

EVENT GUIDE

City of Ottawa
Event Central

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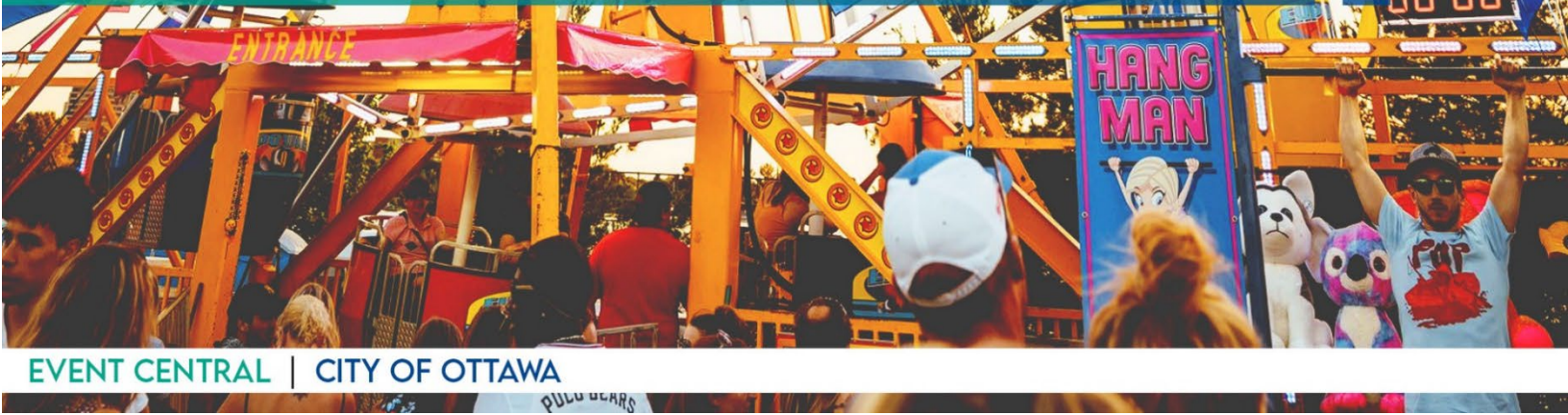
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SECTION 1: EVENTS IN OTTAWA



Section 1: Events in Ottawa

Recognition of Territory

The City of Ottawa acknowledges that Ottawa is built on unceded territory of the Anishinabe Algonquin Nation.

The peoples of the Anishinabe Algonquin Nation have lived on this territory for millennia. Their culture and presence have nurtured and continue to nurture this land.

The City of Ottawa honours the peoples and land of the Anishinabe Algonquin Nation. The City of Ottawa honours all First Nations, Inuit and Métis peoples, their elders, their ancestors and their valuable past and present contributions to this land.

Event Central: Here for Event Organizers

For events big and small, the City of Ottawa is committed to providing organizers with the tools, structure, and environment to thrive.

The Event Central Office is the first point of contact for event organizers wishing to host an outdoor event in Ottawa. Event Central leads integrated planning in a supportive environment, reconciles the input of all impacted stakeholders, and ensures organizers and City services are coordinated in a manner that contributes positively to events and their safe execution.

Event Central facilitates event review by leveraging the expertise and experience of the Special Events Advisory Team (SEAT). SEAT brings together City departments and other public agencies to work with organizers to ensure that appropriate plans and permits are in place.

Event Central and SEAT are guided by the following values:

Transparency through applying a consistent level of service, and ensuring the integrity of a standardized review, approval, and execution process

Accountability of Event Central, SEAT members, and event organizers, whereby all stakeholders are fulfilling their individual responsibilities

Trust between Event Central, SEAT members, and event organizers, resulting in a heightened level of confidence that all impacted stakeholders should feel when an event is being executed

This planning guide is developed by Event Central in consultation with City stakeholders and agencies that play a role in supporting event operations and/or provide required permits. While this guide is comprehensive, it cannot address every possible question or topic.

No matter the size of your event, Event Central is available to assist you in determining what approvals are required for your event. You can contact Event Central by email at EventCentral@ottawa.ca or by phone at 613-580-2424 ext. 14613.

Is a Special Event Permit Required?

The special event permit approval process is governed by the [Special Events on Public and Private Property By-law](#) (No. 2013-232) and the [City Right-of-Way By-law](#) (No. 2001-260).

The following criteria are used to determine if an event is required to complete the Application for Special Events

- Expected attendance of at least 500 persons at any one time
 - Examples include fairs, festivals, competitions, or beach events
- Any event that uses the City Right-of-Way (streets/sidewalks)
 - Examples include parades, processions, runs, walks, or bikes
- An event with a significant community impact

Residential Block Parties

Residential block parties do not require a permit from Event Central, but a permit is required from the Traffic Management Office. The [Block Party Application](#) can be completed online.

Demonstrations and Marches

For demonstrations or marches on the City Right-of-Way, complete the online [Demonstration/March Application](#) to engage with the Traffic Management Office and the Ottawa Police Service.

For information on holding an event, demonstration, or rally on Parliament Hill, visit the [Use of Parliament Hill webpage](#).



SECTION 2: APPLICATION PROCESS

Section 2: Application Process

The permit application process begins with the event organizer submitting a complete application package to Event Central. At a minimum, the preliminary application package includes the Application for Special Event, a draft site and/or route plan and a draft emergency plan.

Notice: Event organizers require conditional approval of the event location from the property owner prior to applying for a special event permit.

Depending on the event size and activities, other supporting documentation may be required. As event plans evolve so may requirements.

Once the application package is submitted, it is reviewed by Event Central to assess preliminary requirements and assemble the Special Events Advisory Team (SEAT) for the event. SEAT members review events from the perspective of their service, providing permit requirements and approvals.

Online Application Portal

New in 2022! The application process has moved online. Event Organizers must now complete the application form and upload support documents using the [online application portal](#).

The application portal is available through [My ServiceOttawa](#). It can be accessed on a PC, laptop, or mobile device. If you do not have a *My ServiceOttawa* account, you will need to create one to access the portal (there is no cost for the service). There is a tile under the Business Services section at the bottom of the dashboard called “Apply for a special event permit” that will open the portal.

Tip: If you have an e-mail address specific to your role as an event organizer, it is recommended you create a *My ServiceOttawa* account with that address instead of your personal e-mail.

Note: If you are signing up for the portal as an individual resident and not on behalf of an organization, populate the required organization name with “Organizer for <insert event name>”.

On the portal you can:

- Complete and submit a new Application for Special Event
- Create an Emergency Plan using the new emergency plan online tool
- Manage permit applications
 - Upload additional support documents throughout the review process
 - Track and complete event requirements
- Access City-issued documents related to the event including contracts, letters, and permits
- Access archive of past events (everything submitted through the portal)
- Clone past applications for annual events
- Manage the information of organization(s) that you are acting on behalf of
- Access the Event Guide and Emergency Planning Guide

- Contact Event Central

Portal Assistance

Event Central is available to assist with adapting to the new online process. Contact Event Central by e-mail at EventCentral@ottawa.ca or by phone at 613-580-2424 ext. 14613.

Application Timelines

The event organizer must submit the application package 90, 60 or 30 days in advance depending on the scope and details of the event. Please review the below timeline details to determine the appropriate timeline for your event.

- 90 days in advance of the event if the event includes:
 - Alcohol sale and/or service
 - Use and/or closure of a roadway or highway
 - Occurs on Victoria Day, Canada Day, Remembrance Day, New Year's Eve, or in alignment with an event of known significance
- 60 days in advance if the event does not include any of the above, but includes:
 - Property owned or leased by the Provincial or Federal government
 - A noise exemption request
 - Aircraft, watercraft, or helicopters use or inclusion
 - Temporary structures or equipment, such as large tents
- 30 Days in advance if the event does not include any of the above, but includes:
 - Pyrotechnics or fireworks
 - Food/beverage preparation, storing, and or sale
 - Vendors of any type
 - Use of City property
 - A specific event open air fire permit

If your event does not include any of the factors listed, the application deadline is 30 days.

Tip: Why wait? Event Central can initiate the review process before your deadline! For new, large-scale events, we recommend contacting Event Central one year in advance.



SECTION 3: COMPLETING THE APPLICATION FORM



Section 3: Completing the Application Form

The Application for Special Events covers mandatory elements that must be included as a part of the event plan. The information helps Event Central guide event organizers in obtaining the required approvals.

The following sections provide additional details on the various sections of the application form to guide you in completing it.

Tip: Each page of the online event application form has a Save button (saving also occurs through page navigation) allowing applicants to complete the form in multiple sessions if needed.

Event Details

The Event Details section includes general information about the event as well as the organizer and organization applying for a permit. Some information helps Event Central categorize permit requests and draw statistics on outdoor events in the city.

Event organization: This field will be populated with organizations you are registered with. If you belong to more than one organization, select the appropriate organization from the drop-down list.

Type of event: Select the option that best describes the type of event. For further clarification, community events are very localized in nature and often held for one day, whereas festivals draw attendees from across the city, province, or country (possibly internationally) and may take place over multiple days.

Description of event: Describe the purpose of the event and the various activities taking place. You may provide the daily schedule here if the event is multiple days.

Location of event: Indicate the address of the event site(s) and route (if applicable).

- For City park bookings and rental rates, contact sports@ottawa.ca or 613-580-2595
- For events at a City beach, contact [Aquatic Services](#) at 613-580-2424 ext. 16966
- For Marion Dewar Plaza and Ottawa City Hall bookings and rental rates, contact [OCH Bookings](#) at 613-580-2424 ext. 22771
- For Lansdowne Park bookings and rental rates, contact [Lansdowne Park](#) at 613-580-2424 ext. 26718

If the event is on private property, Event Central may request a permission letter from the property owner.

Notice: The event location must be secured or conditionally approved prior to submitting the Application for Special Events.

Expected attendance: Indicate the peak expected attendance (on site at any one time) as well as the total expected attendance over the course of the event. For new events that are unsure of attendance, select a projected range. Figures can be updated as more details are known.

Primary event demographics: Select all that apply. This information is used along with the event description and activities to form a picture of the event and assess various risks (refer to [Section 4: Support Documents](#) for more information on risk assessments).

Event operated by individual resident: If the event is being organized by an individual resident instead of an organization, indicate so here.

Notice: All costs and insurance requirements associated with the event will become the responsibility of the individual applying for the permit (refer to [Section 4: Support Documents](#) for more information on insurance requirements).

Event Dates

Event set-up start date: Provide the date and times for event set-up. For events that require multiple days of set-up, this is the first date that you are on site at the event location.

Event date(s) and times: Enter the date as well as the start time and end time for each day your event is in operation. You can add additional dates by clicking “Add an Event Date”.

Notice: If the event goes past midnight you will have to add another event day and list the start and end times.

Event take-down completion date: Provide the date that take-down will be completed as well as the start and end times for that day. If take-down occurs over multiple days, list the final day of take-down when the site will be cleared.

Rain date(s) and times: If you have designated rain date(s) for the event, please add the date(s) and times here. Approval must be provided for the rain date(s), which will be included on the special event permit.

Applicant Information

Organization information will be auto populated based on the registered organization you choose in step one. Please review this information carefully. If there are changes required to your organization details, please use the Contact Us form.

Primary event contact: This contact must be available to work closely with the City throughout the application process. They are the main point of contact and must have authorization to make decisions on behalf of the event. In most cases this will be the individual who is completing the application process in the portal.

Permit holder: In some cases, the special event permit is to be issued to a different person than that named as the primary contact. If this is the case, indicate that here.

Secondary contact: If a secondary contact is included, they will assume the role of the main contact in cases where the main contact is unavailable.

Site Details

Site Plan

A site plan is a visual representation of the event and identifies the location and dimensions of all event elements. Multiple site plans can be uploaded if needed. Refer to [Section 4: Support documents](#) for more information on what should be included in a site plan as well as a sample plan.

