, among others. A progressive model of enforcement aimed at gaining compliance through education will be used. When enforcement action is necessary, progressive enforcement tools can be applied, beginning with written warnings and escalating, if necessary, to fines for non-compliance.

Several key changes are proposed to enhance the special events framework and streamline the process for organizers:

- One common process and online portal will be provided to access the specialized staff in Event Central and the Special Events Advisory Team.
- Special event coordination and approvals previously conducted by the Traffic Management Unit in Public Works for events under 500 attendants will be transferred to Event Central and the future role for Traffic Management Unit within the SEAT process will be limited to management of the right-of-way and mobility. This approach makes the best use of the expertise of each team and enables each to focus on their core mandate.
- Highway closures for special events would still require a separate permit, to be administered through the recommended Highway Events By-law, attached as Document 2 and described below. This would work in similar fashion as Fireworks, Open Air Fires, Noise Exemptions and other required permits. Applicants for special events would continue to be guided and supported through Event Central and the supporting materials available on [ottawa.ca](http://ottawa.ca).

The recommended Special Events By-law (Document 1) excludes block parties and demonstrations. Block parties will require a Highway Events permit under the Highway Events By-law (Document 2) but they do not require the additional levels of integrated coordination as larger or more complex events do. Block parties are further discussed in the Highway Events By-law section below.

The recommended Special Events By-law also removes demonstrations from the special event regulatory regime as further described in the A New Approach to Demonstrations section below.

### *Safer Events training for event staff and volunteers*

The first survey on special events, conducted in March 2024, assessed residents' attitudes, perceptions and needs. The issue most important to respondents in this survey was "Protecting staff and participants from harassment" (90 per cent). Other related concerns include "Preventing fighting and other disturbances" (79 per cent) and "Preventing harm due to public intoxication" (71 per cent).

A second survey on Accessible, Safe and Inclusive Events revealed that 41 per cent of respondents either witnessed or personally experienced harassment at special events and 39 per cent reported they had experienced or witnessed discrimination. However, 90 per cent of responses indicated that incidents went unreported, with nearly one-half of contributors expressing concern or doubt about the effectiveness of event staff in managing these incidents.

To address these concerns, Section 13 of the recommended Special Events By-law introduces a new requirement for event staff and volunteers to complete Ottawa Public Health's free online "Safer Events" training prior to working or volunteering at a special event. Staff are recommending this annual requirement for all event staff and volunteers 12 years of age or older, consistent with advice from Ottawa Public Health.

Safer Events is a free online training program that provides information to help reduce risks associated with mental health, violence, and substance use. This training takes an average of 15 minutes to complete and generates a downloadable certificate as proof of completion. In 2024, participants reported significant improvements in preparedness to identify and respond to an overdose (43% pre-training compared to 95% post-training), awareness of local resources for mental health, violence, and substance use health (68% pre-training compared to 94% post-training), and understanding of harm reduction practices (69% pre-training compared to 95% post-training).

Equipping special event staff and volunteers with this knowledge supports earlier and more effective intervention, thereby reducing harm for patrons, risk for event organizers and service demand for emergency services. Staff have designed these regulations to have minimal burden for permit holders. The by-law requires permit holders, staff and volunteers to complete the training, but there are no additional administrative requirements for permit holders to track and report compliance. Compliance will be monitored and assessed through spot checks as by-law officers conduct routine inspections and investigations, with an emphasis on education rather than enforcement.

#### *Improving safety for youth volunteers*

Section 13 of the recommended Special Events By-law also introduces a minimum age requirement for any volunteers assigned to tasks such as tending to traffic barricades or directing parking. To help reduce risks for youth volunteers, including exposure to aggressive behaviour reported by event organizers and City staff, individuals performing these tasks will need to be at least 16 years old with a valid G1 driver's license or equivalent, or 18 years old. While these age limitations are necessary for certain roles, we continue to encourage participation of young volunteers in other event activities where age-related safety concerns are less of a factor.

The Ottawa Carleton District School Board has expressed support for this new requirement. Public consultations also indicated that 46 per cent of respondents supported age restrictions of 18 or older, and a further 20 per cent supported restrictions of 16 or older. While 67 per cent of respondents supported minimum age restrictions for all events and 69 per cent supported minimum age limits for events where alcohol is served, staff identified negative impacts these restrictions could have for youth organizations, community associations that rely on youth volunteers, and young residents seeking volunteer hours as a component of their high school curriculum. Staff also assess that appropriate regulations are in place, through the Alcohol and Gaming Commission of Ontario to enable youth participation in events where alcohol is served.

#### *Codes of Conduct for event participants*

Having a code of conduct for special events is an industry recognized best practice. Codes of conduct have been shown to benefit event organizers and participants alike, helping to ensure that every knows what to expect when they are at an event site and that everyone attending can share this same experience. Effectively implemented codes of conduct have also been shown to “reduce the risk of liability if bad behavior leads to legal proceedings.”<sup>2</sup>

Most of Ottawa's large reoccurring events and festivals already have codes of conduct in place, however the practice has not been universally adopted. The recommended Special Events By-law introduces this as a requirement for all special event organizers, in Section 14 of Document 1. This new regulation would require all event organizers to develop and enforce their own code, ensure staff and volunteers are aware of it, and make sure it is available to patrons before they buy a ticket or enter the site.

While municipal by-laws cover a range of nuisance behaviours, a code of conduct provides event organizers with an additional tool to manage this issue. Codes of conduct can be tailored to the unique needs of each event or community. For example, it may provide for conditions like "Please do not heckle during performances." or "Hateful comments will not be tolerated." This nuanced approach is recommended over a municipally prescribed code of conduct to support the unique safety and equity concerns associated with each event. The sole limitation is that no code of conduct can conflict with existing laws or by-laws.

The recommended code of conduct is intended to work in tandem with the recommended Safer Event training (noted above) to help address concerns expressed by residents during consultations, including harassment and discrimination, sexual harassment and sexual violence, public intoxication and overdose prevention as well as public confidence in how event staff react to address these incidents when they occur. Detailed consultation results are set out in the What We Learned summary previously published on Engage Ottawa. ([https://engage.ottawa.ca/review-of-special-event-by-laws/news\\_feed/final-survey-our-analysis](https://engage.ottawa.ca/review-of-special-event-by-laws/news_feed/final-survey-our-analysis))

To facilitate the Implementation of codes of conduct event organizers will be supported through the event guide and online resources, including template codes that can be easily adopted. The recommend regulation has been designed to minimize administrative burden by eliminating mandatory code of conduct review and approval for permit issuance. There is no requirement for organizers to submit their code for review or approval as a condition of issuance for their permit. However, Ottawa Police Service or By-law and Regulatory Services have the authority to ask for a copy of the code as part of an investigation into any incidents that have occurred.

#### *Cost recovery for unpermitted events*

Section 22 of the recommended Special Event By-law (Document 1) would provide a mechanism for the City to recover costs for municipal services from individuals or organizations that conduct special events without the required permit, or that violate the conditions of an existing permit. This provision is modelled after cost recovery

provisions included in nuisance party by-laws in other Ontario jurisdictions, such as Guelph, Hamilton and Kingston. Under this model, the persons responsible for hosting a special event without a permit, or in violation of the conditions of their permit, could be billed for the costs of municipal services required to address the violation. Similar cost recovery regulations are also included in the recommended Highway Events By-law described below. This cost recovery mechanism would be applied as needed.

### **A new Highway Events By-law**

Staff recommendations include replacing the existing Special Events on City Streets by-law with a new Highway Events by-law. This new by-law would place responsibility for the permitting, regulating and governing of temporary use of the City's highways for special events, block parties and other activities on the roadway to the General Manager of Public Works or their authorized representative. The recommended by-law further establishes a new notification process relating to demonstrations. If enacted, this by-law would be coordinated and administered by the Traffic Management Unit in Public Works. As described above, staff anticipate that the new regulatory framework which clearly defines the roles and responsibilities in the regulating and coordinating of special events will result in efficiencies that will offset growth pressures and reduce the need for future staffing to manage growth.

