

City of Ottawa

# Event Guide

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## Planning an event in the City of Ottawa

**Event Central**

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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. This guide is comprehensive, but cannot address every possible question or topic. Event Central remains available to assist you.

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# Section 1: Events in Ottawa

## Introduction:

Event Central assists in the coordination of city services involved with special events. Event Central is the first point of contact for event organizers and provides assistance in facilitating permit approvals with the Special Events Advisory Team (SEAT). SEAT brings together City of Ottawa departments and other public agencies in order to ensure that special events are successful, safe, and contribute positively to the City and its residents. SEAT

reviews event applications and supporting documentation that require multi-departmental and multi-jurisdictional approvals, licenses, and/or permits.

The special event 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 Application for Special Events, supporting plans and other information submitted to support the application are assessed by Event Central, SEAT and other public agencies. Event organizers require conditional approval of the event location from the property owner prior to applying for a special event.

## When to apply?

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;
  - Please note: For smaller events (such as block parties, demonstrations/marches, or street painting) please complete the corresponding application:
    - [Block Party](#);
    - [Demonstration/March](#)



Image by [Ottawa Tourism](#)

## Section 2: Application process

The application process begins with the event organizer completing and submitting the Application for Special Events along with draft copies of supporting documentation. At a minimum, all events will be required to submit a site plan, emergency plan and copy of insurance along with the application. Pending the event specifications, other supporting documentation may be required (i.e., transportation plan, barricade plan, etc.). Once the documentation is received and reviewed by Event Central it is distributed to the Special Events Advisory Team (SEAT). Event Central staff and SEAT will provide assistance to the event organizer to ensure that the event meets all requirements.

### Application form:

The Application for Special Events and guide for creating supporting documentation can be found on the [Event Central](#) webpage or by emailing [eventcentral@ottawa.ca](mailto:eventcentral@ottawa.ca). A physical copy can be made available by calling Event Central at 613-580-2424 ext. 14613.

To obtain approval for an event, the event organizer must complete all applicable sections of the Application for Special Events.

### Application timelines:

The event organizer must submit the application documentation 30, 60, or 90 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.

- 30 Days in advance of the event if the event includes;
  - Pyrotechnics or fireworks;
  - Food/beverage preparation, storing, and or sale;
  - Vendors of any type;
  - Uses City property;
  - Requires specific event open air fire permit.
- 60 days in advance of the event if the event includes;
  - Property owned or leased by the Provincial or Federal government ;
  - Requests a noise exemption;
  - Uses or includes aircraft, watercraft, or helicopters;
  - Includes temporary structures or equipment, such as large tents.
- 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.

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

## Section 3: Completing the Application for Special Events

The Application for Special Events addresses mandatory elements that must be included as a part of the event plan. This information will help Event Central guide the event organizer in obtaining the required approvals.

### Event information, details and contact:

Event Central requires general information about the event and event organizer/organization applying.

**Charitable/Non-profit organization:** An organization that does not intend on making a profit. The non-profit number may be requested to confirm the organization is a registered non-profit group.

**Main contact:** This contact must be available to work closely with the City of Ottawa throughout the application process. They are the main point of contact and must have authorization to make decisions on behalf of the event.

**Secondary contact:** If the main contact is unavailable the secondary contact will assume the role of the main contact.

**Description of event:** Describe the nature and purpose of the event.

**Location:** The location should be secured or conditionally approved prior to submitting the Application for Special Events. If the event has a route, indicate start and end locations as well as street by street usage. For [contact information and rental rates](#) of City property please contact [Centralized Allocations](#) at 613-580-2595. If the event will operate at a City of Ottawa Aquatic venue, please contact [Aquatics](#) at 613-580-2424 ext 16966. Keep in mind that smoking is [prohibited on all municipal properties](#).

### Event elements:

When completing the Application for Special Events event organizers must answer each of the *Yes or No* questions. The following includes detailed information, requirements, and main contacts related to each event element.