Accessibility

If the festival/event organization has one or more employees, the organization has legal requirements to meet on accessibility. To find out if your organization is required to comply with the AODA, visit ontario.ca/accessibility. Refer to [Section 13: Accessibility](#) for information on how to incorporate accessibility into your event plans. If you would like assistance in understanding AODA requirements or improving accessibility at your event, you can indicate so on the application form and Event Central will put you in contact with the appropriate City representative.

Alcohol service / Consumption

Events using City property (including the right of way) must meet the conditions of the [Municipal Alcohol Policy](#). Refer to [Section 6: Serving Alcohol at Events](#) for the requirements related to outdoor events.

Type of alcohol permit: Alcohol licensing is provincially regulated through the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers must obtain the appropriate permit(s) through the AGCO and adhere to AGCO regulations. For information on types of permits and requirements, visit the [Alcohol and Gaming Commission of Ontario](#) website or call 1-800-522-2876.

Capacity of licensed area = Available area divided by 1.1 square meters or 12 square feet per person. Available area is the total area minus infrastructure that takes up space within this area.

Example

Dimensions of beer garden (total area): 40 feet x 60 feet

Dimensions of stage (infrastructure): 10 feet x 10 feet

$$2400 - 100 \div 12 = 191 \text{ persons}$$

Notice: It is the responsibility of the event organizer to know the occupant load of the licensed area and have procedures in place to ensure that number is not exceeded.

Number of points of sale: This is the number of locations where alcohol is sold. One bar with multiple cash registers would be considered one point of sale.

Number of servers: This is an approximation and is used to give SEAT members a sense of the scale of the operation.

Alcohol sale/consumption on the right of way: Under the authority of the Municipal Alcohol Policy there are certain restrictions and requirements for permitted site layouts that allow for serving alcohol on the right of way. Refer to [Section 6: Serving Alcohol at Events](#) for more details.

Alcohol Management Plan: If the event has an existing Alcohol Management Plan, it can be uploaded here. Refer to [Annex A](#) for an Alcohol Management Plan template.

Smoking, Vaping, Water Pipes and Cannabis

If unfamiliar with the relevant legislation, refer to [Section 10: Smoking, Vaping, Water Pipes and Cannabis](#) for information on how regulations apply to special events in Ottawa. If you would like further assistance in understanding how the regulations apply at your event, you can indicate so on the application form and Event Central will put you in contact with the appropriate City representative.

Sound Amplification

Music

Any event that wishes to play live or recorded music is subject to an ENTANDEM licensing fee that will be charged directly to the client via the contract. These fees vary depending on the number of attendees and if there is dancing or not. For more information about ENTANDEM, please visit their website at: <https://www.entandemlicensing.com/>

Sound amplification

Sound/amplification systems include musical instruments, PA systems, microphones, and speakers. Organizers must take the appropriate measures to reduce the disturbance the event may cause to neighbours and surrounding businesses.

Highlights from the [Noise By-law](#) (No. 2017-255):

- No bass noise, unusual noise, or noise likely to disturb
- No use of sound/amplification systems between 11 p.m. and 7 a.m.
- No use of sound/amplification systems before 9 a.m. on Saturdays
- No use of sound/amplification systems before 12 p.m. on Sundays or statutory/public holidays
- The noise from sound/amplification systems cannot be greater than 55 dBA when measured outside the business or residence of the person whose peace and comfort has been disturbed (the point of complaint)

Noise exemption application

By clicking yes in this section, you are submitting an application for a noise exemption to By-law and Regulatory Services. You will not be required to fill out and submit a separate form. Additional sections will appear related to the exemption application.

Exemptions may permit amplified sound and/or music:

- Up to 65 dBA at the point of complaint
- Before 7 a.m. weekdays, 9 a.m. Saturdays and noon Sundays and holiday Mondays
- After 11 p.m. on Fridays, Saturdays, and Sundays before holiday Mondays

Noise exemptions must be approved by the affected Ward Councillor(s) and the Director of By-Law and Regulatory Services. Conditions may be placed on the exemption such as providing community notification or contracting By-law officers to conduct sound readings in the community.

Noise exemption date(s) and times: Indicate the days and times that an exemption is required for the operation of the event. For example, if the event starts before 9 a.m. on a Saturday, extends after 11 p.m. on a Friday, or anticipates that decibel levels from music or announcements will be above the daily allowable limit. If a noise exemption is needed as part of event set-up (e.g., for sound checks), make sure to include those dates and times.

Notice: If approved, exemptions may only allow an event to continue to 1 a.m. on Friday and Saturday (and Sunday if the following Monday is a statutory holiday). Exemptions do not allow events to continue beyond 11 p.m. on Sunday through Thursday.

Noise Mitigation Plan

Depending on the size and location of the event, a Noise Mitigation Plan may be required. If the event has an existing plan, it can be uploaded here. See [Annex C](#) for a Noise Mitigation Plan template.

Right of Way and Transportation

Temporary use of the public right of way

If the event intends to use the right of way, indicate so here. The application form will require that you specify the type of use or portions of the right of way being requested. For further clarity, “exclusive use” means that the space requested would no longer be available to the public not attending the event. A full street closure means that directions of travel/lanes are closed to vehicles, whereas with a partial closure one direction or some lanes may remain open.

Indicate the date(s) and times that the right of way will be used. This information is used by staff to assess permit requirements. Refer to [Section 5: Use of the Right of Way](#) for more information.

Route Plan

All linear events (e.g., parades, run, walk, or cycling events) must include a Route Plan with their application. Multiple documents can be uploaded if needed. Refer to [Section 4: Support documents](#) for more information on what should be included in a Route Plan as well as a sample plan.

Road Closure Plan

Events that involve a partial or full street closure must have a Road Closure Plan that indicates on a map the location and type of barricades being used. If the event has an existing Road Closure Plan, upload it here. Multiple documents can be uploaded if needed. Refer to [Section 4: Support Documents](#) for more information on what should be included in a Road Closure Plan as well as a sample plan.

Traffic Control Plan

Events that close or impact the traffic flow of major intersections may be required to submit a Traffic Control Plan (TCP) by a professional third-party provider. If the event has existing plans, upload them here. Multiple documents can be uploaded if needed. Refer to [Section 4: Support Documents](#) for a sample Traffic Control Plan.

Street parking

If the removal of on-street parking is being requested to facilitate the event, indicate the location(s) and date(s) in this section. Note that there may be a cost associated. Parking removal requests are approved by the Traffic Management Unit and enforced by By-Law and Regulatory Services.

Attendee parking

All planned events must indicate the availability of parking as there may be traffic implications. Street parking does not count as dedicated event parking. If dedicated parking is provided for attendees, indicate the location(s) and number of spaces.

Notice: Organizers cannot charge for parking, unless they have a [public garage licence](#).

Shuttle service

Events offering a shuttle service for participants must provide details regarding locations, route, frequency, and provider. Event shuttle service will be reviewed by SEAT. Events intending to operate a shuttle service on parkways owned and operated by the National Capital Commission (NCC) must receive written permission.

Refer to [Annex D](#) for a Transportation and Parking Plan template including shuttle service.

Notice: Shuttles cannot charge a fee or request donation for service or use an existing public transit stop or lay-by location unless written approval is provided by the Transit Services Department.

Food, Vendors, and Animals

Food service

Indicate if the event will serve food. This includes food that is free for participants (e.g., a community barbeque) and/or volunteers and staff. The information provided in this section is primarily assessed by Ottawa Public Health, By-Law and Regulatory Services, Ottawa Fire Services, and the Technical Standards and Safety Authority (TSSA). Refer to [Section 7: Vendor Requirements](#) for more information on public health, safety, and licensing requirements for food service. The information may also be assessed by the Alcohol and Gaming Commission of Ontario (AGCO) and Ottawa Police if alcohol is being served at the event.

Information on hydro connections and water stations is used by Ottawa Public Health to provide the organizer with appropriate information based on their specific event requirements.

Merchandise or craft vendors

If the event includes vendors, indicate the type of merchandise that is being sold. This information, along with the number of vendors participating, is used to determine the business licensing requirements for the event. Refer to [Section 7: Vendor Requirements](#) for details.

Animals

If the event includes animals, indicate the type of animal interactions (such as a petting zoo, pony rides, or exotic animal show) and provide the name of the company and their contact information (if known at the time of application).

An Exotic animal entertainment licence is required for any exhibit, public show, circus, carnival, or any entertainment act using live exotic animals. Contact the Business Licensing Centre (613-580-2424 ext. 12735) to see if the proposed activity qualifies.

Note that third-party providers require a certificate of insurance that lists the event and City of Ottawa as Additional Insured.

Notice: The [Parks and Facilities By-Law](#) (No. 2004-276) prohibits some animals in City parks. A Variance letter and/or delegated authority are required for permissions. Please discuss with your park booking coordinator for approvals.

Amusement, Aircraft, and Watercraft Activities

Amusement activities

The types of activities present are assessed by the Technical Standards and Safety Authority (TSSA) and By-Law and Regulatory Services. Amusement activities must be included in the event's Site Plan (refer to [Section 4: Support Documents](#)).

Event organizers must provide contact information for the amusement company operating the rides and/or inflatables. The TSSA's Amusement Device (AD) safety program regulates amusement rides in Ontario to ensure all devices conform to provincial regulations, codes, and standards. For a list of amusement devices under TSSA jurisdiction visit the TSSA [webpage](#).

Event organizers must ensure that the company providing amusement devices can provide the following safety documents:

- TSSA Amusement Device Licence
- TSSA Amusement Device Permit (one per device)
- Proof of \$2,000,000 Commercial General Liability insurance specific to the operation of amusement devices that lists the event and City of Ottawa as Additional Insured

Notice: If there will be staking or digging into the ground to anchor inflatables, confirm with the property owner that this action is permitted on their site and arrange for utility locates prior to set up. Staking is not permitted on City sports fields or at Marion Dewar Plaza.

Aircraft & Watercraft

If applicable, include a description of the activities being proposed. If the event will include helicopter sightseeing tours, contact Event Central for a list of additional documentation and insurance requirements.

Drone filming or photography

Drone pilots are not allowed to fly near or over advertised events, such as outdoor concerts, parades, and sporting events, unless they have a Special Flight Operations Certificate from Transport Canada that specifically allows them to do so. There are also additional requirements that must be met for the activity to be approved as part of the Special Event Permit. Refer to [Annex E](#) for additional information and resources.

Structures and Fire-related Activities

Temporary structures

If applicable, specify the type of temporary structures that will be set up for the event. For tents, stages, and bleachers, additional information will be required on the number and size of the installations and the supplier's contact information. This information is primarily assessed by Building Code Services and Ottawa Fire Services. Refer to [Section 8: Guidelines for Temporary Structures](#) for permit and safety requirements.

All temporary structures must be included in the Site Plan (refer to [Section 4: Support Documents](#) for details)

Fireworks and pyrotechnics

If applicable, indicate the type of display, the firing location, and the provider's contact information. Note that permission from the landowner is required to obtain a Fireworks or Pyrotechnics Permit. Refer to [Section 9: Fireworks and Open Air Fires](#) for more information.

Fireworks Plan

All events with fireworks must provide a site plan that shows the fireworks discharge location, direction of fire, and safety perimeter (the manner and means of restraining unauthorized persons from attending too near the discharge site). If the event has an existing Fireworks Plan, upload it here. Multiple documents can be uploaded if needed.

Open Air Fires

This information is used by Ottawa Fire Services to assess eligibility for a Specific Event Open Air Fire Permit. Refer to [Section 9: Fireworks and Open Air Fires](#) for more information.

Fire performers

Indicate if the event will include fire performers. If known, also include the type of activity, the location, and the performer's contact information. Ottawa Fire Services will assess and provide additional details as required.

Note that performers require a certificate of insurance that lists the event and the City of Ottawa as Additional insured. A letter of permission from the property owner is also required.

Waste Management and Recycling

Waste management

Waste collection is the responsibility and the expense of the event organizer. If a waste management plan is in place, provide the name of the collection company as well as details about the number of garbage roll-off bins (these are the large bins not individual garbage cans), where grey water will be disposed, and any other relevant information.