The Highway Events By-law defines a highway event as a transient, temporary or short duration activity of a celebratory, commemorative, recreational, fundraising, sporting or similar nature that requires the use or closure of any portion of a highway. This includes activities such as block parties and farmers' markets, and any special events as defined by the new Special Events By-law, attached as Document 1, but excludes traffic safety and active mobility initiatives authorized by the General Manager or other competent authority. It also distinguishes demonstrations from highway events requiring a permit, as described further below.

The recommended by-law would require event organizers to obtain a permit to hold any event on a City highway. Each event requires a separate permit, and obtaining a permit does not guarantee future permits for similar events.

The key sections include:

- Exemptions – which includes activities authorized by other city by-laws or agreements and demonstrations;
- Application requirements – including deadlines that vary based on road type;

- Issuance and modification – including that the General Manager is authorized to issue and impose conditions on permits;
- Provision of City services – including some fee exemptions for charitable or non-profit events;
- Onsite traffic and parking management – including age requirements for staff or volunteers managing barricades;
- Refusal or revocation – including that permits can be modified or revoked for safety, property danger, public interest, or by-law contravention;
- Demonstrations – including that prior notification is requested for planning city services but that notification does not imply City endorsement or a waiver to comply with all applicable laws and by-laws;
- General Requirements – including the need for providing accurate event details;
- General Regulations for Highway Events and Demonstrations – including limitations to minimize impacts on adjacent properties;
- Additional requirements specific to block parties and sidewalk sales;
- Fee schedules for the provision of City services; and
- A Schedule with additional requirements and conditions for mobile and static highway events.

Some of these key features are further highlighted below.

#### *Provision of Traffic Management Services*

The fee schedule for the provision of services by Public Works has been amended to reflect advancements in types of services provided by Traffic Management in supporting special events, and to provide further clarity regarding instances where cost recovery may be required from the event organizer. The revised fees continue to prioritize City support for events benefitting charitable organizations and expand upon additional events leveraging this support, including but not limited to events operating for the purpose of social welfare, Civic improvement, and community enhancement initiatives. The fee schedule provides an avenue for input from City staff on service requirements and includes new categories that can be leveraged by organizers. The new fees have been designed with the intent to minimize changes to overall costs, and to ensure small event organizers can continue to operate without additional cost burdens for these services.

### *Improving safety for youth volunteers*

Inline with the new Special Events By-law, Section 8 of the recommended Highway Events By-law also introduces a requirement for any volunteers tending to traffic barricades or directing parking to be a minimum age of 16 and have a valid G1 driver's license or equivalent, or to be 18 years old.

### *Block parties*

Block parties are highway events that close one segment of a local road or collector road to host a social gathering for the persons residing on that segment of road. These small events can help celebrate the diversity within a community and lead to more supportive and connected neighbourhoods. The recommended by-law provides the regulatory framework required to ensure that block party road closures are undertaken in manner that protect public safety. Block parties that require additional licences or permits beyond a road closure will be transitioned to Event Central to coordinate and will be categorized as street festivals.

### *Sidewalk Sales*

Sidewalk Sales are highway events held by one or more businesses or Business Improvement Area where merchandise is displayed or offered for sale on the sidewalk or other part of the highway. These events can enhance local business visibility and sales by attracting more foot traffic, fostering community engagement, and creating a vibrant, appealing atmosphere for shoppers. Regulations in the recommended by-law include maintaining clear pedestrian pathways, adhering to placement restrictions for tables and barricades, and ensuring businesses only use the space directly in front of their establishment unless they have permission to use additional space. Sidewalk sales that also meet the requirements of a Special Event as defined in the Special Events by-law will be transitioned to Event Central to coordinate.

### **A new approach to demonstrations – Voluntary notification**

As part of the review of the current Special Events on City Streets By-Law, particular attention was directed to the review of the City's role, business processes and internal management of demonstrations. The City's Traffic Management unit's role currently includes the intake of applications for demonstrations proposing to take place on a City highway, engaging the Ottawa Police Service for review and approval, and circulating a permit providing details of the activity to various internal & external partners.

The recommended Highway Events By-law (Document 2) removes demonstrations from the permit regime and establishes a notification system instead which focuses on the distribution of critical demonstration-related information pertinent to the safe and

effective management of the event. This will remove requirement from the current by-law for demonstrators to obtain a special event permit and insurance before exercising their right to peacefully protest or hold a demonstration. The purpose of this framework is to provide a mechanism for individuals to inform the city of a demonstration that will occur on City property.

Public consultations revealed that 94 per cent of survey respondents think it is reasonable that the City asks demonstration organizers to notify the municipality of an intended gathering.

The recommendation for a voluntary notification approach for demonstrations contained in the new Highway Events By-law (Document 2) requires a specific definition for demonstrations that sets them apart from special events and highway events that would require a permit. This approach reflects that demonstrations that are peaceful are inherently recognized under the right to freedom of expression and freedom of peaceful assembly as established in the *Charter of Rights and Freedoms*. As such, demonstrations would now leverage City support via a voluntary notification system that encourages the event organizer to provide information to the City to achieve improved event success. While the Ottawa Police Service would continue to serve as the primary responder and enforcement agency to preserve the peace and maintain public safety, the City of Ottawa is adopting the role of a primary coordination body on information management and will collaborate with various departments to manage specific activities and mitigate impacts as appropriate.

It is also noted that the new Highway Events By-law contains regulations for highway event participants, which would also apply to demonstrations. These regulations would be enforceable, and balance the right to demonstrate with the need to ensure public health and safety, protect City assets, and preserve mobility as follows:

- Banners and signs must not pose a hazard to traffic or people and must comply with city by-laws.
- No standing or proceeding in a way that obstructs the highway; must follow permit specifications or directions from the General Manager of Public Works or police officers.
- No obstructing pedestrians not participating in the event, ingress or egress to adjacent properties, or operations of businesses or entities on adjacent properties.

- No going over, under or through barriers installed by police or moving barriers without authorization.
- Must pick up any refuse generated during the event.
- No obstructing emergency vehicles or access for buses at bus stops.
- Must comply with all applicable by-laws, provincial and federal statutes, and regulations.

Traffic Management undertook consultations with relevant enforcement agencies, including the Ottawa Police Service (Special Events Advisory Team members and senior executive), Ontario Provincial Police, RCMP, Global Affairs Canada and City of Ottawa By-law and Regulatory Services. Staff sought to identify any concerns or gaps with the new voluntary notification process and discuss reasonable limits currently leveraged by these agencies. Overall, enforcement agencies expressed a desire for earlier notification of possible demonstration activities and for clarity concerning by-laws that policing agencies can apply to manage demonstration activity. All agencies were supportive of the new framework, and the associated push for collaboration with demonstration organizers in sharing information with the municipality to provide for enhanced coordination.

#### *Municipal scan*

A municipal scan of 11 Canadian municipalities was conducted as part of this review. The objective was to identify demonstration processing frameworks leveraged by other municipalities and ascertain if permits were issued when demonstration activities requested the use of City roadways or sidewalks. Additionally, the scan sought to identify the intake processes used by municipalities when organizers contact them, as well as the information available on municipal websites to guide demonstration and march organizers. The findings showed that municipal permits for the use of roadways or sidewalks is not a commonly adopted framework, and that most municipalities point organizers directly to their respective policing service for further coordination. However, a few municipalities engaged in an augmented role and provided an intake form for demonstration organizers on their municipal websites, similar to the voluntary notification system recommended by staff.

#### *Early implementation of notification system*

This new notification system for demonstrations is not only consistent with the approaches used in other municipalities, but also ensures Ottawa remains at the forefront of the coordination of communications and reliable information sharing. Staff

also recommend transitioning to the notification approach and process in 2025 in order to begin providing additional encouragement and support to demonstration organizers when engaging with the City, and to provide preemptive opportunities to connect with participants on requirements and guidelines for safe and peaceful demonstrations.