**Alcohol:** Careful planning and preparation is 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). The event organizer must obtain the appropriate permit through the AGCO and adhere to AGCO regulations. For information regarding types of permits and requirements, please visit the [Alcohol and Gaming Commission of Ontario](#) website or call 1-800-522-2876.

Events occurring on City property must meet the conditions of the [Municipal Alcohol Policy](#). Please consult the [Guide to Serving Alcohol at your Event](#) for more information.

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, please complete and submit the [online notification form](#).

If your event is open to the public and the applicant is neither a registered charity nor non-profit organisation, a Letter of Municipal Significance is required to obtain a Special Occasion Permit. For inquiries, please contact [Event Central](#).

**Live or recorded music:** Should the event feature live or recorded music please contact [SOCAN \(Society of Composers, Authors and Music Publishers of Canada\)](#) at 1-866-944-6223.

**Sound/Amplification system:** Amplified sound can include sound systems, PA systems, microphones or speakers. Please take the appropriate measures in order to reduce the disturbance the event may cause. See the [Protecting your hearing](#) webpage for more information on individual protection.

Please review the City's [Noise By-Law](#). The organizer may apply for a [Noise Exemption](#) no later than 60 days prior to the event. A 50 dollar fee may apply, which can be paid at any [City of Ottawa Client Service Centre](#). For additional information, please contact [noiseexemption@ottawa.ca](mailto:noiseexemption@ottawa.ca).

**Use of City streets, road closures and sidewalk use:** All planned events, including parades, that involve the use and/or closure of the City Right-of-Way require a permit issued by the Department of Public Works and Services. If the organizer would like to close a road, close a lane or initiate parking restrictions they need to contact the [Traffic Management and Operational Support Branch](#) at 613-580-2424 ext. 28164. For more information, please refer to the Use and Care of Roads [By-law No. 2003-498](#) and the Special Events on City Streets [By-law No. 2001-260](#).

A traffic plan may be requested depending on the complexity of the traffic implications. Please review the below information when planning a closure:

- The request must be provided 40 days prior to the event;
- Road closures must be barricaded and manned at all times;
- Volunteers, or hired security may be required and are the responsibility of the event organizer;
  - Include number of volunteers available and where they will be assigned;
- Barricades may be available from the City on a first come first serve basis; Barricades must be picked up and returned by the organizer;
- Closures, roadway impacts and barricade locations must be included on the site plan (See [Annex C](#) for more information);
- Traffic control (lane closures, barricade set-up, etc) may need to be performed by traffic control personnel familiar with the Highway Traffic Act;
- The organizer must provide an electronic copy of the traffic notification that is distributed within the affected communities;
- The organizer must sign a waiver, and provide a copy of insurance;

**Parking estimates:** All planned events must indicate the availability of parking as it relates to traffic implications.

**Security and/or paid duty officers:** Event Central and SEAT will determine if security is a requirement for the event based on the event application details. If security is required, please provide a detailed security plan including name of the security company, points of contact, number of security personnel, and roles/responsibilities. Paid duty officers may be required at your event. Please contact the [Paid Duty Office](#) for more information or the [Ottawa Police](#) website.

**Medical coverage:** Please provide a detailed medical plan including first aid station/locations, equipment, number of medical personnel, and roles/responsibilities. Provide the company name and points of contact for any first aid provider at the event. First aid providers must be dedicated to the position; they cannot fill dual roles such as security guard/first aider.

**Organizers must arrange for FREE access to potable water for patrons.**

Paramedics and supervisory staff may be required at the event. Please contact [Ottawa Paramedic Service](#) for more information.

**Recycling/Waste management:** Garbage collection is the responsibility and the expense of the event organizer. The use of recycling stations is strongly encouraged. Please provide details in regards to the number of garbage and recycle bins, collection company information, pick-up time, and where grey water will be disposed.