Recycling

Waste diversion and the use of recycling stations is strongly encouraged for all events (refer to [Section 12: Greening your event for tips and best practices](#)). If applicable, outline the recycling strategy for the event. If a third-party is managing recycling, include the company name and contact information.

Public Safety

Public health and physical distancing measures

In response to the Covid-19 pandemic, the Province of Ontario has enacted [legislation](#) for events and workplaces, including the requirement for a [Safety Plan](#).

To support event organizers, Ottawa Public Health developed the [Safety Plan Checklist for Special Events](#) resource to help you develop a comprehensive COVID-19 Safety Plan that contains key elements to help protect workers, volunteers, clients, and the public. Event organizers are also strongly encouraged to consult the [Operational Guide for Special Events \(pdf - 472 KB\)](#) before organizing or hosting a special event. Refer to [Annex F](#) for more information. If you would like additional assistance in understanding how to implement plans for your event, indicate so in this section and Event Central will connect you with the appropriate City representative.

Harassment policy, Safer Spaces and *Party Safer Messaging*

This information is primarily reviewed by Ottawa Public Health to provide organizers with information and recommendations that are tailored to the specifics of their event. Refer to [Section 11: Health, Safety, and Wellness](#) for more information

Security

Depending on the nature and scope of the event, security may be required.

If there will be a security presence at the event, provide the following details if known (the information can be updated later once finalized):

- Name of the licensed security company and contact details
- Security company's registration number
- Deployment details including the number of licensed security personnel, their shifts and roles/responsibilities

Security Plan

If the event has an existing Security Plan (or if the security company has provided a schedule), upload it here. Multiple documents can be uploaded if needed.

Police paid duty officers

The Ottawa Police Service may require paid duty officers to be present to supplement the security plan and/or traffic control plan. If the event impacts the community outside the event site, paid duty officers may be required in addition to those needed to directly support the event.

Note that paid duty assessments will not be made until a complete permit application package is submitted for review and approval by SEAT.

Medical coverage

If the event has medical coverage, provide information on the type of coverage planned. For further clarity, an example of an accredited volunteer service is St. John Ambulance. Many security companies in Ottawa have medical branches. These would be classified as a paid third-party provider. Include the provider's name and contact details if known (this information can be updated later once finalized).

Tip: For a list of qualified first aid providers in Ottawa contact specialeventsparmed@ottawa.ca

As per the [Special Events on Public and Private Property By-Law](#) (No. 2013-232), the Ottawa Paramedic Service may require that paid duty paramedic staff be present at the event to supplement the medical plan.

Medical Plan

If the event has an existing Medical Plan, upload it here. Multiple documents can be uploaded if needed.

A medical plan includes the following:

- Medical provider deployment (number on site and their shifts)

Notice: First aiders must be dedicated to the position. They cannot fill dual roles such as security guard/first aider.

- Medical provider qualifications, roles and responsibilities

Notice: First aid providers cannot perform delegated medical acts or transports. If you have questions about your provider's qualifications or jurisdiction, contact specialeventsparmed@ottawa.ca for assistance.

- Medical equipment on site
- Location and type of the first aid station(s)
- Communication methods (radios, etc.)

Emergency Plan

The City of Ottawa requires that all applicants for a Special Event Permit submit an Emergency Plan for the event. An emergency plan is a formal written plan developed by the event organizer that lists key personnel's roles and contact information, identifies hazards that could impact the event, and outlines the measures taken to ensure public safety. The plan will be reviewed by Event Central, SEAT and relevant stakeholders.

If you have an existing Emergency Plan that includes all required information, upload it here. Multiple documents can be uploaded if needed.

Notice: In most cases, the PDF Emergency Plan template no longer meets these requirements. If you have been using this template, please use the online Emergency Plan tool to create a new plan (refer to [Section 4: Support Documents](#) for more information).

Other documents

If there are any additional documents to be submitted at the time of application (e.g., Certificate of General Liability Insurance if available), upload those here.

Additional documents can be uploaded at any time prior to the event:

- On any page of the application form by clicking the Documents button at the bottom of the page
- On the portal home screen by clicking the drop-down at the end of the Current Events application line (next to Application Progress column)



SECTION 4: SUPPORT DOCUMENTS

Section 4: Support Documents

This section provides details on the support document requirements for outdoor special events. At a minimum, all events applying for a permit must provide a Site and/or Route Plan, Emergency Plan, and Certificate of General Liability Insurance.

Site Plans

All applicants must provide a detailed site plan along with the Application for Special Events. The site plan is a visual representation of the event and identifies the location and dimensions of all event elements. The plan(s) will be reviewed by Event Central, SEAT and relevant stakeholders.

Common elements of a site plan include:

- Temporary and permanent structures (buildings, tents, vendors, inflatables, etc.)
- Public access points and separation from hazardous areas
- Fencing, barricades, and spectator area
- Street names, intersections, on/off-site parking
- Command post and medical/first aid stations
- Food service and alcohol areas
- Restrooms and hand wash stations
- Emergency access/egress

Notice: For events on the road, a 6m unobstructed emergency lane must be maintained through the event site

Special event permits issued by the City of Ottawa will only be valid for the venue areas and event elements described in the Application for Special Events and support documents. All modifications made after initial submission must be communicated to Event Central based on the established timelines.

Tip: A hard copy of the plan should be kept in a binder in the command post / event office, along with copies of all permits, a communications list, and support documents (emergency plan, road closure plan, alcohol management plan, security details, etc.). It should be used when delivering training to staff and volunteers.

Technical guidelines

The following guidelines should be adhered to when creating a Site Plan:

- Produced in a clear and legible format and all details are clearly depicted
- Should be as close to scale as possible
- When using an online mapping site, use “plain” or “road” views as the base to create the map
- Use satellite views as the base for the primary site only if showing details such as grass, pathways or site elements is necessary

Site boundaries

- North should always be at the top of the page
- Include the names of streets that are part of or adjacent to the event
- Include auxiliary parking and production areas
- All fencing and barriers must be included with dimensions/distances
- Event entrances and exits must be identified with dimensions
 - If applicable, indicate the different arrival/service routes for vendors and suppliers, staff and volunteers, and patrons
- Emergency access and egress points must be clearly identified with dimensions
- If the site is open, without fencing, but has an alcohol area, the fencing or items used for delineating the area must be clearly identified with entrances/exits and dimensions

Tip: This map is also used for applying for a Special Occasion Permit

Event infrastructure

Site plans must include all infrastructure elements, including, but not limited to, the following:

- Fencing
- Beer gardens/alcohol zone
- Restrooms and hand wash stations
- Garbage/recycling containers and waste hoarding/dumpsters
- Generators and other sources of electricity
- Fuel storage and enclosures
- Fire hydrants/fire department connections
- Placement of vehicles and/or production trailers
- Temporary structures with the dimensions
- Tents, inflatables, stages, platforms, bleachers, viewing towers, rides, etc.
- Arches at start/finish lines including dimensions
- Indicate if inflatable or hard structure

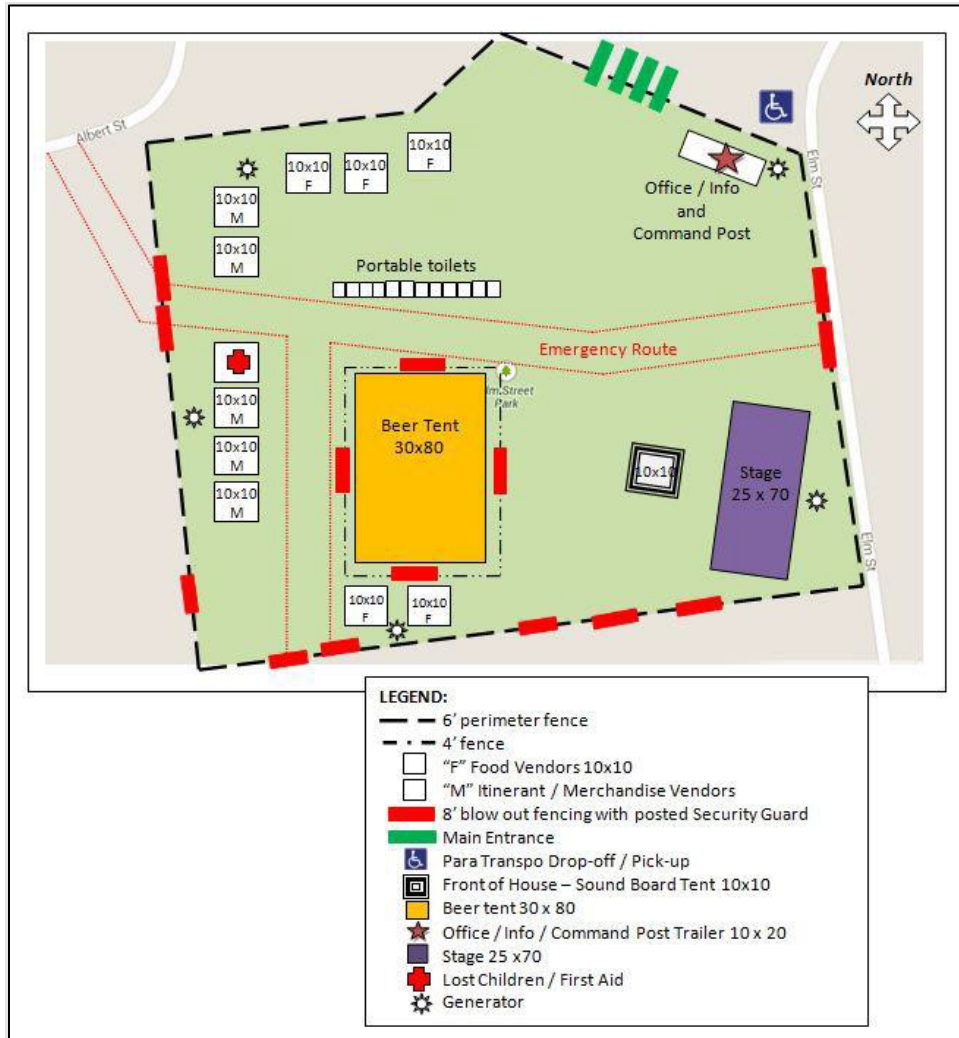
Event operations

Site Plans must include all operational elements identified in the Application for Special Events and supporting documents, including, but not limited to, the following:

- Command post or Operations centre
- Food vendors including trailer/tent locations with dimensions
- Merchandise vendors including tent dimensions
- Hydration/water stations
- Information booth
- First Aid location
- Emergency staging area where emergency services report to on-site

- Emergency route
 - Six metres through the site to allow for emergency vehicles
- Para Transpo drop-off and pick-up location
- Parking for accessibility card holders
- Shuttle stop areas
- Taxi, limousine, and private transportation company drop-off and pick-up locations

Sample Site Plan



Route and Road Closure Plans

A route map depicts the direction of travel for linear events (walks, runs, bikes, and parades). A road closure plan provides details for the flow of traffic. For smaller-scale events, these may be one plan.