Staff would as such proceed with the notification process, as soon as practicable, following the approval of this report and will ensure that all demonstration organizers notifying the City will be advised of the following:

- Obligations to comply with all applicable laws
- Checklist of possible applicable permits/licenses
- Where to find information pertaining to “what to know before you go”
- Encouragement to follow-up with the Ottawa Police Service to finalize safety parameters for the demonstration.

Implementing the notification system in 2025 will assist in identifying refinements in the intake process and in receiving critical feedback from organizers and the Ottawa Police Service that will allow for a seamless transition in 2026.

#### *Strategic information sharing*

Efficiencies and predicted benefits of the new voluntary notification system for demonstrations are as follows:

- Provide clarity to the City’s role, jurisdiction and municipal tools available to respond to demonstrations, including the role of applicable City departments and units;
- Establish common terminology and guiding principles to ensure consistency in the coordination of appropriate responses to demonstration events between City departments and external partners
- Balance the City’s legal obligation to uphold Charter-protected rights and freedoms, alongside the City’s commitment to upholding a safe environment for residents and mitigating transportation related issues.

City staff are also highlighting the renewed importance of other pre-existing municipal by-laws to address impacts of demonstrations on the public and ensuring these are frequently referenced as part of the foundation for demonstration management under the new system.

### *Vehicular-based demonstrations*

Legal Services has performed a thorough review of enforcement components to provide guidance and clarity on legislation that is applicable in the mitigation and management of impacts. The resulting analysis confirmed that existing federal laws, provincial statutes and municipal by-laws are adequate in managing these types of events and are the appropriate mechanism for enforcement.

The new Highway Event By-Law has been reviewed and is deemed as not an appropriate mechanism for further governance related to vehicle-based demonstrations, as this new language could result in Charter challenges, and due to the proposed broad nature, could inadvertently hinder other events with vehicles, such as parades. Vehicle-based events attempting to partake in an event must still adhere to all municipal By-laws (Traffic and Parking, Use and Care of Roads, Noise), the Criminal Code, the Highway Traffic Act, and other applicable laws.

### *Lessons learned from the 2022 Freedom Convoy*

Staff have considered the recommendations of the Rouleau Commission Report of the Public Inquiry into the 2022 Public Order Emergency as well as the City of Ottawa Auditor General's reports concerning the Audit of the City of Ottawa's Response to the Convoy Protest and Audit of the Ottawa Police Service's Response to the Convoy Protest – Collaboration with the City of Ottawa. Staff have worked in collaboration with the Ottawa Police Service and have consulted with the Royal Canadian Mounted Police, Ontario Provincial Police and Parliamentary Protective Service to inform the development of the recommended approach.

The voluntary notification process is anticipated to result in better collaboration and information sharing between the City, protest organizers and the public. Traffic Management will act as the coordinating body for notifications, and as a member of the Integrated Event Command Table will always be informed of developments. This was a recommendation in two of the Auditor General's reports.<sup>3 4</sup> The recommended notification system is also anticipated to expedite communication of demonstration details to departments and services, providing earlier opportunity to engage Duty Officers and activate necessary plans and protocols. This will address, in part, recommendations concerning collaboration between Ottawa Police and the City, engagement with the Office of Emergency Management, and communication to residents.<sup>5</sup>

### **Delegated authority for weekday road closures**

When Council approved the Special Events on City Streets By-law (No. 2001-260) in 2001, Council also approved criteria for the approval of demonstrations, sidewalk sales, parades and sports events, other events requiring road closures, donation stations and residential block parties, as outlined in Annexes “A” to “F” of Council report ASC2001-TUP-TRF-0015. These documents included conditions that prevent events from being permitted on a street during weekday peak hours without Council approval. In 2024 there were 21 such events on Council’s legislative agenda. Of these, 15 required Council to address the closures in question through suspensions of the Rules of Procedure. In all 21 cases, the road closures were approved.

During the current review of special event by-laws, staff have identified an opportunity to improve the criteria pertaining to weekday road closures by using delegated authority to streamline approval processes. Given that these revised standards can be implemented immediately and will bring immediate benefit in the form of reduced administrative burden for Council, staff and the public, staff recommend repealing the following criteria:

- **Schedule B – Parades and Sporting Events, Condition 6:** An event will not be permitted on a City street during weekday peak traffic hours (7:00 am to 9:00 am and 3:30 pm to 5:30 pm). Statutory holidays are excepted.
- **Schedule C – Sidewalk Sales, Condition 12:** If the use of the curb lanes in addition to the sidewalks is also required for the sidewalk sale, the roadway must be kept clear of all infrastructure during weekday peak traffic hours (7:00 am to 9:00 am and 3:30 pm to 5:30 pm). Statutory holidays are excepted.
- **Schedule D - Other Events, Condition 7:** An event will not be permitted on a City street from Monday to Friday (statutory holidays excepted) between 7:00 am and 6:00 pm.

Staff recommend replacing these criteria with the new standard proposed in the recommended Highway Events By-law (Document 2) which delegates the authority for road closures in relation to a highway event to the General Manager of Public Works (or their authorized representative). The new Highway Events By-law also specifically highlights the following condition as it pertains to an arterial road, or a major collector road as follows:

**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 (of Public Works) and the consent of the Councillor or Councillors of the ward or wards where the closure is requested.**

Staff recommend that this standard be applied by the General Manager of Public Works immediately and continue until the recommended Highway Event By-law comes into force on January 2, 2026.

**Supporting by-law amendments**

In addition to the recommended Special Events By-law (Document 1) and Highway Events By-law (Document 2), staff are recommending amendments to various by-laws to align with the new regulations (Documents 3 and 4) and to address the additional issues identified below.

*Flexibility for weather delays and unforeseen events*

The challenges and economic impacts of managing delays to special events caused by weather or unforeseen issues were raised by event organizers as a topic of discussion during consultations. This led staff to consider the issue of noise exemptions for outdoor events and if it might be appropriate to offer some flexibility in the event of delays caused by extreme weather, power failures or technical difficulties, or transportation delays for artists and athletes.

Currently, noise exemptions are allowed until 11 pm from Sunday to Thursday and 1 am on Fridays and Saturdays (and on Sundays if the following Monday is a Statutory Holiday), provided some conditions are met and the affected Ward councillor concurs with the exemption. Event organizers have asked for additional flexibility when outdoor events are impacted by unforeseen delays, citing the economic impacts these can have for organizers and the diminished experience for spectators.

While public consultations did not support extending weekday noise exemptions until midnight on a regular basis, with 55 per cent of survey respondents opposed and 39 per cent in favour, consultations with members of Council indicated willingness to provide some flexibility for unforeseen events. The recommended by-law amendment, attached as Document 4, would allow event organizers to extend their event until midnight if the event is impacted by unavoidable delays beyond the permit holder's control, with notification to By-law and Regulatory Services and with the prior written consent of the Ward Councillor(s) where the event is taking place.

When Councillors receive the application for approval, they will have the opportunity to approve an extension until midnight. If this becomes necessary, the permit holder must immediately notify By-law and Regulatory Services. Following the special event, they

may be required to provide proof that the unforeseen incident occurred and could face enforcement action for false claims or failure to provide documentation.

#### *More opportunities for food trucks and mobile vendors*

Report recommendation three would create new possibilities for licensed food trucks and other licensed mobile vendors to participate in block parties, street festivals, night markets and other types of highway events, by enacting amendments to the Licensing By-law (No. 2002-189), Vendors on Highways By-law (No. 2005-358), and the Designated Spaces By-law (No. 2007-478) to update standards for various classes of food trucks, mobile refreshment vehicles and itinerant sellers and to create exemptions for vendors participating in permitted highway events or block parties.

The recommended amendments will make it easier to include food trucks and other mobile vendors in community events occurring on the highway across the city. Under the recommended changes, one licensed food truck or mobile vendor would be able to participate in a block party without requiring additional permits or approvals. Multiple food trucks or mobile vendors would be able to participate in other highway events without requiring additional permits or approvals. When participating in a permitted highway event, these vendors will also be able to operate past 11 pm if the event operates past 11 pm. Public consultations supported these measures, with 85 per cent of respondents “somewhat” or “strongly” agreeing with allowing food trucks at block parties and 70 per cent supporting restrictions on the number of vendors. Allowing vendors to operate past 11 pm when participating in a highway event was supported by 80 per cent of respondents.