**Food service:** 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.

- **Food Vendors – By-law and Regulatory Services requirements:** If the event includes food or beverage for sale, each food vendor requires a license from By-Law and Regulatory Services. To obtain a license, the vendor must go to the Business License Centre located at 735 Industrial Avenue. Further information can be found on the [Business Licensing](#) webpage.
- **Food Vendors – Ottawa Public Health regulations:** Each vendor must meet the [Food Handler Requirements](#). Please ensure each food vendor/supplier individually completes the [Application for Food Services at an Event](#) and submits it to Ottawa Public Health no later than two weeks prior to the event date. For further information, contact [Ottawa Public Health](#) at 613-580-6744 ext 26317.
- **Food Vendors – Technical Standards and Safety Authority - Fuel:** Please contact the [Mobile Food Services, Technical Standards and Safety Society](#) at 416-734-3300 for information regarding fuel safety within mobile food services.

**Merchandise sold for profit:** If the event includes the sale of merchandise for a profit, please ensure that each itinerant seller/vendor is licensed by By-Law and Regulatory Services. A license is not required for local handmade artisanal products.

- **Itinerant sellers:** If the event has **less than five** sellers/vendors, please ensure each acquires their own [Itinerant sellers license](#) 4 weeks prior to the start date of the event.
- **Exhibitors License:** If the event has **five or more** sellers/vendors, the organizer can apply for an [Exhibitors License](#) to cover all sellers/vendors. Please apply at least 4 weeks prior to the start date of the event.

**Animals (petting zoo, exotic):** If the event includes animals contact Business Licensing at least four weeks prior to the event. Further information can be found on the [Exotic Entertainment Animal Event](#) webpage or contact 613-580-2424 ext. 12735.

For information regarding the prevention of illness at animal exhibits, please contact [Ottawa Public Health](#) at 613-580-2424 ext. 26317.

**Amusement rides/Inflatables:** Event organizer must provide contact information of the amusement company. It is the organizer's responsibility to ensure the amusement ride operator complies with all the regulations regarding amusement rides.

**Temporary structures:** A building permit is required for tents or combination of tents (spaced closer than 10 feet from one another) if they exceed 2,400 square feet in area. For tents requiring a building permit, the drawings provided for permit approval should be sealed and signed by a professional engineer. The tent's construction must be verified by a professional engineer upon completion.

Please keep in mind:

- 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;
- At least two exits (openings) should be provided from the tent and, the exits should be remotely positioned from one another;
- If there is staking or digging into the ground, locates are required;

**Bleachers/Viewing towers:** A building permit will be required for any site-built bleachers or viewing towers. The drawings provided for permit approval should be sealed and signed by a professional engineer. Bleacher/viewing tower construction must be verified by a professional engineer upon completion.

For general information about building permits, please refer to the [Building Permit to Construct](#) webpage. Building permit applications can be submitted at any City of Ottawa [Client Service Centre](#).

If any temporary power equipment needs to be brought on site, approval may be required. Remember that temporary power equipment must comply with the City of Ottawa's [Noise By-Law](#).

**Fireworks/Pyrotechnics:** Permits and approval must be coordinated with Business Licensing, the Ottawa Fire Department and the property owner. Please apply a minimum of four weeks prior to the event; a \$50.00 application fee will apply. Further information can be found on the [Fireworks](#) webpage, or contact [Ottawa Fire Services](#) at 613-580-2424 ext. 28746.

**Open air fires – specific event permit:** The Ontario Fire Code has regulations for events that are held in "Outdoor Public Amusement Areas." Should the event fall within this category, contact [Ottawa Fire Services](#) at 613-580-2860.

**Smoking:** Smoking is prohibited at any event being held on City of Ottawa property as per the City of Ottawa Parks and Facilities By-law 2007-246. No-smoking policies are recommended for events being held on property not owned by the City of Ottawa. To request signage free of charge, or for more information please visit [ottawapublichealth.ca](http://ottawapublichealth.ca).



## Supporting documents to accompany application:

The following sections speak to the additional requirements for outdoor special events.