The following information should be included in the route and/or road closure plans depending on the nature and scope of the event:

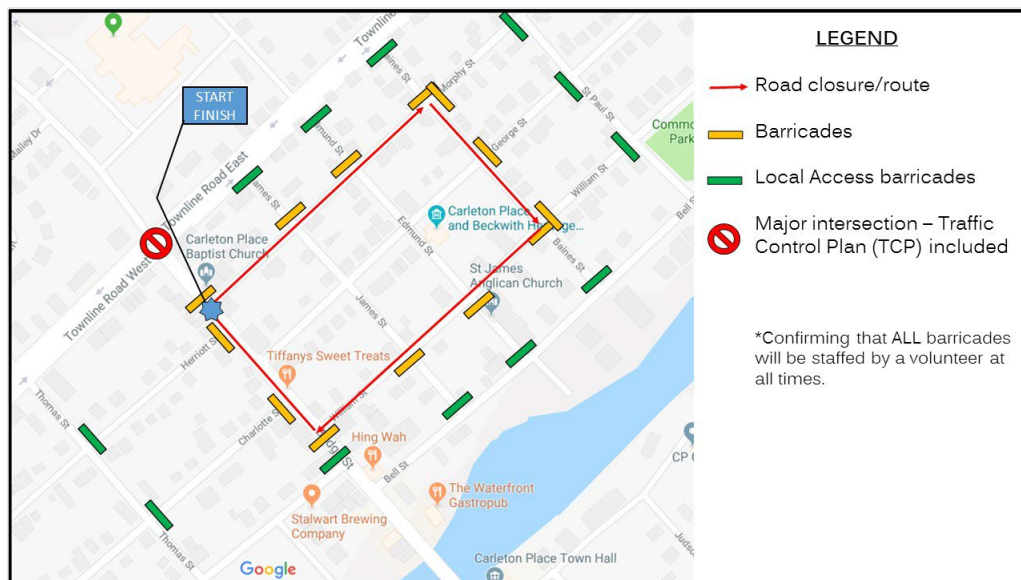
- Map of the route
- Written description of route including direction and roads used
 - If restricted to sidewalk, indicate which side
- Locations of barricades and type (wood, metal, concrete, etc.)
- Emergency vehicle access and egress
- Location of paid duty officers, if required
- Route marshal locations and duties

Notice: A Traffic Control Plan (TCP) by a third-party company may be required for major intersections.

Notice: Marshals and staff/volunteers attending barricades should wear personal protective equipment such as reflective vests. Note that under the Highway Traffic Act, only police officers can direct traffic on an open roadway.

Tip: A hard copy of the plan(s) should be kept in a binder at the command post. It should be used when delivering training to staff and volunteers.

Sample Route and Road Closure Plans



Example of a turn-by-turn route description to accompany map (fictional run):

Start at Carleton Place Baptist Church (Bridge St)

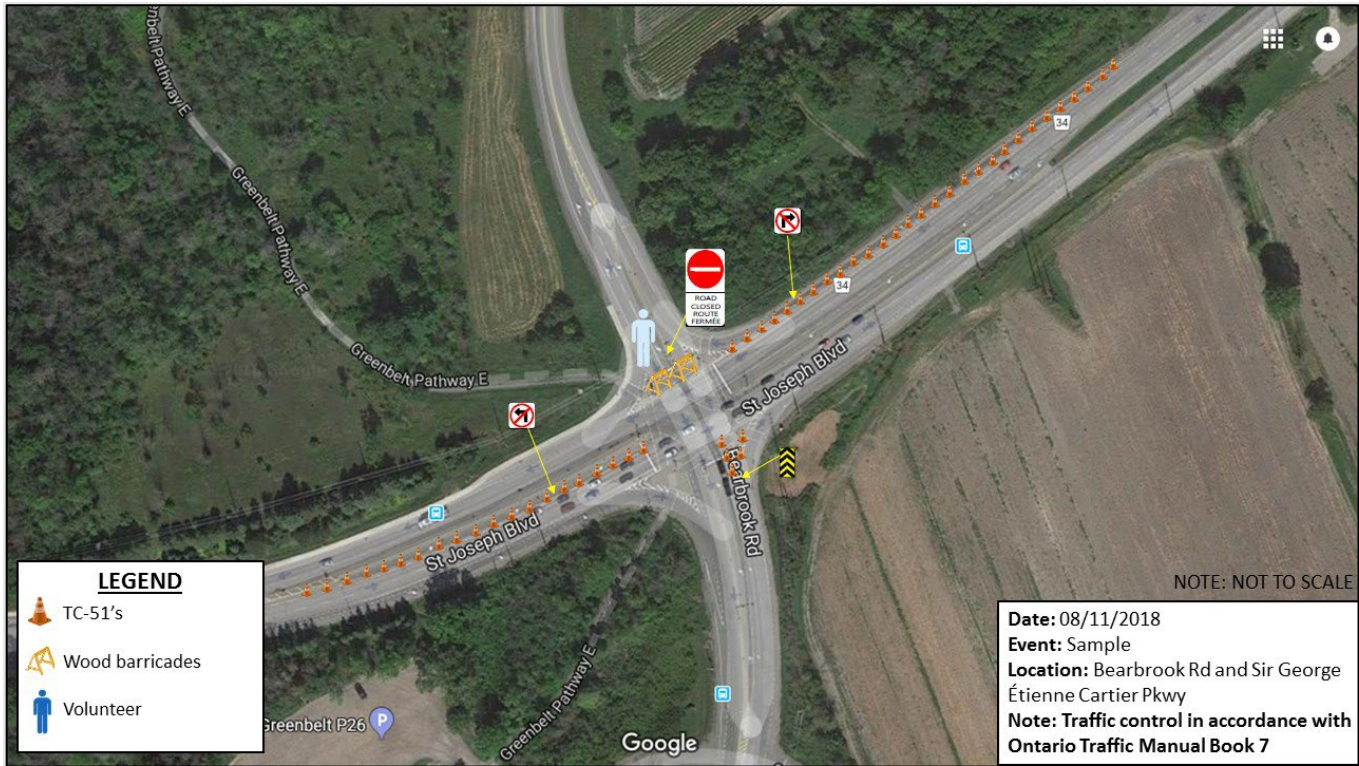
- 1. Northeast on Morphy St between Bridge St and Baines St
- 2. Southeast on Baines St between Morphy St and William St
- 3. Southwest on William St between Baines St and Bridge St
- 4. Northwest on Bridge St between William St and Morphy St
- 5. Finish at church

Example of a turn-by-turn route description for walk using sidewalks (fictional walk):

Start at the Knox Presbyterian Church (120 Lisgar St)

- 1. Westbound on Lisgar Ave (between the Knox Presbyterian – 120 Lisgar and O’Connor) – using south sidewalk;
- 2. Northbound on O’Connor between Lisgar and Wellington – using east sidewalk;
- 3. Eastbound on Wellington between O’Connor and Elgin – using south sidewalk;
- 4. Southbound on Elgin between Wellington and Lisgar – using west sidewalk;
- 5. Eastbound on Lisgar between Elgin and the Knox Presbyterian (120 Lisgar St)

Sample Traffic Control Plan (TCP) for a Major Intersection



Transportation and Parking Plan

A Transportation and Parking Plan provides details regarding transportation methods and parking for the special event. This includes items such as, but not limited to; vehicular, pedestrian and cyclist movements to and from, and within the event location.

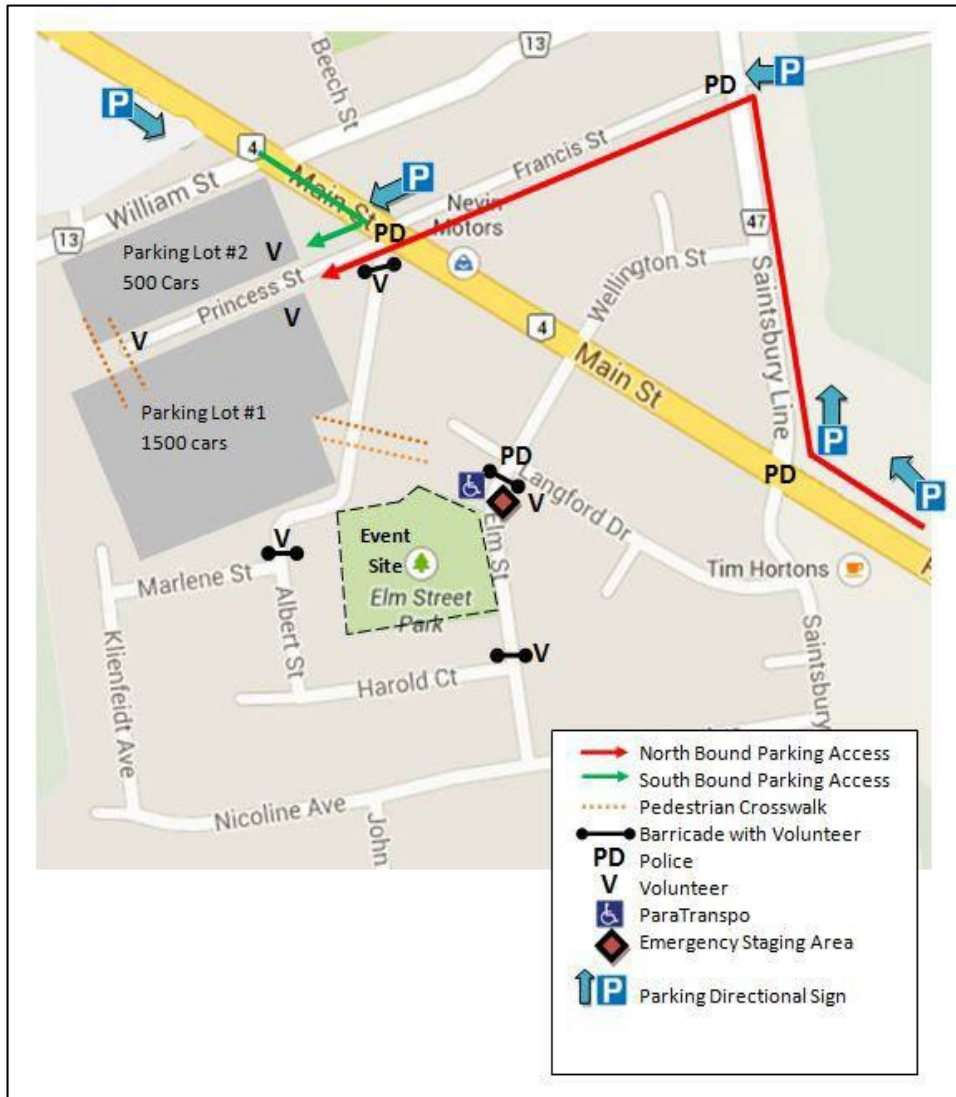
Refer to [Annex D](#) for a Transportation and Parking Plan template.

The following information should be included in a Transportation and Parking Plan depending on the nature and scope of the event:

- Locations of parking with the number of available spots and type (bus, motorcycle, trucks, VIP, accessible, etc.)
- Best route for patrons to take to parking locations
 - Requires written consent from the property owner
- Route and times for any deliveries for suppliers servicing the site
- Routes and times for vendors arriving and leaving the site, before and after the event
- Proposed Para Transpo drop-off/pick-up locations
- Shuttle locations and route
- Locations of taxi stands, limousine, and Private Transportation Company drop-off/pick-up
- Parking and safe routes for bicycles
- Locations of any temporary signage, which meets conditions of the [Signs on City Roads By-law](#) (No. 2003-250)
- Communication plan: How and when traffic disruptions, parking locations, public transit options, and shuttle service will be communicated to patrons and the public

Notice: Parking and shuttle locations on transit property cannot be used without written approval and a signed agreement from Transit Services, along with the appropriate insurance coverage naming the City of Ottawa as added insured.

Sample Transportation and Parking Map



Emergency Plan

The City of Ottawa requires that all applicants for a Special Event Permit submit an Emergency Plan for the event.

Document Requirements

Emergency Plans submitted for review and approval should contain the following:

- Event details (location, dates, hours of operation, etc.)
- Command structure
- Event day contact with decision making authority
- Site information
- Risk identification
- Emergency procedures
- Communications plan

Notice: In most cases, the PDF Emergency Plan template no longer meets these requirements. If you have been using this template, please use the online Emergency Plan tool to create a new plan (see below).

Emergency Plan Online Tool

To assist event organizers in meeting SEAT requirements, Event Central, in consultation with City of Ottawa Emergency Services, has developed an online Emergency Plan tool that can be used by organizers to create an emergency plan.

This tool can be accessed at any time through the permit application [web portal](#). The tool asks a series of questions and inputs responses into a template that can be downloaded and printed by organizers for use during actual event operations.