The recommended amendments will make it easier to include food trucks and other mobile vendors in community events occurring on the highway across the city. Public consultations indicated that having more events in rural and suburban communities is important. When asked if they agreed with the statement “I have opportunities to participate in special events in my neighbourhood” only 16 per cent of respondents “Definitely agreed”. Staff also received written comments from residents looking for more events outside of the urban core.

#### *More opportunities for bars and restaurants*

The City of Ottawa currently requires events where “the principal activities include listening and dancing to music” and “where any part of the event takes place between the hours of 0300 and 0900” to obtain an All-Night Dance Event license. This license category was enacted in 2002 to address underground dance events commonly

referred to as “raves”. It was never intended to regulate bars and restaurants operating under provincial license.

However, since the All-Night Dance Event License was enacted, the Ontario government has enacted the *Liquor Licence and Control Act, 2019*, *Alcohol and Gaming Commission of Ontario Act, 2019*, and Ontario Regulation 747/21. Under these regulations, licensed establishments may serve until 3 am on New Years Day and have an addition 45 minutes to complete service. The Alcohol and Gaming Commission of Ontario (AGCO) may also issue periodic extensions to hours of operation for licensed establishments and Special Occasion Permits for unlicensed venues celebrating events of municipal, provincial or national significance. Each of these avenues allow businesses or special events to operate until a time determined by the AGCO Registrar.

This creates duplicate requirements for inspections and approvals that make it harder, and more expensive, for entrepreneurs to benefit from extended hours during significant celebrations. To resolve this issue, recommendation five would create an exemption within the All-Night Dance Event License regulations (By-law 2002-189, Schedule 9) whereby a venue operating under an AGCO license or permit would not require an All-Night Dance Event License from the City.

Staff anticipate that this amendment will have no negative impacts for public health and safety or nuisance abatement, as the City is involved in the AGCO approval processes and is aware of when and where these events occur. This proposed recommendation is supportive of Council’s Nightlife Economic Action Plan and was supported by public consultation (60 per cent in favour, 17 per cent undecided, 23 per cent opposed).

### **Regulating solid waste collection from special events**

Council Motion 72/4<sup>6</sup> directed staff to include recycling and organic waste collection in the scope of this review. In keeping with the broader direction of this motion, staff also engaged with special event organizers to determine what resources may be available to support special events with waste collection and to raise awareness, educate and encourage the adoption of waste management best practices throughout the special events community. Staff’s consideration of this issue included the full cycle of waste generation, collection and disposal, as well as the unique roles of vendors, consumers, waste collectors, sorters and processors.

Consultations on this issue also identified a challenge for community associations that host events in City parks. For many, the recent practice has been to cart this waste

home and dispose of it with household garbage, rather than to pay for contracted removal services. Staff identified that:

- This practice contravenes Section 17(5) of the Solid Waste Services By-law (No. 2024 – 453), which prohibits setting out waste that was not generated on the property.
- The new three-bag limit on household waste has made this practice impractical unless residents are willing to purchase Yellow Bags.

As a result of this input, staff added consideration of waste disposal for smaller events to the scope of this review and sought to identify opportunities to resolve the issues raised by the community associations, as further described below.

#### *Provincial regulation of special event waste*

Waste from special events is regulated provincially under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, and supporting regulations such as O. Reg. 103/94: *Industrial, Commercial and Institutional Source Separation Programs*. These regulations are distinct from residential waste, which is municipally regulated and managed.

A 2021 report from the Office of the Auditor General of Ontario<sup>7</sup> indicates that 60 per cent of solid waste comes from the Industrial, Commercial and Institutional (IC&I) sector and that the sector only diverts 15 percent of its waste, compared to 50 percent diversion for residential waste (p. 2) and further notes that:

“waste management service providers, such as waste collectors, transfer stations and sorting facilities, are not required to divert the IC&I waste they handle. We found that waste management service providers frequently send collected IC&I source-separated recyclables and organic wastes, intended for diversion, to landfill instead. We found three key interrelated reasons why this occurs:

- collected IC&I source-separated materials are too heavily contaminated to be feasibly diverted;
- the cost of diverting collected IC&I materials is significantly higher—up to six times higher—than the cost of landfilling them; and

- a lack of end markets, such as processors or manufacturers interested in buying the materials, prevents waste management companies from diverting IC&I waste.” (p.3)

The Auditor General’s report further highlights a lack of data, monitoring and enforcement, providing 17 recommendations to address gaps in transparency and accountability within the provincial framework. As a result, staff conclude that it is additional regulations concerning solid waste collection and sorting at special events are unlikely to yield significant benefits. The added costs of administering and complying with additional local regulation is not likely to translate into significant reductions in waste.

#### *Alternative approaches to reducing waste*

Since the City cannot regulate what happens to Industrial, Commercial and Institutional waste, staff considered if it would be feasible to regulate the materials brought on to an event site as a means of reducing waste, including a possible ban on single service plastics or plastic novelty items. However, the challenges of managing contaminated compost and a general lack of capacity for anaerobic composting within the local commercial waste disposal industry would significantly limit the effectiveness of such prohibitions at this time.

Similarly, staff considered a ban on non-recyclable or non-compostable novelty items but found it difficult to regulate and impractical to enforce. Such a ban would need to address jurisdictional limitations, economic impacts and potential effects on freedom of expression. Should such a ban be considered, a separate by-law review would be required.

However, consultations with Solid Waste Services and event organizers have identified the following programs with potential to improve waste management and diversion for special events:

- Volunteer purchase and use of the City’s Yellow Bags by community associations and small event organizers could provide an opportunity for these groups to legitimately use the municipal residential waste system while providing cost recovery. This approach would still require event organizers to remove all waste from the site and dispose of with household garbage, but this approach is a pragmatic compromise that does not require the groups to arrange commercial services.

- The Reuse Ottawa program offers reusable food service items to multiple businesses and institutions in the City. While this concept has not been tested in a large special event scenario, consultations identified community partners willing to develop and test a program. These contacts have been referred to Solid Waste Services as the City's lead in this program. Staff anticipate that this program could begin in 2026 or 2027.

### **Public Access Automated External Defibrillators**

Consultations with the Ottawa Paramedic Service and Ottawa Public Health highlighted the life saving benefits of having rapid access to automated external defibrillator, citing specific examples of when they have been used during special events in Ottawa. Section 6, paragraph (a) of the recommended Special Events By-law (Document 1) provides authority for the Ottawa Paramedic Service to require event organizers to have this equipment on hand.

Staff explored various options to limit costs associated with providing defibrillators, including providing a publicly accessible map of known public access defibrillators, as is done by the Alberta Health Services, or providing specific locations for the nearest defibrillators as part of the permit approval process. Ottawa Paramedic Service considers both of these as high-risk options, given that defibrillators can be moved or taken out of service without the Paramedic Service's knowledge. As a result of this input staff focused on ways to minimize the cost or complexity of having defibrillators on site.

The Ottawa Paramedic Service has a supply of defibrillators available for rent. The current cost is approximately \$70 for a three-week period. Ottawa Paramedic Service has indicated that they have sufficient supply to meet the needs for special events and have expressed willingness to explore the creation of a deposit-based system, whereby organizers can have their fee refunded if the defibrillators are returned on time and in working order. Event Central will work with the Ottawa Paramedic Service to further explore the implementation of such a program.

### **Community partnerships and capacity building**

The implementation of the recommendations in this report would be supported by updates to ottawa.ca, the Event Central Portal, the Event Guides and other educational materials, together with a new notification intake process for demonstrations and related guidance material, as further discussed in the Public Information and Education Section. All materials will be available in accessible formats in both official languages, consistent with Council's policies.