**Site/route plan:** A site/route plan identifies the location and dimensions of all event elements. A detailed plan is required by Event Central and must be submitted in an electronic format along with the Application for Special Events. The site plan will be reviewed by Event Central, SEAT and relevant stakeholders.

Common elements of a site/route plan include:

- Temporary and permanent structures;
- Fencing, barricades and spectator area;
- Street names, intersections, on/off-site parking;
- Command post and medical/first aid stations;
- Emergency access/egress;
- Food service and alcohol areas;
- Restrooms and hand wash stations;

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 site plan.

All modifications made after initial submission must be communicated to Event Central based on the established timelines.

Please see [Annex A](#) for further information and example site plan.

**Emergency plan:** The emergency plan acts as the framework that prepares the event organizer, staff, volunteers and event attendees in an emergency. An emergency plan is required by Event Central and must be submitted with the Application for Special Events. The emergency plan will be reviewed by Event Central, SEAT and relevant stakeholders. Copies of your emergency plan must be on site during the event.

Common elements of an emergency plan include:

- Contact information of two personnel overseeing operations during the event;
- How event attendees will be notified in the event of an emergency (PA system, megaphone, etc);
- An evacuation area with evacuation route;
- Emergency procedures to be followed by staff, volunteers and security;
  - Training provided to staff, volunteers and security;
- Communication procedures made with the necessary emergency authorities;
- How medical/first aid provider will respond to medical emergencies;

Please see [Annex B](#) for further information and emergency plan template.

**Insurance:** At least 10 days prior to the event, the organizer must provide proof of General Liability Insurance in relation to the special event with limits of not less than two million dollars 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 organizer 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. 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 5 million dollars.

**Medical plan:** Depending on the nature and scope of the event, a medical plan may be required. If requested, the event organizer must provide, but not limited to, the following:

- Proof of medical/first aid coverage;
- Medical/first aid provider information including contacts;
- Medical/first aid staff or volunteer involvement (numbers, shifts, qualifications, duties);
- Medical equipment on site;
- Location and type of first aid post/facility;
- Communication methods (radios, etc);
- Emergency access points and pick up locations to the site;
- Access/egress routes mapped through the venue to all areas;
- Regulations or policy related to the event requiring medical coverage (CFL regulations for player coverage, etc);

As per the [Special Events on Public and Private Property By-Law](#) the Ottawa Paramedic Service may require that paid duty paramedic staff be present at the event to supplement the medical plan.

For questions regarding medical coverage please contact the [Ottawa Paramedics Service](#). Please make arrangements no later than two weeks prior to event date.

**Opioid use and overdose prevention:** Ottawa Public Health has launched free, bilingual resources to assist organizers reduce the risk of accidental overdoses at festivals and events, which you can view or download at [ottawapublichealth.ca](http://ottawapublichealth.ca). Staff and volunteers are encouraged to watch the OPH "[Opioids 101](#)" webinar, an informative overview of opioids, overdoses and naloxone.

**Security plan:** Depending on the nature and scope of the event, a security plan may be required. If requested, the event organizer must provide, but not limited to, the following:

- Volunteer involvement (numbers, shifts, duties);
- Training provided;
- Communication methods (radios, etc);
- Name and contact information for security company.

Ottawa Police Services may require paid duty officers to be present to supplement the security plan and provide additional presence at the event. If the event impacts the community outside the location, paid duty officers may be required in addition to those needed to directly support the event. For more information please visit the [Hire Police for an Event](#) webpage or contact the [Paid Duty Office](#). For more information related to the security plan, please contact the [Ottawa Police Service Special Events Unit](#) at 613-236-1222 ext. 2487.

**Sexual violence awareness and prevention:** [Project SoundCheck™](#) is an Ottawa-based initiative that offers free resources and training for festival staff and volunteers to identify, prevent, and report sexual harassment and assault.

**Traffic and transportation plan:** A traffic and transportation plan provides details for the control of traffic 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.

Please refer to [Annex C](#) for further information.