Once completed, a draft plan will be sent to you by e-mail. The plan must be reviewed and finalized and then can be uploaded to your Special Events Application. The draft plan will be a Microsoft Word document. If you are unable to open the document, please forward the email with attachment to EventCentral@ottawa.ca and indicate what document formats you can use. Event Central will convert the draft and send it back to you for final revisions and uploading.

Tip: The [Emergency Planning: A Guide for Event Organizers](#) document was created to assist event organizers in understanding their responsibilities, assessing risks and hazards at events, best practices, and completing the online tool.

Insurance Certificate

At least 10 days prior to the event, the organizer must provide proof of Commercial General Liability Insurance in relation to the special event with limits of not less than two million dollars (\$2,000,000) inclusive per occurrence for bodily injury, death, and damage to property, including loss of use thereof.

The General Liability Insurance Policy must be in the name of the applicant and must name the City of Ottawa as an Additional Insured. The General Liability Insurance Policy must include coverage for Cross Liability and must contain an endorsement to provide the City with 30 days written notice of cancellation or material change that would diminish coverage.

Please be aware that an event containing fireworks or pyrotechnics increases the above insurance requirement to five million dollars (\$5,000,000).

For other activities outside of normal operations, contact Event Central to discuss insurance requirements.

Additional Considerations – Perimeter Hardening

Recent world events (including in Canada) have demonstrated the devastating consequences of vehicular accidents or hostile vehicle attacks on crowded places, including parades, festivals, and sporting events.

The following have been identified as risk factors for when perimeter hardening / enhanced barricading should be considered for at a special event:

- Vehicular access: event is on a public roadway or has vehicle access to site due to proximity to roadway
- Capacity: crowd density is high and there may or may not be escape routes
- There is a straight approach to a crowd
- There is international/significant media attention on the event itself
- Attendees have reduced sensory awareness (e.g., alcohol consumption, drug consumption, audio/visual impairment, etc.)

For those events deploying site hardening measures, SEAT members will be able to provide some direction on mitigation device placement, however, the functionality or effectiveness of the product used may require the organizer to get a professional engineering opinion.



SECTION 5: USE OF THE RIGHT OF WAY



Section 5: Use of the Right of Way

All planned events, including parades and fundraising walks/runs, that involve the use and/or closure of the City Right of Way require a permit issued by the Traffic Management Unit.

The [Special Events on City Streets By-law](#) (No. 2001-260) outlines permit requirements for events on the right of way. The full list of conditions can be found on ottawa.ca.

- [Parades and sports events](#)
- [Festivals and carnivals](#)

All planned events that involve the use and/or closure of parkways and pathways owned and operated by the National Capital Commission (NCC) require an [event permit](#).

If you are applying for a Special Event Permit and your event uses/closes a road or pathway, closes a lane(s) or needs parking restrictions, include the details in the Application for Special Events. Upload a Route and Road Closure Plan along with your application (refer to [Section 4: Support Documents](#)).

Please review the following information when planning a road closure:

- The request must be provided a minimum of 40 days prior to the event
- Road closures must be barricaded, and each barricade must be attended by a volunteer or security at all times
 - Volunteers or hired security are the responsibility of the event organizer
- Barricades may be available from the City on a first come first serve basis
 - Barricades must be picked up and returned by the organizer
- Only police officers can direct traffic under the Highway Traffic Act
- Closures, roadway impacts, and barricade locations must be included on the road closure plan submitted with the Application for Special Events
- For events on the City Right of Way, the organizer must sign an indemnification waiver and provide a certificate of insurance before a permit may be issued
- Traffic control (lane closures, barricade set-up, etc.) may need to be performed by a reputable traffic control company familiar with the Highway Traffic Act and Ontario Traffic Manual
 - Traffic Control Plans provided by a third-party company can be uploaded with your application

Notice: If there are road closures, full or rolling, it is the event organizer's responsibility to communicate directly to residences, businesses, institutions, or organizations that may be impacted by the event a minimum of 10 days prior to the event. The organizer will work with representatives to minimize any inconvenience the event may cause.



SECTION 6: SERVING ALCOHOL AT EVENTS



Section 6: Serving Alcohol at Events

Licensing

Careful planning and preparation are required when there will be alcohol sales, service, and consumption at an event. Alcohol licensing is provincially regulated through the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers must obtain the appropriate permit through the AGCO and adhere to AGCO regulations. For information regarding types of permits and requirements, visit the [Alcohol and Gaming Commission of Ontario](#) website or call 1-800-522-2876.

For outdoor events, the AGCO will require the applicant to provide notification to local authorities such as police, fire, building code and public health departments. To notify the municipality that you will be serving alcohol outdoors, complete and submit the [online notification form](#).

If the event is open to the public and the applicant is neither a registered charity nor non-profit organization, a Letter of Municipal Significance is required to obtain a Special Occasion Permit. For enquiries, email EventCentral@ottawa.ca.

Site Requirements for Municipal Property

Events occurring outdoors on City-owned property must meet the following conditions outlined in the section 4.3 of the [Municipal Alcohol Policy](#).

Events on Highways (the City Right of Way)

Events on Highways at which alcohol is to be sold, served, or consumed are permitted only under the following circumstances (refer to sample site plans below):

- a) A special event on a closed Highway where establishments licensed by the AGCO receive approval from the AGCO to create or extend a patio onto the closed street (refer to [Annex B](#) for a checklist for patio extensions)
- b) A special event on a closed Highway with an enclosed area licensed by the AGCO to sell and allow the consumption of alcohol by SOP, issued to a charity or AGCO-recognized non-profit organization

In either case, the organizer must obtain a Road Closure Permit and comply with all conditions associated with the permit in accordance with the [Special Events on City Streets By-law](#) (2001-260, as amended).

Notice: The City will not permit the sale, serving and consumption of alcohol in a scenario where servings of alcohol may leave a bar or patio area and circulate openly on the street. This stipulation also applies to designated Municipally Significant events.

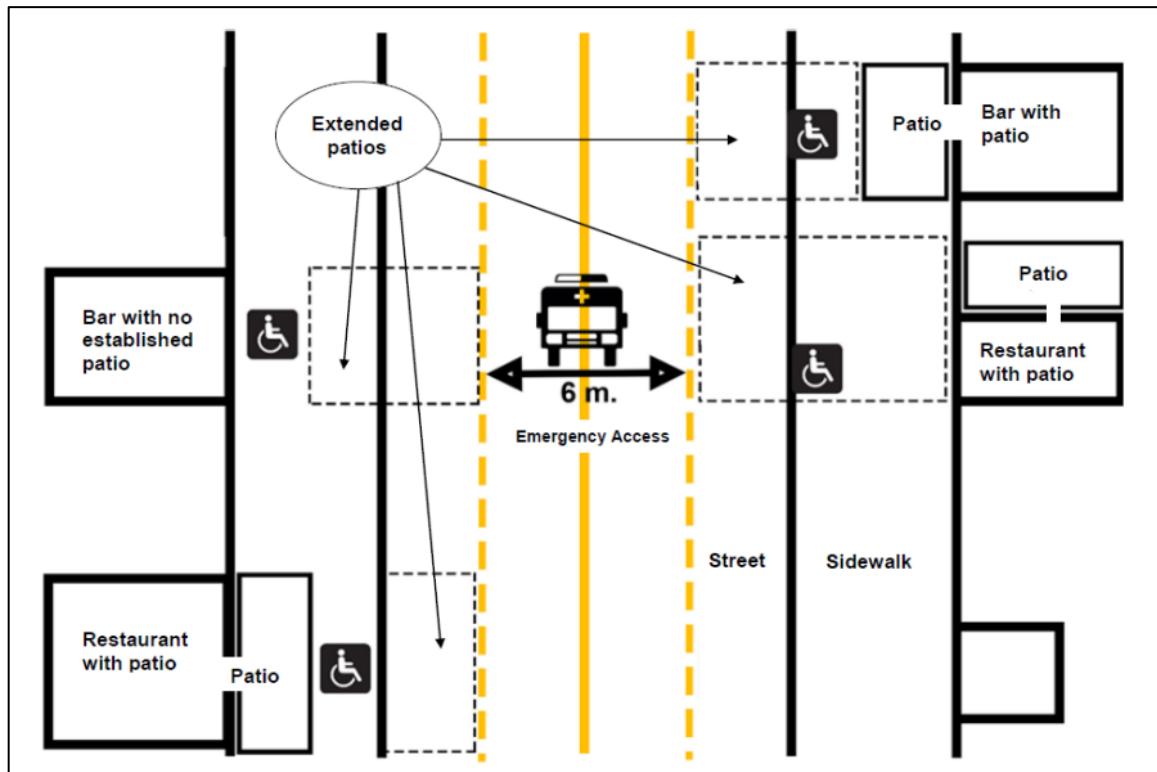
Events on Property not a Highway

Events at which alcohol is to be sold, served, or consumed, occurring outdoors on municipal properties other than Highways, are permitted only under the following circumstances:

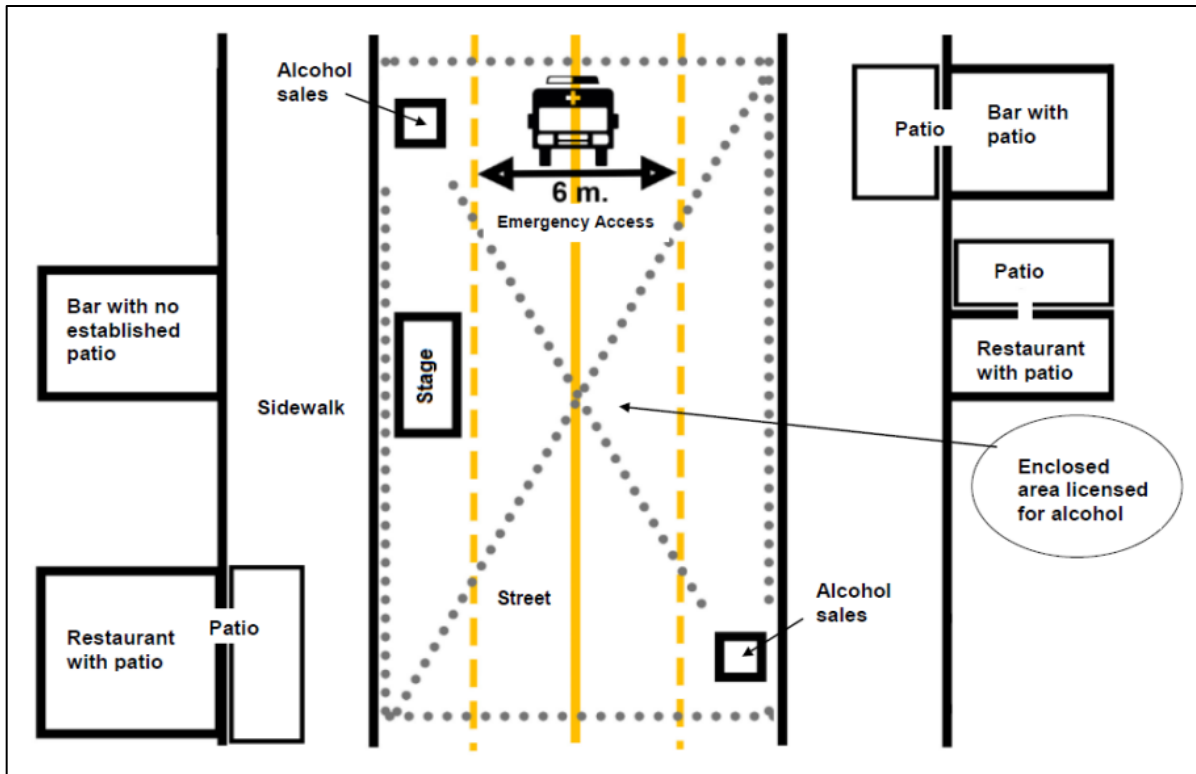
- a) The area licensed to sell or permit the consumption of alcohol by SOP or other approval from the AGCO, which is issued to a charity or AGCO recognized non-profit organization, is enclosed; or,
- b) An event at which only a small portion of the entire event area (example: tent) is enclosed and licensed to sell or permit the consumption of alcohol by SOP or other approval from the AGCO, which is issued to a charity or AGCO recognized non-profit organization