Staff have also consulted with the Ottawa Public Library and the Ottawa Festival Network on the possible development of capacity-building workshops for community and cultural organizations looking to develop and host special events. Notionally, these workshops would provide the opportunity for knowledge sharing between community organizers and event professionals with the aim of building understanding of what it takes to host a successful event in compliance with City by-laws and for staff to better understand the needs of each community. This may help to facilitate more community events of greater variety.

Event Central will undertake further development of this initiative during the implementation period to support the rollout of the new regulations in January 2026.

Consultations with the Ottawa Carleton District School Board also indicated a willingness to connect community groups with student volunteers from nearby schools. Event Central will work with this school board to further develop this proposal and invite the participation of the other three school boards as part of the implementation of the new regulations, if adopted by Council.

#### **Identified issues not resolved by this by-law review**

The following issues are items of interest identified by Councillors or event organizers that could not be addressed through this regulatory review.

##### *Provision of barricades*

Some Councillors and community organizations expressed a desire for more options to borrow barricades from the City for their community events, expressing that it is challenging to pick them up at a single location in the City's core.

The City's barricade inventory loan program is designed to support community events at no cost. When event organizers receive a Highway Event Permit from Traffic Management, they may use that permit to borrow barricades from Roads Services. If any loaned items are damaged, the program invoices the responsible party for reimbursement. The City currently does not have a mechanism for barricade delivery, and only performs this service under special circumstances as determined feasible by Public Works staff.

The availability of barricades is determined by various factors, including the operational demands of large events, other material requests, and the need to maintain enough inventory for emergency response. Certain materials, such as wood barricades, are prioritized for emergencies, including motor vehicle accidents, first responder needs,

and temporary lane closures. In these situations, staff ensure that adequate resources, including wooden barricades, are available and deployed as needed.

For barricades to be available at other City yards, at least one additional FTE would be required to effectively manage the program at those locations. The storage requirements are significant and are not currently available at other City yards. Additionally, there is the ongoing challenge of how to effectively coordinate resources across the City if they are not managed at a centralized location.

Staff further note that it is uncommon for municipalities to provide traffic barricades for special events, either charging for this service or requiring event organizers to procure these from third-party vendors.

#### *Fee exemptions for Community Groups and Not-For-Profits*

Several community organizations expressed a desire for exemptions for fees charged for City services, noting that their events are open to the public and provide public benefit. Staff recognize the value of community-based special events programming but note that the costs for services are the responsibility of each department. Creating new exemptions for fees under different departments was not within the scope of this regulatory review. It remains the responsibility of each department to apply the City's Council-approved User Fees and Charges Policy when developing user fees (rates) for services and considering how potential exemptions may affect cost recovery.

#### *Communication of anticipated community impacts*

Public consultations identified the need for improved communications around events and demonstrations, so that residents are more aware of what is occurring and when and are empowered to make informed decisions about how to mitigate or avoid impacts on their daily lives. Although some of the recommended changes to the regulatory framework and corresponding processes will improve communications, Traffic Management staff will continue to explore additional efficiencies and communication tools to aid with public communications. This issue has also been referred to Public Information and Media Relations for their consideration.

### **Implementation Plan**

If approved, staff propose a phased approach to implementation of this report's recommendations. Some recommendations can be implemented immediately where it is feasible with other recommendations being delayed until the implementation of both by-laws, recommended for 02 January 2026.

### *Immediate Actions*

To support community special events without delay, staff will prioritize three key actions:

1. **Streamlining Road Closures:** Before the new Special Events and Highway Events By-laws are enacted, staff propose that authority for weekday local road closures be delegated to designated staff and impacted Ward Councillors. This will expedite the approval process for smaller events in advance of the busy 2025 summer event season.
2. **Reducing barriers for late night businesses and events:** Following Council approval, an amending by-law will be enacted immediately to exempt establishments and events already operating under an AGCO license/permit from the requirements of the all-night dance event license. This removes unnecessary red tape for businesses that were never intended to be subject to these regulations, making it easier for them to host events and contribute to Ottawa's nightlife.
3. **Implementation of the New Voluntary Notification Process for Demonstrations:** Following Council approval and as soon as practicable in 2025, staff from the Public Works department will implement the Notification Process for demonstrations. This will align the City's procedure with other jurisdictions in Ontario and enable the socialization of the new process with the impacted partners and community. Implementing the process in 2025 will enable the promotion of the new notification process, enhancement of the associated public information and education materials and refinements in the application and circulation procedures. This will also allow staff to receive and respond to any questions from prospective demonstration organizers on the new notification system and how they can use it.

Subject to the approval of this report, staff will focus on preparing for the implementation of the new by-laws in January 2026. This will involve:

1. **Updating the Special Events Guide:** The guide will be comprehensively revised to reflect the new by-law requirements, providing clear and concise information for event organizers.
2. **Developing Resources and Support Materials:** To ensure a smooth transition, staff will create a suite of resources, including online tools and information packages, to assist both special event and demonstration organizers in

understanding the enhanced and more efficient processes and applying the new regulations.

3. **Community Workshops:** Event Central will explore the development of workshops to provide hands-on guidance to small and medium-sized event organizers on navigating the special event application process and meeting the necessary requirements. Partnership opportunities with the Ottawa Festival Network and Ottawa Public Library will be explored through this initiative.

#### *Post January 2026*

Effective January 2, 2026, pending Council approval, the new regulatory framework will be implemented, including:

1. A new **Special Events By-law**, replacing By-laws 2002-260 and 2013-232 (Document 1).
2. A new **Highway Events By-law** (Document 2).
3. Amendments to the **Licensing By-law** to align with the Special Events By-law (Document 3) and to address licensed vendors at special events and block parties (Document 5).
4. Amendments to the **Noise By-law** regarding noise exemption permits for special events (Document 4) and weekday noise exemptions for weather-delayed events (Document 6).

#### *Long-Term Considerations*

Recognizing the environmental impact of special events and the importance of community involvement, staff have identified some areas of improvement relating to waste management practices. These long-term considerations will be considered by staff in Solid Waste Services progressively as resources and infrastructure become available.

1. **Reuse Ottawa Pilot:** As previously described, staff have explored utilization of the Circular Innovation Council's Reuse Ottawa project with event organizers. This program would provide access to reusable food service items, reducing waste. The Solid Waste Services team will assess the feasibility of this initiative.
2. **Waste Minimisation and Diversion at Special Events (Solid Waste Master Plan action).** This action will develop a plan to phase in additional reduction, reuse and recycling waste management requirements at small and large special events in the city.

3. **Waste Diversion in Parks and Public Spaces Strategy (Solid Waste Master Plan action)** – This strategy to strategy will make recommendations on waste receptable types as well as levels of waste collection services in City parks based on park classification, usage and amenities.
4. **Single-Use Plastics Ban:** As previously described, this will involve researching alternatives and assessing their impact on event organizers and vendors. However, the City of Ottawa currently lacks the composting infrastructure to process compostable alternatives and lacks the jurisdiction to require this from commercial enterprises. Future consideration for reducing single-use plastics at special events will occur through planning of the Solid Waste Master Plan action “Waste Minimisation and Diversion at Special Events”.

### **Budget and resource implications**

Staff anticipate that the efficiencies introduced by the recommended by-laws and the streamlined permit processes outlined in this report will lead to operational efficiencies for Public Works, helping to offset staffing pressures due to growth. Currently, Event Central has the capacity to manage these demands but will continue to monitor and address through the budget process as event numbers grow.

While costs for other City services, such as paid-duty policing, traffic management and transit services have been considered in staff’s policy recommendations, these services remain under the purview of their respective departments. Reviewing cost recovery for these services was not within the scope of this regulatory review. In line with the Council-approved User Fee Policy, these fees are reviewed annually as part of the budget process.

Similarly, staff have considered external costs imposed on event organizers for security, insurance and compliance with regulatory requirements. A report made by Festivals and Major Events Canada (FAME) to the House of Commons in August 2024 indicated that overall costs for hosting major events has increased between 30 to 40 per cent, on average since 2019.<sup>8</sup> This report further highlighted 13 nationally significant festivals that have been scaled-back, suspended or cancelled as a result of cost and funding issues. Concern over rising costs was universal among participants in local industry consultations.