## Annex A: Site/route plan

**A draft site/route plan is required to consider an Application for Special Events complete.** SEAT members will review the site/route plan and contact the event organizer if there are any clarifications or corrections required.

### Site/route plan:

The site or route plan provided with the Application for Special Events is a visual representation of the event.

A hard copy of the plan should be kept in a binder in the command post, along with copies of permits, a communications list and supporting plans (emergency, barricade, alcohol management, security, etc). It should be used when delivering training to staff and volunteers.

Special event permits issued by the City of Ottawa will only be valid for the venue areas and event elements described in the application and supporting documents. Modifications may be required from the organizer during the review process.

### Technical guidelines:

These guidelines should be followed when producing a site/route plan:

Produced in a clear and legible format and all details are clearly viewable:

- 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;
- Do not use “aerial” or “ortho” type photomaps as the base for the primary site; plan unless showing details such as grass, pathways or site elements;

### Site boundaries:

Keep the following in mind when designing a site/route plan:

- 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 separating the area must be clearly identified with entrances/exits and dimensions;
  - This map is 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/route plans must include all operational elements identified in the Application for Special Events and supporting documents, including, but not limited to, the following:

- Food vendors including trailer/tent locations with dimensions;
- Merchandise vendors including tent dimensions;
- Hydration/water stations;
- Information booth and First Aid location;
- Emergency staging where emergency services report to on-site;
- Emergency route;
  - Six metres through the site to allow for emergency vehicles;
- Command post or Operations centre;
- Para Transpo drop-off and pick-up location;
- Parking for accessibility card holders;
- Shuttle stop areas;
- Limo drop-off and taxi stand locations;

## Annex B: Emergency plan

**A draft emergency plan is required to consider an Application for Special Events complete.** The following departments will review the emergency plan and contact the event organizer if there are any clarifications or corrections required.

- Event Central;
- Ottawa Fire Department;
- Ottawa Police Services;
- Ottawa Paramedic Service;

### Emergency plan:

A hard copy of the emergency plan should be kept in a binder in the command post, along with copies of permits, a communications list and supporting plans (site/route, barricade, alcohol management, security, etc). It should be used when delivering training to staff and volunteers.

#### **Contact information:**

Provide main and secondary contacts who will be on site the day, or days of the event as the lead or incident commander. Depending on size or scope of the event, the organizer may need to provide contacts for section leads, or people with partial authority within the organization who will be on site, such as a safety officer, liaison officer, risk management officer, logistics chief or operations chief.

If the event spans multiple days, provide a schedule or a command chart indentifying the appropriate contacts for each day, if they differ.

Media contacts that will be the designated lead for media inquiries also need to be provided.

#### **Communication plan:**

Indicate how you intend to communicate with the following groups during an emergency:

- Employees on site and/or those along a parade or race course;
- Volunteers on site and those due to arrive;
- Security staff;
- Medical/First Aid staff;
- General public on site and those due to arrive or planning to attend;
- Accessibility requirements:
  - How accessible exits will be identified;
  - How information will be provided in alternative formats, such as interpretive, or sign;

- What training staff and volunteers will receive about accessibility during an emergency;

**Site support:**

The information provided in this section is for the “day-of event” contacts. If the event spans multiple days, provide a schedule of contacts with specific dates and times as an appendix to the plan.

If the event uses paid duties from a City service (Police, Paramedic, Fire, By-law, Transit Law Enforcement) indicate what has been contracted.

**Site information:**

**Command post:** Indicate the location of the on-site command post in the emergency plan and on the site plan.

**Staging area:** Identify the location where emergency responders are to stage in the event of a general emergency. There is an expectation that the event organizer with full decision making authority and full knowledge of the event/site will also respond to this location.

**Emergency shelters:** Identify the locations and capacity of possible emergency shelters.

**Access to event:** Indicate the type of access that is available at the site and the location of access and egress points for the public and emergency vehicles. Also, indicate the route for emergency vehicles in both the emergency plan and site plan.