Sample Site Plans

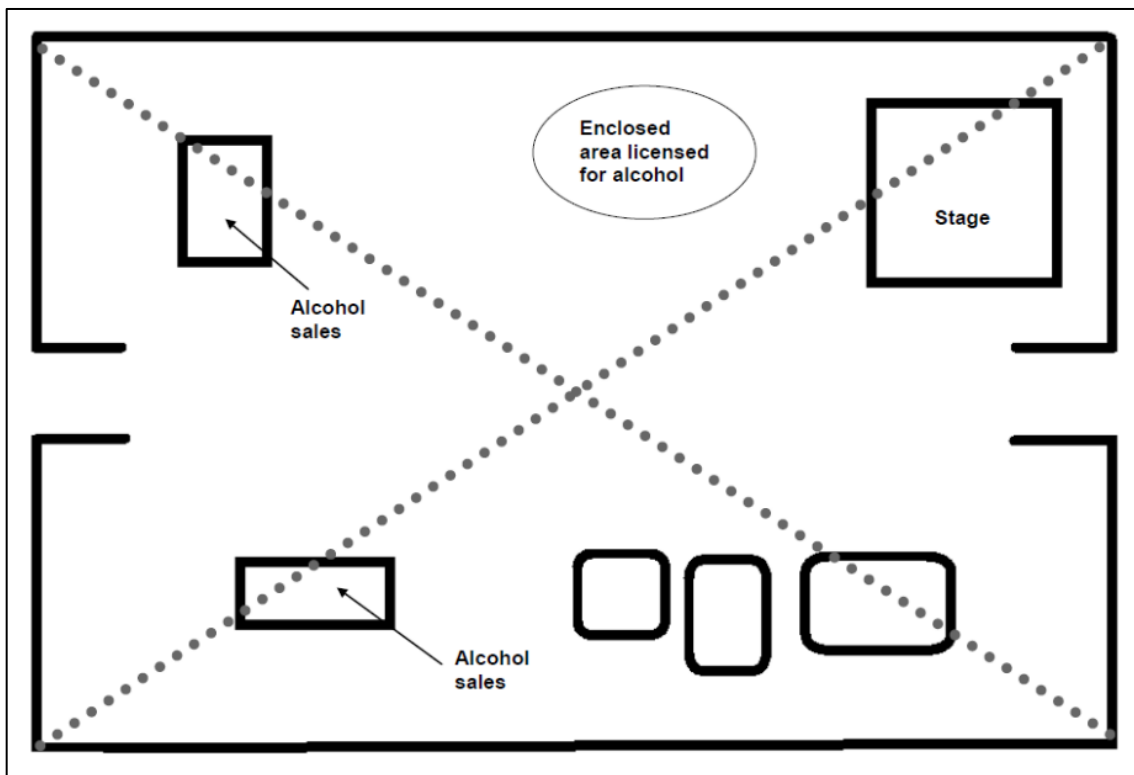
The following site plans are sourced from the [Municipal Alcohol Policy: Appendix A](#) to illustrate the permissible options and are for reference/example purposes only.



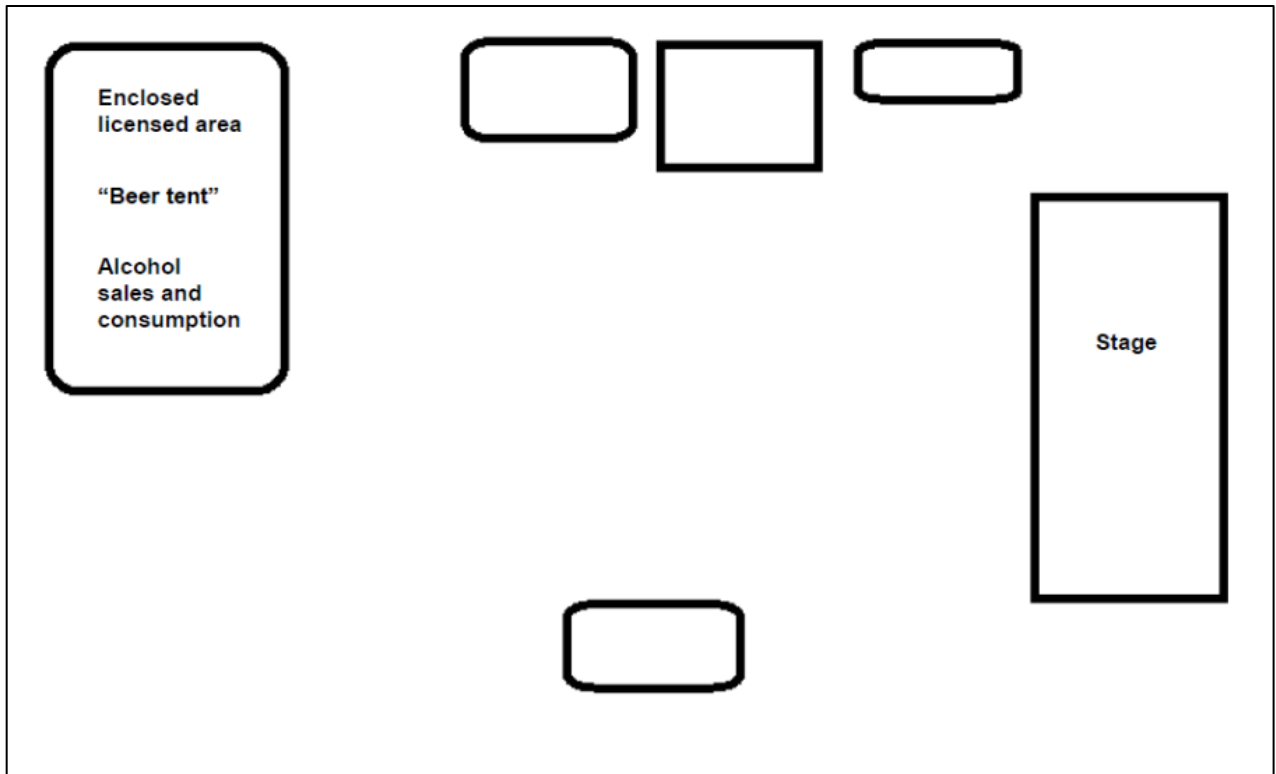
Site plan 1: Special event on a closed street with restaurants applying to establish or extend a patio



Site plan 2: Special event on closed street with an enclosed area licensed to sell alcohol by Special Occasion Permit (SOP)



Site plan 3: Special event off-street with area licensed to sell alcohol by Special Occasion Permit (SOP)



Site plan 4: Special event off-street with a separate area licensed to sell/consume alcohol by Special Occasion Permit (SOP)



SECTION 7: VENDOR REQUIREMENTS

Section 7: Vendor Requirements

Food Vendors

The following requirements apply to food vendors operating at events:

- **Site requirements:** For events that take place on City property, existing site vendors must be consulted and approve of the additional vendors as per site agreements with Centralized Allocations. Contact your park rental coordinator for details.

Notice: The [Parks and Facilities By-Law](#) (No. 2004-276) prohibits the use of motor vehicles in City parks. A Variance Letter and/or delegated authority are required for permissions. Please discuss with your park booking coordinator for approvals.

- **By-law and Regulatory Services requirements:** If the event includes food or beverages for sale, each food vendor requires a business licence from By-Law and Regulatory Services. The category of licence depends on the structure out of which the food is sold (vehicle, cart, or stand). Visit the [Business Licensing](#) webpage for licence requirements, fees, and a link to the online application form.
- **Ottawa Public Health regulations:** All food vendors must meet the public health requirements established to reduce the risk of food-borne illness. Vendors must ensure that there is a minimum of one (recommendation for two) food handler or supervisor on site who has completed food handler training during every hour in which the vendor is operating (includes prep times). Public health requirements and training details are outlined on [Ottawa Public Health](#)'s webpage.
 - Food vendors intending to operate at an event where the general public is invited and will consume food or beverages must notify Ottawa Public Health by completing and submitting the [Application for food services at an event](#) a minimum of 14 days prior to the event. Refer to the [Special Event Vendor Information Package](#) for help filling out the application form. If required, a Public Health Inspector will contact the vendor to discuss safe food practices specific to their temporary food premises.
- **Fire safety:** All barbeques and cooking equipment must be clean and CSA or CAN/ULC approved for use in Canada, be the required distance from combustibles as listed on the appliance placard or indicated in the manufacturer's instruction manual. Cooking areas must be equipped with the appropriate certified and up to date portable fire extinguisher. Food trucks must have the required fire safety equipment certified and up to date and cooking hood/ventilation systems must be clean and free of grease.

- **Technical Standards and Safety Authority (TSSA) regulations:** Food trucks using propane or other hydrocarbon fuel-fired cooking appliances must have TSSA Field Approval, bear prescribed safety labels, and be inspected annually by a licensed gas technician. Refer to the [TSSA webpage](#) for more information. If you or vendors are cooking food using propane-fueled equipment, TSSA regulations may apply. Contact the TSSA at 416-734-3300 for details.
- **Insurance requirements:** All third-party food vendors require a certificate of insurance that lists the event and City of Ottawa as Additional insured.

Itinerant Sellers

Non-food vendors are referred to as itinerant sellers. If the event includes the sale of merchandise for a profit, each itinerant seller must be licensed by By-Law and Regulatory Services. A licence is *not* required for local handmade artisanal products.

- **Itinerant sellers:** If the event has *less than five* itinerant sellers, each must acquire their own Itinerant seller licence. Visit the Business Licensing webpage for licence requirements, fees, and a link to the online application form.
- **Exhibition Licence:** If the event has *five or more* sellers, the organizer can apply for an [Exhibition Licence](#) to cover all sellers. Visit the [Business Licensing](#) webpage for licence requirements, fees, and a link to the online application form.

Note that vendors require a certificate of insurance that lists the event and City of Ottawa as Additional insured.



SECTION 8: TEMPORARY STRUCTURES



Section 8: Guidelines for Temporary Structures

General

- Tents must be at least 3 meters (10 feet) from all other structures on the property
- Tents must be at least 3 meters (10 feet) from property lines
- Tents, bleachers, and other structures are not permitted on City sports fields
- If there will be staking or digging into the ground, confirm with the property owner that this is permitted on their site and arrange for utility locates prior to tent construction

Notice: Staking is not permitted on City sports fields or at Marion Dewar Plaza

- At least two exits (openings) should be provided from the tent and, the exits should be remotely positioned from one another
- Tents that require Building Permits or tents that are used with any source of ignition (cooking and heating equipment, electrical devices, etc.), must be fire retardant CAN/ULC S109 or NFPA 701 certified and may require a portable fire extinguisher
- If any temporary power equipment needs to be brought on site, approval may be required. Temporary power equipment must comply with the [Noise By-Law](#) (No. 2017-255).

Building Permits

When is a Permit Required?

- If there will be a tent or combination of tents (spaced closer than 10 ft from one another) that exceed 225 m² (approx. 2,422 ft²) in area, any duration
- If there will be a tent or combination of tents (spaced closer than 10 ft from one another) that exceed 60 m² (approx. 645 ft²) in area, and will be occupied and/or used for more than 10 days
- For any site-built bleachers or viewing towers
- More information including applicable fees is available on ottawa.ca

Application requirements

- A completed [Application for a Permit to Construct](#)
- Applicable fee
- Two copies of the site plan showing the location of the structure, distance to property lines, and other tents and/or structures
- Two sets of drawings of the construction
- For tents that exceed 225 m² (approx. 2,422 ft²) in area, the drawings must be sealed and signed by a professional engineer
- For tents that exceed 225 m² (approx. 2,422 ft²) in area, the tent's construction will be required to be verified by a professional engineer upon completion
- Bleacher/viewing tower design and construction must be verified by a professional engineer upon completion

Where to apply

Building permit applications can be submitted at the Building Code Service counters at Ben Franklin Place and City Hall.