To help address these concerns, staff have been mindful to connect proposed regulations to specific issues of municipal concern, avoiding unnecessary regulations wherever possible.

Further to this point, staff's recommendations do not support imposing additional fees for special event permit applications. Consultations with special event organizers have noted the increased costs incurred for security, insurance, regulatory compliance and general inflation have strained the financial sustainability of the sector. Staff also note that permit fees would be likely to disproportionately impact low-income residents and various equity-seeking groups by raising ticket prices or impacting the financial viability of free community events.

### **Public Information and Education**

Subject to the enactment of the proposed by-laws, and prior to their in-force date, a comprehensive communication plan would be implemented to ensure a smooth transition for all partners and affected parties. This plan would focus on education and awareness, ensuring that event organizers, residents, and other stakeholders are well-informed about the by-law's requirements and implementation timeline. Key components of this plan include:

- **Community engagement:** Direct engagement with key partners and affected groups, including business associations, tourism organizations, community groups, and event organizers, to provide detailed information and address specific concerns.
- **Public awareness campaign:** A city-wide public awareness campaign utilizing various channels, such as social media, Ottawa.ca, and community newsletters, to inform residents about the by-law and its implications.
- **Educational resources:** Development of clear and accessible educational resources, including FAQs, fact sheets, and online guides, to assist event organizers in understanding and complying with the new regulations.
- **Training and support:** Offering training sessions and workshops for event organizers to navigate the new by-law and permitting system effectively.

This proactive communication strategy will ensure that all partners and affected parties are well-prepared for the implementation of the new Special Events and Highway Events By-laws, promoting a successful and inclusive environment for special events in Ottawa.

#### *Updates to Special Events Portal*

The Event Central application portal will be updated to make the special events permit application process more user-friendly. The updated portal will provide a single interface for all special event permits, making it easier for users to find the information they need

and simplifying the steps involved to reduce the administrative burden on event organizers. The updated Event Central portal is expected to be launched in January 2026.

#### *Enhanced Demonstration Application Portal*

Public Works staff will work with Information Technology Services to develop a demonstration notification system intake portal. This portal will provide a centralized system for demonstration organizers to notify the City of planned demonstrations. The demonstration notification portal will also allow staff to share information with other City departments as required to provide needed support. In advance of this work with Information Technology Services being completed, staff will undertake minor modifications to the current demonstration application procedures.

#### *Updates to Event Guides*

To ensure a smooth transition and effective implementation of the revised regulatory framework, staff will be updating and improving the events guide. These updates will focus on providing clear and comprehensive guidance to event organizers. Key improvements include:

- **Regulatory updates:** The updated guides will align with the new Special Events By-law and all supporting regulations, including the new Highway Events By-law.
- **Revised timelines:** Clear and concise timelines for special event permit applications will be outlined, ensuring organizers are aware of deadlines and can plan accordingly.
- **Code of Conduct samples:** To simplify the process for event organizers, the guides will include template and samples of Codes of Conduct that can be easily adapted to suit the unique needs of various events.
- **Safer Events Training Guidance:** Detailed guidance on completing Safer Events Training will be included, promoting responsible event planning and harm reduction strategies

#### *Monitoring and Evaluation*

Should Council approve this report and recommendations, Emergency and Protective Services and Public Works will implement monitoring systems and gather feedback from permit applicants to assess the effectiveness of the new regime. This will help identify any challenges or opportunities for updates to educational materials, internal

processes, or future by-law revisions, with reporting to Council through their respective committees as needed.

## **Conclusion**

The recommended regulatory regime for special events and demonstrations, as outlined in this report and recommended for enactment through Documents 1 to 7, aligns with Council's long-term goals and four strategic priorities. Staff anticipate that this new regime will foster a greater variety of special events across more communities in the city, while delivering efficiencies to better manage growth-related demand for services.

Additionally, the new voluntary notification process for demonstrations is expected to enhance public safety and mobility outcomes by promoting collaboration with protest organizers and facilitating rapid information sharing among City departments and service partners.

The Special Events Advisory Team, Event Central and Traffic Services have been longstanding leaders in this space, and this new regime further enhances our ongoing evolution to better serve the community and event organizers. Staff assess that an implementation date of January 2, 2026, will allow sufficient time to develop and implement the required processes and supports for the new regime, providing optimal timing for the festival and event sector, immediately following the planned New Year's Eve celebrations. This comprehensive review ensures that organizers and participants can continue to enjoy a vibrant and well-managed event scene in the nation's capital.

## **FINANCIAL IMPLICATIONS**

There are no financial implications related to this report, as the process changes outlined in the report will be completed within existing budgets.

## **LEGAL IMPLICATIONS**

There are no legal impediments to approving the recommendations in this report.

## **COMMENTS BY THE WARD COUNCILLOR(S)**

This report is city-wide. All Councillors were invited to consult on the recommendations contained in this report in December 2024 and offered briefings on the final report and recommendations in February and March 2025.

## ADVISORY COMMITTEE(S) COMMENTS

Staff consulted the Accessibility Advisory Committee at their meeting of 21 May 2024. One delegation spoke to the committee concerning issues of seating, specifically accessible platform seating which is often far from performance area, and overall venue accessibility for people with mobility devices. Members provided feedback on the financial cost of accompanying support persons, lack of parking or accessible drop-off areas at events, and seating that is not always accessible, especially for larger mobility devices. Members suggested that trained accessibility coordinators be hired by event venues and be available on-site at the event. Input from the committee has been shared with the Ottawa Festival Network and is being used by staff to develop additional procedures to secure and protect zones for accessible transportation and embarking/disembarking passengers and providing site access.

## CONSULTATION

To ensure the Special Events By-law review effectively supports festival and event organizers, staff undertook significant public consultation through Engage Ottawa, online promotion, and in-person consultations.

This multifaceted approach included:

- **Direct Consultations:** Staff engaged a wide range of community partners, including Ottawa Tourism, the Ottawa Festival Network, event organizers, advocacy groups, community associations, Business Improvement Associations, and the public.
- **Public Surveys:** Staff conducted seven online surveys to gather feedback on various aspects of special events, including public satisfaction, safety, inclusivity, environmental concerns, street events, and demonstrations.
- **Promotion:** Staff utilized various communication channels, including social media campaigns (Facebook and Twitter) and newsletters (Councillor newsletters and community associations), to inform and engage the public. The Engage Ottawa page featured a "Stay Tuned" option to encourage registration for updates which staff utilized to further promote surveys.

The public consultation process involved multiple phases:

- **Initial Partner Consultations:** January to March 2024.

- **Public Consultations:** March to December 2024, including surveys on Engage Ottawa.
- **Final Public and Partner Consultation:** December 2024 to January 2025.

*Survey Summaries:*

- **Survey 1:** Focused on general satisfaction with current regulations and provided a pulse check on how residents feel about special events and demonstrations in Ottawa.
- **Survey 2:** Addressed accessibility, safety and inclusivity of special events.
- **Survey 3:** Explored environmental issues and waste reduction at special events.
- **Survey 4:** Evaluated events on city streets, including traffic impacts and public behavior.
- **Survey 5:** Concentrated on demonstrations and public expression.
- **Survey 6:** Survey on the impact of special events on Ottawa's business community
- **Survey 7:** Provided policy options under consideration for public input.

*Highlights of Results*

Staff reviewed survey results from 1,541 respondents across seven surveys, analyzing for recurring themes as well as suggesting areas of improvement for the City. These surveys allowed for residents to express their opinions on the City's current special event regulations and proposed new policies.

Key findings from the surveys include:

- **Positive Impact:** 92 per cent of respondents believe special events positively contribute to Ottawa's vibrancy and culture.
- **Traffic and Mobility:** Only 29 per cent of respondents experienced traffic disruptions due to events.
- **Environmental Concerns:** High demand for sustainable practices, with 97 per cent supporting mandatory recycling stations at events.
- **Safety and Inclusivity:** 41 per cent of respondents witnessed or experienced harassment, highlighting the need for better reporting mechanisms.

