

City of Ottawa – Large Quadricycle Route Review Guidelines

These Guidelines have been developed by the General Manager of Public Works to be administered by Traffic Services. These Guidelines may be reviewed and amended, from time to time.

Large quadricycle owners must have all proposed operating routes reviewed and approved by the City of Ottawa, Traffic Services, before any commercial operations begin. Route approval is required:

- When applying for a Large Quadricycle Owner and Operator Licence
- When renewing a Large Quadricycle Owner and Operator Licence
- When making any change to a previously approved route

To obtain route approval, owners and operators must submit a detailed route map to Traffic Services no fewer than 15 calendar days before the requested date of operation. Each submission must include:

1. The route from the quadricycle's overnight storage location to the starting point of service, and the return route.
2. The start and end locations for each proposed service route.
3. A map identifying the exact path of travel, including the direction of travel for each street segment and a clear description of all turning movements.
4. All proposed passenger pick-up and drop-off locations.
5. Locations—preferably on private property—where the quadricycle will wait or park when passengers are off the vehicle at stop locations.

Traffic Services will review each route to ensure it meets safety, operational, and policy requirements.

Route Restrictions

The City of Ottawa will not verify or approve any large quadricycle routes that include:

1. Speed Limit Restrictions

- Roads with a posted speed limit greater than 50 km/h, consistent with other shared-micromobility regulations.

2. Restricted Streets and Corridors

Large quadricycles may not operate on:

- Queen Street, Albert Street, or Slater Street (Transit-priority routes critical to the operation of Rail Replacement 1 or 2)

- Rideau Street and Mackenzie King Bridge (significant transit and pedestrian activity)
- National Capital Commission (NCC) or federal roads (such as Queen Elizabeth Driveway or Colonel By Drive)
- Pedestrian malls or streets otherwise restricted under the City of Ottawa Traffic and Parking By-law:
 - (i) Sparks Street Mall
 - (ii) Waller Street Mall (also known as Ogilvy Square)
 - (iii) William Street Mall

3. Turning and Movement Restrictions

- No left-hand turns at uncontrolled intersections where at least one intersecting road is classified as an arterial or major collector.
- Through-movements may be permitted at all-way controlled intersections, including traffic signals or all-way stop controls, even where an arterial road is crossed.

4. Transit and Critical Network Restrictions

Routes may not use:

- Critical transit priority routes as defined in (2)
- Rights-of-Way that may cause adverse impacts to bus operations and/or transit service delivery, as specified through the Review stage by Traffic Services, in consultation with Transit Services.

5. Time-of-Day Restrictions

- Quadricycle operations are not permitted during AM or PM peak hours (Monday – Friday, 7:00 am - 9:00 am and 3:00 pm – 6:00 pm. Statutory holidays are exempt) and during periods when no-stopping or no-parking restrictions are in effect, unless otherwise approved by the General Manager of Public Works or an authorized representative, in consultation with Transit Services.
- Traffic Services may further prohibit the operation of Large Quadricycles between 6:00 am and 7:00 am on a case-by-case basis, if the route proposal may negatively impact transit operations.

6. Passenger Loading and Parking Restrictions

Large quadricycles may not:

- Stop to load or unload passengers in a No Stopping, No Standing, or Police Zone
- Park in areas designated as No Parking or No Stopping
- Stop or load/unload in a transit stop designated zones (identified as 34m on approach to a bus stop and 18 m on departure of a transit stop, or signed otherwise)
- Stop or load/unload in an on-street accessible parking space/zone as designated by curbside signs.

7. Seasonal Restrictions

Large quadricycle operations on City highways may be restricted between December 1 and March 31st, unless otherwise approved by the General Manager of Public Works.

8. Compatibility with Residential Neighbourhoods

Large quadricycle routes must be compatible with the function of residential neighbourhoods. Routes may be restricted or refused where operations are expected to create undue nuisance or noise impacts on residents.

9. Councillor Engagement

Proposed routes will be circulated to the applicable Ward Councillor(s) for review and feedback prior to final approval.

Special Conditions Applicable to Routes Within Designated Districts

- **Application Circulation Requirement**

Where a proposed route includes, in whole or in part, any portion of the ByWard Market District Authority area, the Sparks Street Pedestrian Mall / Business Improvement Area (BIA), and/or Lansdowne Park (City of Ottawa RCFS), the application shall be circulated to the respective managing agencies. Such circulation is required to determine compatibility with:

- Pre-approved Highway Event Permits;
- Pre-approved Outdoor Special Events pursuant to By-law 2025-242;
- Programming scheduled or authorized within the areas under the jurisdiction of those agencies;
- Seasonal operations, traffic calming measures, pedestrian management requirements, and any applicable accessibility considerations.

- **Additional Approvals and Fees**

The applicant may be required to obtain additional permits, approvals, or variance letters as determined by the managing agencies. Fees may apply for the use of space, staffing, equipment, or other operational requirements. All such conditions must be reviewed, confirmed, and approved by the relevant agencies in advance of the large quadricycle operation date and within the timelines established by those agencies.

- **Authority to Modify or Decline Routes**

The City and/or the managing agencies may modify or refuse any proposed route where, in their opinion, the route conflicts with existing or planned activities within the ByWard Market District, Sparks Street BIA, Lansdowne Park, or any other affected area.

Route Amendments, Suspension, or Revocation

Approved routes for large quadricycles may be amended, suspended, or revoked by Traffic Services in the event that the operation of the large quadricycle:

- a) It does not comply, or no longer complies, with the Large Quadricycle Route Guidelines or applicable City of Ottawa by-laws;
- (b) In the opinion of the General Manager of Public Works, or designate, the operation of large quadricycles in accordance with the approved route is likely to cause adverse impacts to public safety and/or to mobility of road users on City property; or
- (c) The large quadricycle owner or operator has been repeatedly convicted of offences under this by-law or the City's Traffic and Parking By-law No. 2017-301 as amended, in relation to the operation of large quadricycles.

In such cases, the City will notify the owner or operator of large quadricycle immediately using the contact information provided in the route approval or business licence.

Additionally, Traffic Services may revise the list of route restrictions at any time to respond to emerging operational needs, including construction activity, special events, unplanned disruptions, or to address operational effects to transit service delivery or the regular movement of buses.