SECTION 9: FIREWORKS & OPEN AIR FIRES



Section 9: Fireworks and Open Air Fires

Fireworks

Restrictions

- Firecrackers and prohibited fireworks may not be sold or discharged
- Consumer fireworks (outdoor, low hazard recreational fireworks available to the public) may only be discharged on Victoria Day and Canada Day, and the day before and after those days
 - May be displayed on privately owned land without a permit where the property owner has given permission for such a display
- Display fireworks (outdoor, high hazard recreational fireworks) require a permit issued by the Fire Chief
 - May be displayed on privately or publicly owned land where the property owner has given written permission for such a display
 - No restriction on date of display
 - Must be discharged by a qualified Fireworks Supervisor
- Pyrotechnic special effect fireworks (high hazard fireworks used to produce a special pyrotechnic effect for indoor or outdoor performances) require a permit from the Fire Chief
- Refer to the [Fireworks By-Law](#) (No. 2003-237) for more information

Permit Requirements

- Completed [Display Fireworks Approval Form](#) or [Pyrotechnics Event Approval Form](#)
- Applicable fee
- Applicants must provide proof of \$5,000,000 Commercial General Liability insurance that lists the City of Ottawa as an Additional insured. Application documentation can be sent to fireprevention@ottawa.ca and cc jimmy.fata@ottawa.ca
 - Must be submitted a minimum of 30 days prior to the event
- Payment can be made at a [Client Service Centre](#)

Consumer Fireworks Displays on City Property

- Require a letter of permission from the General Manager of Recreation, Culture and Facility Services – contact your park rental coordinator for details
- Details must be reviewed and approved by Ottawa Fire Services
- Firing location must be inspected and approved by Ottawa Fire Services
- Contact fireprevention@ottawa.ca for more information

Open Air Fires

A [specific event open air fire permit](#) allows a not-for-profit community organization or a religious institution to conduct campfires for cultural, religious, or recreational specific events (based on approval from Ottawa Fire Services, Fire Prevention division) that are normally not allowed in designated no burn areas of the city.

A campfire is defined as an open air fire where the size of the material to be burned does not exceed 60 cm in width and 50 cm in height, that is set and maintained solely for the purposes of cooking food, providing warmth, and recreational enjoyment.

Permit Requirements

- Completed and signed [Specific Event Open Air Fire Permit Form](#)
- Letter of permission from the property owner
 - On legitimate letterhead with owner/executive contact information
 - Details of letter must match information on the application form

Notice: The [Parks and Facilities By-Law](#) (No. 2004-276) prohibits open fires in City parks. A Variance Letter and/or delegated authority are required for permissions. Please discuss with your park booking coordinator for approvals.

- Applicable fee
- Site inspection by a Fire Prevention Officer
- Application documentation can be sent to SpecificEventFire@ottawa.ca
 - Must be submitted a minimum of 15 business days prior to the event
 - A Fire Prevention Officer will be assigned once received
- Payment can be made at a Client Service Centre
 - Due upon permit issuance, not upon application



SECTION 10: SMOKING, VAPING, WATER PIPES & CANNABIS

Section 10: Smoking, Vaping, Water Pipes and Cannabis

Second-hand smoke is harmful, even outdoors. For information on the health effects of second-hand smoke, visit ottawapublichealth.ca/smokefree.

On October 17, 2018, the [Cannabis Act](#) came into effect and created a framework for the legalization of recreational cannabis in Canada. It is important to know how cannabis affects you and to consider ways to consume it responsibly. Information on the health effects of cannabis is available at ottawapublichealth.ca/cannabis.

Key regulations in Ottawa

- If your event is held on City of Ottawa property, smoking, and vaping of any substance (including both medical and non-medical cannabis) is prohibited on the entire site by the *Smoke and Vaping By-law* (No. 2019-241). If your event is on private property and you are offering food or drink within a patio area, smoking and vaping (including both medical and non-medical cannabis) are prohibited on the patio and within 9 meters from the perimeter of the patio by the *Smoke-Free Ontario Act, 2017*. For more information, visit ontario.ca/smokefree. The *Smoke and Vaping By-Law* (No. 2019-241) also prohibits smoking and vaping on patio areas.
- The *Smoke and Vaping By-Law* (No. 2019-241) prohibits the use of water pipes in enclosed areas (e.g., under tents) where the public is permitted access and in outdoor areas where food or drink is served, sold, or offered for consumption
- The *Tobacco and Vaping Products Act* (Part IV, [Division 2](#)) restricts the sponsorship and promotional activities of vaping products and manufacturers.
- The *Cannabis Act* ([Section 17](#)) prohibits the promotion of cannabis and cannabis accessories indiscriminately to the general public by means of informational promotion
- The *Cannabis Act* ([Section 21](#)) prohibits the use of a brand element or name of a producer or distributor, either directly or indirectly, to sponsor an event

For those events in locations where cannabis consumption is *not* currently prohibited, the City of Ottawa, through Event Central and the Special Events Advisory Team, will be working with you throughout the special event application process. Ottawa Public Health is a SEAT member and can assist in developing event-specific smoke-free policies.

If you are unsure of the application of existing legislation to your event or festival or want assistance in developing an event-specific smoke-free policy, please contact EventCentral@ottawa.ca. However, it is the responsibility of the event organizer to be aware of smoking, vaping, and cannabis-related regulations and restrictions contained in Federal and Provincial laws and regulations, and in Municipal by-laws.

Smoke and Vape-Free Event Signage

Ottawa Public Health has developed smoke and vape-free event signage for organizers.

Details:

- Two types available: one for events on City-owned property and another for events on Federally owned property or private property
- Dimensions: 60 x 120 cm
- Cost: no cost to the event organizer
- How: complete the [online request form](#)



SECTION 11: HEALTH, SAFETY, & WELLNESS



Section 11: Health, Safety, and Wellness

Hosting Social Wise Special Events

To support special event organizers during the COVID-19 pandemic, Ottawa Public Health developed a Special Event Toolkit in partnership with Event Central and the City's Planning, Infrastructure and Economic Development department. The toolkit provides key resources including signage, tools, information, and guidance documents to support organizers in hosting Social Wise special events, subject to the direction from the [Province of Ontario](#) and the latest [public health measures and restrictions](#).

Environmental Health

Loud Noise Exposure

Exposure to harmful sound levels, such as loud sporting events, music concerts, and using power tools can cause hearing damage, otherwise known as noise-induced hearing loss (NIHL).

Helpful information:

- Centers for Diseases Control and Prevention (USA) – [What Noises Cause Hearing Loss?](#)
- National Institute for Occupational Safety and Health (USA) – [Three Tips for Choosing the Right Hearing Protector](#)

Extreme Heat and Humidity

Extreme heat events can cause heat-related illnesses and in some cases, even death. Heat warnings mean extra precautions need to be taken.

Helpful information:

- Environment and Climate Change Canada – [Criteria for Public Weather Alerts](#)
- Environment and Climate Change Canada – [Heat and Humidity](#)
- Environment and Climate Change Canada – [UV Index and Sun Safety](#)
- Ottawa Public Health – [Extreme Heat and Humidity](#)

Air Quality

Air pollution can pose health risks, especially to vulnerable groups such as seniors and people with breathing problems or heart disease. Depending on the nature of your event and key demographic of participants, you may want to monitor the forecasted air quality in the area.

Helpful information:

- Environment and Climate Change Canada – [Tips for Organizers of Outdoor Sporting Events](#)
- Ministry of the Environment, Conservation and Parks – [Air Quality Health Index](#)

Winter Weather

Winter weather conditions in Canada can quickly become dangerous.

Helpful information:

- Environment and Climate Change Canada – [Criteria for Public Weather Alerts](#)
- Environment and Climate Change Canada – [Cold Season Weather Hazards](#)
- Environment and Climate Change Canada – [Wind Chill and Cold Weather](#)

Substance Use, Violence Prevention and Mental Health

Event organizers are encouraged to include *Party Safer* planning and messaging about substance use, violence prevention, and promotion of mental health as they plan and host their event. Information on *Party Safer* tips and strategies are available through Ottawa Public Health (OPH) websites:

- [TheLinkOttawa.ca](#)
- [StopOverdoseOttawa.ca](#)
- [Mental Health, Substance Use and COVID-19](#)

Examples of *Party Safer* planning include:

- Reach out to OPH through the event review process to discuss availability of training (i.e., how to ID an OD, naloxone, violence prevention, mental health) for organizers, their staff, and volunteers. Ensure that staff and volunteers are aware of the opportunity to attend these no-cost virtual trainings sessions and where they can access no cost naloxone kits.
- Promote the OPH websites as well as *Party Safer* messaging through social media channels prior to and during the event
- Post visuals (i.e., [Stop Overdose Ottawa posters](#)) in high traffic areas at the event. Visit the OPH website print resources for downloadable posters (i.e., [Anything Can be Cut with Fentanyl or Carfentanil](#))

The following event policies can decrease the risk of overdose and other drug related harms:

- Intoxication policies and procedures (ID check, Smart Serve training)
- Availability of low-cost non-alcoholic drinks
- Access to first aid, security, and volunteer presence
- Reduce risks through lighting, crowd control, and hazard mitigation
- Position toilets and health facilities in accessible and well-lit areas
- Provide free water
- Signage in high traffic areas (i.e., entrances, toilets, etc.)
- Adding QR codes to mental health and substance use resources on tickets and/or entry bracelets



SECTION 12: GREENING YOUR EVENT

Section 12: Greening Your Event

Here are a few tips for event organizers to consider *before*, *during*, and *after* when planning a greener, environment-friendly event.

Before the event:

- Dedicate planning time to set green targets such as amount of waste recycled or composted, visitors travelling by sustainable transportation, or energy saved
- Select an event venue that has access to public transportation, cycling, and walking routes
- Where possible, use electronic advertising, promotion, and invitations
- Promote environment-friendly travel options - walk, bike, bus, or carpool
- Encourage guests to bring reusable water bottles
- Confirm how recycling and waste material will be leaving your event. Waste collection is the responsibility of the event organizer.
- Consider the use of tap water with water fountains, water trucks, or water bars and encourage event goers to bring their own water bottles
- Train event staff and volunteers on your 'green' initiatives

During the event:

- Provide safe and secure bike parking
- Ensure food packaging is returnable, compostable, or recyclable
- Locate recycling stations in busy areas that are within close distance to where waste is generated
- Have volunteers posted at each recycling station as green ambassadors to help guests deposit waste appropriately
- Clearly display signage as to where guests can recycle, compost, or dispose of waste and fill their reusable water bottles

After the event:

- Ensure all litter and event waste has been gathered, sorted, and disposed of correctly
- Save unused materials for future events
- Track and share your success! Brag about how eco-friendly your event was to inspire guests and other event planners.

Green Event Resources

City of Vancouver – [Green Event Guide](#) (PDF 2MB)

GreenFestivals.ca – [Information for Festival/Event Organizers](#)

The Rockefeller Foundation – [Toolkit for Food Waste-Free Events](#) (PDF 4MB)



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Run

Course de
L'ARMÉE
du Canada

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SECTION 13: ACCESSIBILITY

Section 13: Accessibility

The Accessibility for Ontarians with Disabilities Act (AODA) makes it possible for people of all abilities to be a part of their communities every day. The City of Ottawa encourages all event organizers to make their events as accessible as possible to all members of the public.