- **Support for Food Trucks:** 97 per cent of respondents support allowing food trucks at block parties and street events.

### *Regulatory Options Workshops*

This review benefited significantly from focused partner workshops. Staff engaged with the Special Events Advisory Team (SEAT), whose expertise in special events permitting informed the by-law review's recommendations. Additionally, an in-person forum with event organizers provided a platform for collaborative discussion on the results of public engagement activities and the proposed regulatory options. These workshops, in addition to the final public survey, ensured diverse perspectives were integrated into this report's recommendations.

### *SEAT workshop*

Attendees strongly supported the role of Event Central (EC) in coordinating special events and emphasized its importance for continued efficient operations. However, concerns were raised about SEAT's resourcing, including limited staff, increasing workloads, and the impact of staff turnover on the team's efficiency and sustainability. To address these challenges, attendees suggested implementing online modules and improving communication tools.

Challenges with event organizers were also highlighted, with incomplete applications, missed deadlines, and last-minute changes creating significant issues for SEAT members. The need for clearer guidelines, standardized processes, and better communication was emphasized, especially for smaller events. Attendees also felt it crucial to prioritize events based on impact and risk, and to extend timelines for complex events to ensure adequate planning. The introduction or increase of fees to cover the costs of managing special events was widely supported.

Regarding demonstrations, there was general support for replacing permits with a notification system, but concerns about liability and public safety were raised. Overall, the workshop highlighted the need for increased resources, clearer processes, and better communication to improve the efficiency and sustainability of special event management in Ottawa.

### *Event organizer workshop*

At the event organizer workshop, feedback was gathered on several key topics. Regarding permitting, most event organizers find the current timelines for permit applications acceptable. A few reported challenges with the current systems including technical problems with the application system and challenges with the complexity of

requirements for certain permits, such as those involving building codes or multiple jurisdictions (e.g., City of Ottawa, AGCO, Parks Canada).

In the area of special event safety, there is general support for measures to enhance safety, including support for developing a code of conduct for special event participants. However, special event organizers also raised concerns about a code of conduct being a requirement, looking for support in developing their code of conduct and guidance on how to use it. Event organizers were also concerned with the potential for increased liability associated with having a code of conduct and any requirement for them to enforce it.

Attendees had mixed opinions on mandatory safety training, especially for volunteers, and raised questions about the responsibility and process for reporting harassment or discrimination on-site at events. Special event organizers were unclear as to what they should do with reports of harassment and discrimination at special events, when incidents do not violate federal or provincial law.

The rising cost of events, particularly those associated with city services like policing and paramedics, is a major concern for special event organizers. The cost of equipment rentals, insurance, and other event-related expenses have also increased, putting pressure on event budgets. These special event organizers expressed a desire for more cost-effective options for city services and clearer justifications for requirements. Special event organizers in attendance expressed support for a mandatory minimum age of 16 years old, with a driver's license for volunteers working certain functions like access control and traffic barricades.

Finally, in the area of waste management, special event organizers are implementing various waste diversion strategies, but challenges remain. These include the high cost of sustainable options, resistance from food vendors to adopt environmentally friendly practices, and attendee cooperation in proper onsite waste sorting and disposal.

### *Indigenous Consultation*

Staff distributed consultation materials with the four host nation councils in the Ottawa area to discuss potential barriers Indigenous groups might face when hosting special events and to ensure the by-law review is inclusive and supportive of the Indigenous community. Indigenous representatives who were consulted expressed a desire for safe and peaceful environments for all special events and indicated general support for the by-law review.

## **ACCESSIBILITY IMPACTS**

In addition to the previously noted consultation with the Accessibility Advisory Committee, detailed in the Advisory Committee Comments section, staff consulted with the Ottawa Disability Coalition, the Council on Aging of Ottawa and representatives from the blind and low vision community, to help create a fulsome understanding of how new regulations on special events may impact persons with disabilities.

Feedback from the Accessibility Advisory Committee also informed the decision to erect and enforce signage that will prohibit any vehicles, other than Para Transpo, from utilizing certain designated pickup and drop-off zones at special events. Staff recognize that areas like this being used by individuals without limited mobility makes special events less accessible for those who require specialized transportation and are working to mitigate these occurrences.

Consultation feedback centered around the varied accessibility-related needs at events and festivals, as well as how demonstrations and subsequent unexpected road closures can impede access to transit and vital services for people with disabilities. Residents also shared experiences with harassment and social isolation during the Freedom Convoy. The Accessibility Office also received feedback during this event in 2022 about excessive noise and its impact on persons with disabilities, especially those with sight loss living in the downtown core, as the noise impacts their ability to listen for other directional cues in their environment, including Accessible Pedestrian Signals for crossing intersections.

All consultation materials produced as part of this by-law review were also available in alternate formats to ensure that they were accessible to everyone and compliant with the requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. Further, staff engaged with interested parties in person or over the phone as needed to ensure everybody was able to provide input on this review.

## **DELEGATION OF AUTHORITY IMPLICATIONS**

The recommended regime for special events would provide delegated authority for special event permits to the General Manager of Emergency and Protective Services. The General Manager of Public Works will retain delegated authority over road closures associated with highway events, with additional responsibility for collecting and sharing information about demonstrations. Recommendation 2, if adopted, would provide additional delegated authority to the General Manager of Public Works for weekday road closures, with consent from impacted Ward Councillors as required.

Recommendation 5, if adopted would extend the existing delegated authority for noise exemption permits to allow for weekday events to be extended to midnight to address weather or transportation delays, with the consent of impacted Ward Councillors.

## **ECONOMIC IMPLICATIONS**

Ottawa's festival and event industry has a significant impact on Ottawa's economy. A 2022 study of Ottawa's Nightlife found that based on 2019 data, events generated \$321.4 million in sales, with 39% of the spend coming from outside the city and generating exponential economic impact. Additionally, Ottawa Tourism's 2024 Economic Impact Study noted that tourism generates \$3.1 billion in direct economic output, \$1.5 billion in direct GDP, and \$921 million in taxes for all three levels of government, highlighting the importance of visitors to Ottawa's events sector, economy, nightlife, and cultural vibrancy. As the events sector continues to recover from the pandemic impacts of 2020 and 2021, staff anticipate opportunities for economic growth and diversification through this sector. Staff further note the positive contribution of special events to attracting new businesses, investment and talent to the city as a compelling quality of life is a key competitive advantage.

Providing an efficient and effective regulatory system and supports for special events helps to establish an environment where community organizations and private enterprises can flourish. As staff worked to develop recommendations, consideration has been given to the costs of regulatory compliance amid the economic pressures facing event organizers.

## **ENVIRONMENTAL IMPLICATIONS**

Staff consideration of Council Motion 72/4 concerning solid waste diversion from special events is discussed under the Regulating solid waste collection from special events section of the report. Waste collection and disposal from special events is provincially regulated, providing limited opportunity to advance waste diversion through municipal regulation. However, this review has identified opportunities for future programs and services and staff have referred these to Solid Waste Services in the Public Works department.

## **INDIGENOUS, GENDER AND EQUITY IMPLICATIONS**

The City of Ottawa is committed to ensuring that all residents have equitable access to City services and programs. This includes special events, which play a vital role in making Ottawa a vibrant and welcoming city. The Special Events By-law review process

has considered the unique needs of various equity-deserving groups, including Indigenous communities, women, people with disabilities, racialized individuals, gender-diverse individuals, 2SLGBTQQIA+ individuals, children and youth, older adults, and immigrants and newcomers. This holistic approach aims to create a regulatory framework that is inclusive and supportive of all residents, ensuring that everyone can fully participate in and enjoy special events in Ottawa.

### **Indigenous Policy Considerations**

This Special Events By-law review is supportive of reconciliation with Indigenous communities by removing barriers and promoting their full participation in special events. Recognizing the historical and systemic challenges faced by Indigenous Peoples, the review process prioritized meaningful consultation with the two Anishinabe Algonquin First Nations and two Anishinabe Algonquin Tribal Councils in the Ottawa area:

- The Algonquin Anishinābeg Nation Tribal Council
- Algonquin Nation Programs and Services Secretariat
- Kitigan Zibi Anishinābeg First Nation
- The Algonquins of Pikwàkanagàn First Nation

Staffs' consultation efforts sought to create a more inclusive and equitable framework for Indigenous communities hosting special events. Staff value the insights and collaboration with Indigenous communities, as reflected in the words of Chief Jean Guy Whiteduck of Kitigan Zibi Anishinābeg First Nation:

"Our First Nation wants all special events to take place in a secure and peaceful environment for all parties affected and supports your special event bylaw. If we consider changes are required in the future, we will inform you and recommend changes if needed."

This commitment to ongoing dialogue ensures the by-law remains responsive to the requests and aspirations of Indigenous communities. Staff are dedicated to fostering a strong relationship with Indigenous partners and will continue to work collaboratively to ensure that special events in Ottawa are safe, inclusive, and welcoming to all.

### **Gender and equity implications**

The Review of Special Events By-laws included an assessment of regulatory solutions to address public harassment, including street harassment and hate speech, attached as Document 9. Council's Liaison for Women and Gender Equity and 2SLGBTQQIA+ requested that staff consider recent trends in hate crime statistics and possible

regulatory approaches to address harassment in public places, generally and in connection with special events and protest/counter-protest situations.

Staff's review of this issue included consideration of Calgary's Public Behaviour, and Safe and Inclusive Access By-laws. Public consultations undertaken as part of the Engage Ottawa process also included questions about street harassment. Public feedback on these questions was used to inform staff's consideration of code of conduct requirements for special event participants and consideration of possible future regulations.

In addition to the above, this by-law review also considered the unique needs and experiences of different groups, including:

- People with disabilities
- Racialized people
- People who identify as gender diverse
- People who identify as 2SLGBTQQIA+
- Children and youth
- Older adults
- Immigrants and newcomers

The recommended Special Events By-law (Document 1) includes new requirements for Safer Events training for event staff and volunteers and the requirement for all events to have a code of conduct for both staff and attendees. These new measures are intended to improve personal safety for residents and support for safe and inclusive spaces for everyone.

## **RURAL IMPLICATIONS**

Special events can contribute positively to the rural economy and provide opportunities for community celebrations. For this review, staff consulted with rural Councillors and community groups, including agricultural societies and fair organizers. Staff also reviewed the public input collected through the 2024 Rural Summit. Staff recommendations making it easier to host block parties, street festivals, night markets and other special events can help rural communities bring new events and attract local and regional tourism. Staff's recommendations also maintain reduced business

licensing fees for itinerant sellers and other mobile vendors while operating in rural special events.

## **TECHNOLOGY IMPLICATIONS**

Information Technology Services is working with Event Central and Public Works on both of the technology implications in this report. Timelines for delivery of these individual items are dependent on the prioritization of necessary resources and budget allocation.

### **Special Events Portal – Event Central**

The Special Event software improvement project will update the existing permitting portal to reflect the harmonized permitting processes for outdoor special events. This project has been identified as a high priority on both the EPS departmental work plan and the IT Investment Plan. Timelines for technical work are subject to resource availability.

### **Demonstration Application and Notification Solution**

Public Works Department is working with Information Technology Services on reviewing the existing public facing solution for the demonstration intake, notification, and management process. Requirements gathering is currently underway. This process is currently done manually through email, and this will continue until a new solution is implemented.

## **TERM OF COUNCIL PRIORITIES**

This report supports the 2023-2026 Term of Council Priorities by fostering a diverse array of special events to:

- Provide employment and leisure opportunities for a more livable City for all
- Maintaining reliable, safe and accessible mobility options in connection with special events and demonstrations
- Identifying programs to reduce solid waste for a city that is green and resilient
- Attract new investment, talent and opportunities for a city with a diversified and prosperous economy.

## **SUPPORTING DOCUMENTATION**

Document 1	Recommended Special Events By-law
Document 2	Recommended Highway Events By-law
Document 3	Minor amendments to Licensing By-law (No. 2002-189, as amended)
Document 4	Minor amendments to Noise By-law (No. 2002-189, as amended)
Document 5	Recommended by-law amendments concerning food trucks and mobile vendors
Document 6	Recommended amendments concerning weekday noise exemptions
Document 7	Recommended amendments concerning all-night dance events
Document 8	Use of sound amplification at demonstrations
Document 9	Addressing harassment in public places
Document 10	Addressing nuisance parties

## **DISPOSITION**

If the recommendations of this report are adopted, Emergency and Protective Services will implement the Special Events By-law:

- Event Central will implement the new permit system and develop supporting training and communications materials
- Public Policy Development Services, together with Legal Services, will prepare the required by-laws for enactment by Council as well as the accompanying set fine applications for transmittal and processing in accordance with applicable Provincial processes.
- By-law and Regulatory Services will implement the new by-laws, including the amendments to the Noise By-law and develop new standard operating procedures and training for staff.
- The Traffic Management Unit in Public Works department will implement the Highway Events By-law, including the new permit system for road closures and the notification system for demonstrations. They will also develop supporting training and communications materials.

- Solid Waste Services will undertake further development and implementation of the Yellow Bag program and will give further consideration to the development of future waste diversion and recycling programs for special events as described in the report.
- Staff from Public Policy Development will lead the reassessment of these regulations in accordance with the By-law Review Framework processes or as otherwise required to address emerging issues.

Each department will independently coordinate required supporting work from Service Ottawa, Information Technology Services, Financial Services, Legal Services and Public Information and Media Relations as required.

## REFERENCES

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<sup>1</sup> Global Affairs Canada, “**Diplomatic Missions and Consular Posts Accredited to Canada**”, (<https://www.international.gc.ca/protocol-protocole/missions.aspx?lang=eng>), accessed 04 Feb 2025

<sup>2</sup> American Society of Association Executives, “**Why and How to Develop an Event Code of Conduct**”, ([https://www.asaecenter.org/resources/articles/an\\_plus/2019/october/why-and-how-to-develop-an-event-code-of-conduct](https://www.asaecenter.org/resources/articles/an_plus/2019/october/why-and-how-to-develop-an-event-code-of-conduct)), accessed 02 Feb 2025

<sup>3</sup> Office of the Auditor General of Ottawa, **Audit of the City of Ottawa’s Response to the Convoy Protest**, February 2023, (Recommendation 4, p. 15)

<sup>4</sup> Office of the Auditor General of Ottawa, **Audit of the Ottawa Police Service’s Response to the Convoy Protest – Collaboration with the City of Ottawa**, (Recommendation 3, p. 13)

<sup>5</sup> Office of the Auditor General of Ottawa, **Audit of the City of Ottawa’s Response to the Convoy Protest**, February 2023, (Recommendation 1, p. 11) (Recommendation 9, p.23), (Recommendation 13, p. 31)

<sup>6</sup> City of Ottawa, **Council Minutes 72**, 27 June 2018 (<https://pub-ottawa.escribemeetings.com/filestream.ashx?documentid=21910>), accessed 15 Dec 2024

<sup>7</sup> Office of the Auditor General of Ontario **Value-For-Money Audit: Non-Hazardous Waste Reduction and Diversion in the Industrial, Commercial and Institutional (IC&I) Sector**, ([https://auditor.on.ca/en/content/annualreports/arreports/en21/ENV\\_ICI\\_en21.pdf](https://auditor.on.ca/en/content/annualreports/arreports/en21/ENV_ICI_en21.pdf)), accessed 18 Oct 2023

<sup>8</sup> FAME, **Responding to the Crisis in the Festivals and events sector while stimulating tourism**, August 2024 ([https://fame-feem.ca/application/files/8317/2928/4552/brief\\_prebudg\\_consult\\_FAME\\_august2024\\_EN.pdf](https://fame-feem.ca/application/files/8317/2928/4552/brief_prebudg_consult_FAME_august2024_EN.pdf)), accessed 15 Sept 2024