A person with a disability can be someone who:

- Has low or no hearing
- Has low or no vision
- Lives with a mental health issue
- Uses a cane, wheelchair, or other mobility device to get around
- Lives with a learning or cognitive disability
- Has a condition, either visible or invisible which impacts the activities of daily living

Please consider the following when planning your event:

- Include contact information for accessibility requests on invitations and promotions
- Are all materials related to the event using plain language and available in alternative formats upon request?
- Are people able to move about the event spaces without barriers or limits to their movements? Are all attractions, food services and essential services accessible?
- If your event is on the street, are all businesses, restaurants, vendors, etc. accessible to all attendees at all times?
- If you are holding a walk, run or race, are people with mobility devices able to participate fully?
- Is there a designated accessible or protected area to view live performances for people with mobility devices or for people with decreased vision or hearing?
 - Is there space for support persons and service animals?
- Have allowances been made for accessible parking spaces within close proximity to the event location, entrance, and exits?
- Are there accessible washroom facilities?
- Has a Para Transpo drop-off / pick-up area been identified?
- Consider adding an accessible line for those with mobility/fatigue-related circumstances
- Is there sufficient light on all paths of travel and in service locations for people with low vision?
- Are directional signs clear and easily read in all light conditions?
- Are there quiet spaces / rest areas available for patrons and/or service animals? Quiet areas can help people with mental health, sensory processing, and fatigue disorders feel more at ease.
- Can service animals go to all areas that the public is normally allowed to go?
- Have staff and volunteers been trained on accessibility laws and the event's accessibility features?
- Has a volunteer been assigned to resolving accessibility barriers during the event?
- Does your emergency plan speak to accommodating / communicating to people with disabilities during emergency situations?

If your festival/event organization has one or more employees, your organization has legal requirements to meet on accessibility. To find out if your organization is required to comply with the AODA, visit ontario.ca/accessibility.

Accessibility Resources

Accessibility for Ontarians with Disabilities Act – [Making Outdoor Events Accessible](#)

Province of Ontario – [How to Make Customer Service Accessible](#)

Province of Ontario – [How to Make Information Accessible](#)

Province of Ontario – [Planning Accessible Events](#) (PDF 2MB)

Province of Ontario – [Guide to Accessible Festivals & Outdoor Events](#)

Ontario Municipal Social Services Association – [Guide to Accessible Public Engagement](#) (PDF 5MB)



SECTION 14: DIVERSITY & INCLUSION

Section 14: Diversity and Inclusion

Founded on the unceded traditional territory of the Algonquin people, Ottawa has become a city of rural, suburban, and urban communities with rich and distinct histories. People from a diversity of ancestries, abilities, ages, countries of origin, cultures, genders, incomes, languages, races, and sexual orientations make this a vibrant city and contribute to creating a city for everyone.¹

The Equity and Inclusion Lens was developed to support the work of City of Ottawa staff, management, and Council. External bodies and community groups may also choose to use the Lens. The hope is that we each become and ally and take action.

People who are at risk of exclusion include Aboriginal peoples, Francophones, 2SLGBTQIA+, Immigrants/newcomers, older adults, persons with disabilities, persons living in poverty, racialized people, rural residents, women, and youth. The Equity and Inclusion Lens [Diversity Snapshots](#) are available online and provide an overview about people who risk exclusion.

Please consider the following when planning your event:

- Provide event information in alternate formats such as large print, Braille, ASL, languages other than English (if requested) proactively considering the diverse audience you wish to reach
- Review considerations for incorporating accessibility into the event (refer to [Section 13: Accessibility](#))
- Train service staff to be sensitive to the needs of diverse communities
- Consider diverse representation in promotional images and graphics related to the event, paying attention not to reinforce stereotypes
- Promote your event as an inclusive environment
- Encourage third-party service providers to do the same (e.g., when choosing a security company)
- Are the companies hired for the event representative of diverse communities (e.g., audio visual, suppliers, contractors, food vendors, etc.)
- Provide food options that appeal to a range of dietary needs (vegetarian, vegan, gluten-free options) and consider religious/cultural diets (e.g., halal and kosher options)
- Provide a private clean space for breastfeeding
- Have staff who speak languages other than English
- Include a land acknowledgement on the event website and materials and opening remarks
- Provide access to gender inclusive washrooms
- If using nametags, provide a space to indicate preferred pronouns
- Address audiences using terminology such as “everyone” or “folks” instead of “ladies and gentlemen”
- Consider gender and racial balance when booking artists for performance lineups

¹ City of Ottawa and City for All Women Initiative, “Equity & Inclusion Lens Handbook,” Ottawa: City of Ottawa, 2015.

- Add representation from diverse groups behind the scenes: board members, event planning committee, contractors, and volunteers
- Diversify the “eyes” – the storytellers invited to capture and promote the event experience (through photography, social media, etc.)²

Diversity and Inclusion Resources

City of Ottawa – [Equity and Inclusion Lens Handbook](#)

City of Ottawa – [Diversity Snapshots](#) (quick reference documents on people who are at risk of exclusion)

City of Ottawa – [Indigenous Relations webpage](#)

City of Ottawa – [Equity and Inclusion in the Arts Fund](#) (EIAF)

Case Study: [How to Promote Diversity at an Event by Diversifying the Photographers Covering It](#) – RBC Bluesfest

² Zainab Muse, “How to Promote Diversity at an Event by Diversifying the Photographers Covering It,” *BetterHumans* (blog), September 20, 2019, <https://betterhumans.pub/how-to-promote-diversity-at-events-by-diversifying-the-eye-cbc5010e1534>.



ANNEXES

Annex A: Alcohol Management Plan Template

Event Details

- Event name:
- Event location:
- Date(s):
- Hours of operation:

Alcohol Service

- Hours of alcohol service:
- Licensed area(s): i.e., is the entire site licensed or only a portion (e.g., in a beer garden)
- Number of points of sale: if there is one bar with multiple cash registers, this is one point of sale
- Number of servers:
- Is the licensed area all ages or age of majority (19+) only?

Capacity

- Capacity of licensed area: if more than one area, provide the capacity of each
- Perimeter demarcation: i.e., what type of fencing is being used
- Procedures for monitoring occupant load

Security Details

- Security provider:
- Contact:
- Number of security officers:
- Roles and responsibilities:

Procedures

- Process for checking and validating ID (e.g., is there a wristband system in place?)
- Beverage limits: are there limits in place (e.g., only one beverage can be purchased at a time)
- Monitoring hand-offs: i.e., where someone with valid ID passes alcohol to someone underage or without valid ID
- Intoxicated persons:
- Disorderly or violent behaviour:
- Serving after hours:

Annex B: Checklist for Patio Extensions

The following checklist should be referenced when planning an event where patios will extend onto the City Right of Way. Refer to [Section #6: Serving Alcohol at Events](#) for details on the Municipal Alcohol Policy.

- There is a 6m clear emergency access lane through the site and between patios
 - Note:** Depending on how many patios are extending and where they are in relation to one another, this will determine how far they can individually extend (e.g., up to the parking lane vs. past the parking lane)
- Event organizer has been provided details and a diagram of each extension for SEAT review
 - Up to date contact information
 - Hours of operation
 - Patio dimensions and capacity
 - Written approval from adjacent businesses and property owner if extending past boundaries of the restaurant
 - Type of set-up (standing room only, high tops, tables, and chairs)
 - Confirmation if there will be a barbeque or cooking outdoors
 - Patio diagram (including dimensions, tents, BBQ, etc.)
 - Note:** Diagram must depict the actual layout of the patio NOT the example AGCO template
- Patios are clearly delineated and enclosed with 3ft metal fencing before alcohol service begins
- Patio extensions are accessible for those using mobility devices (e.g., entrance is not on a high curb)
- Barbeques and cooking equipment are clean and CSA or CAN/ULC approved for use in Canada and equipped with a certified and up to date portable fire extinguisher
- If cooking outdoors, there is a structured hand wash station present
- Tents used near cooking equipment are fire retardant CAN/ULC S109 or NFPA 701 certified

Annex C: Noise Mitigation Plan Template

Event Details

- Event name:
- Date(s):
- Hours of operation:

Sound Reduction Measures

- Process for measuring sound levels
- Sound check procedures
- Strategy for managing bass levels
- Measures put in place to manage noise impacts during event

Sound Equipment

- List of equipment used and number of each (include images if appropriate)
- Positions and orientation
- Details on the location(s), direction, and position of speakers

Tip: Include a site diagram that shows speaker locations and direction of sound. The map should be in context so that surrounding buildings are visible.

Community Engagement

- Detail how event organizer(s) will proactively engage with the surrounding community to minimize impact
 - e.g.: fliers with event details and direct contact info

Tip: Providing a direct event contact to affected residents helps reduce the number and frequency of noise complaints filed with the City.

Annex D: Transportation and Parking Plan Template

Event Details

- Event name:
- Event location:
- Date(s):
- Hours of operation:

On-Site Parking

Number of available spots and type

Off-Site Parking Locations

List of locations and number of available spots and type

[insert map]

Shuttle Service

- Provider name:
- Description of vehicle(s) being used – include capacity and accessibility
- Pick-up and drop-off location(s) and route(s)
- Hours of operation and frequency
- Lay-up arrangements for vehicles

[insert map(s)]

Public Transit

List the route(s) that service the event site

Para Transpo

Indicate the selected location for Para Transpo drop-off and pick-up

[insert map]

Taxis, Limousines, and Private Transportation Companies

Indicate the location(s) of taxi stands as well as designated drop-off and pick-up zones for limousines and Private Transportation Companies (UBER, Lyft, etc.)

[insert map]

Road Closures

List the road closures and timings

Communication Plan

Details on how and when shuttle service, public transit and parking locations are communicated to patrons and the public

Annex E: Drone Usage Guidelines

Transport Canada Requirements

Drone Use at Advertised Events

Drone pilots are not allowed to fly near or over advertised events, such as outdoor concerts, parades, and sporting events, unless they have a Special Flight Operations Certificate that specifically allows them to do so.

For drone use at events, the pilot must have:

- Valid drone pilot certificate for their type of operation (either [basic or advanced operations](#))
- Special Flight Operations Certificate for the specific activity

Visit [Transport Canada's website](#) for more information on how to get permission for special drone operations.

Resources

Transport Canada – [Where You Can Fly Your Drone Infographic](#) (PDF)

Transport Canada – [Controlled Airspace Interactive Map](#) (search Ottawa, ON)

NAV Canada – [Drone App](#)

Additional Special Event Permit Requirements

The following additional information must be provided to Event Central a minimum of 10 business days in advance of the event:

- Proof of air space clearance from Nav Canada
- Drone use is prohibited at City parks and facilities per the [Parks and Facilities By-Law](#) (No. 2004-276). A variance letter will be required as a condition of the rental contract.
- Flight Plan: map of the proposed flight plan clearly indicating take-off location, route while in the air and landing location
- Pilot certificate: see Transport Canada guidelines above
- Proof of drone registration: model and serial number
- Security plan: for numerous reasons, the potential hazard of UAVs being flown near or over the public and large crowds of people is significant. A plan must be developed to protect those people not involved with the UAV operation and to ensure that people do not interfere with the operation of the UAV.
- Certificate of drone insurance
 - City of Ottawa listed as Additional Insured
 - Include a Waiver of Subrogation in favour of the City of Ottawa
 - Provide the City of Ottawa with 30 days written notice of cancellation

Photography

Section 1 – RBC Bluesfest

Section 2 – Summer Solstice Indigenous Festival

Section 3 – Ottawa Ribfest on Sparks St

Section 4 – La Machine

Section 5 – Manotick Soap Box Derby

Section 6 – Orléans Craft Beer Festival

Section 7 – Latin Sparks Festival

Section 8 – RBC Bluesfest

Section 9 – Photo Credit: Sean Costello, Hands Fireworks (Canadian Tulip Festival)

Section 10 – Photo Credit: Leah Kelly, Pexels

Section 11 – Bud Light Escapade Music Festival

Section 12 – Ottawa Dragon Boat Festival

Section 13 – Canada Army Run

Section 14 – Capital Pride Festival

Annexes – Canadian Tulip Festival

Credits

Andre Gagne

Department of National Defence

Bud Light Escapade Music Festival

RBC Bluesfest

Ottawa Dragon Boat Festival

Ottawa Tourism

Sarah O’Neil

Sean Costello

ThirdEye Photography