If your event is gated, indicate all access and egress points on the site map and how these will be controlled and marked.

**Road closures and use:** If applicable, identify which roads will be closed and the time of the closures. Indicate the number and type of people who will monitor barricades at all times (volunteers, staff, security, paid duty officers).

**Emergency procedures:** Identify the emergency procedures for the events listed to the best of your ability.

**An emergency plan template is available on the Event Central webpage or by contacting Event Central at 613-580-2424 ext. 14613.**

# Annex C: Traffic and transportation plan

## Introduction:

A traffic and transportation plan provides details for the control of traffic and parking for a special event. This includes items such as, but not limited to; vehicular, pedestrian and cyclist movements to and from, and within the event location. For more information on traffic plans for road closures refer to the requirements outlined in the [Ontario traffic manual – book 7](#).

## Traffic:

The elements of a traffic plan are:

1. Road closure map and list;
2. Barricade map and list;
3. Turn-by-turn list for linear events (runs, walks, bikes and parades).

The following information should be included in the plan depending on the nature and scope of the event:

- Written description of route including direction and roads used;
  - If restricted to sidewalk, indicate which side;
- Locations of barricades and devices necessary for traffic control or parking;
- Locations of directional signage;
- Emergency vehicle access and egress;
- Public access and separation from hazardous areas;
- Location of paid duty officers, if required;
- Route marshal locations and duties;
- Water, aid, or mechanical station locations;
- Third party company name and contact number creating traffic or closure/barricade plans, if applicable;

### **Example of a turn-by-turn list for linear events (two kilometre walk):**

Start at the Knox Presbyterian Church (120 Lisgar Street);

- 1) Westbound on Lisgar ave (between the Knox – 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 at 120 Elgin);



### **Example of a route marshal list of locations:**

Marshalls will be posted at the following locations to help direct walkers, and ensure they follow the rules of the road:

- a. Lisgar / Elgin;
- b. Lisgar / Metcalfe;
- c. Lisgar / O'Connor;
- d. O'Connor / Slater;
- e. O'Connor / Wellington;
- f. Wellington / Elgin;
- g. Elgin / Queen;
- h. Elgin / Lisgar;

Marshals and staff/volunteers manning barricades should wear personal protective equipment such as reflective vests. Under the highway traffic act they cannot direct traffic on an open roadway.

## **Transportation and parking:**

The following information should be included in a transportation 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;
- Locations of taxi stands;
- Parking and safe routes for bicycles;
- Locations of any temporary signage, which meets conditions of the [Signs on City Roads By-law](#).

Any location on transit property cannot be used without written approval and a signed agreement from transit services, along with the appropriate coverage, naming the City of Ottawa as added insured.

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

## **Shuttles:**

If a shuttle service is required, a document that addresses the following is required:

- Description of the passengers to be served;
- Route(s) vehicle(s) will take;
- Hours of operation;
- Location of pick-up and drop-off points;
- Description of the vehicle(s) to be used including capacity and accessibility;
- Parking location(s) details for patrons;
- Lay-up arrangements for vehicle(s);
- How service will be advertised/communicated to patrons;
- Other information as requested by SEAT.

To support shuttle service information, please provide:

- Map(s) of the routing(s) for your service;
- Barricades or fencing being used;
- Description of signage used at stops and on buses or vehicles;

Shuttles cannot:

- Charge a fare or equivalent;
- Use an existing public transit stop or lay-by location, unless written approval is provided by Transit Services.

## **Communication:**

Traffic and transportation plans should include how traffic disruptions and shuttle services will be communicated to patrons and the public. Indicate if the following will be used and when:

- Social media;
- Traditional media (print, radio)
- Community media ;
- Flyers;
- Posters/Signage;
- Public service announcement;

It is the event organizer's responsibility to provide details of the event a minimum of 10 days in advance of the event.

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. The event organizer will work with business representatives, among others, to minimize any inconvenience the event may cause.

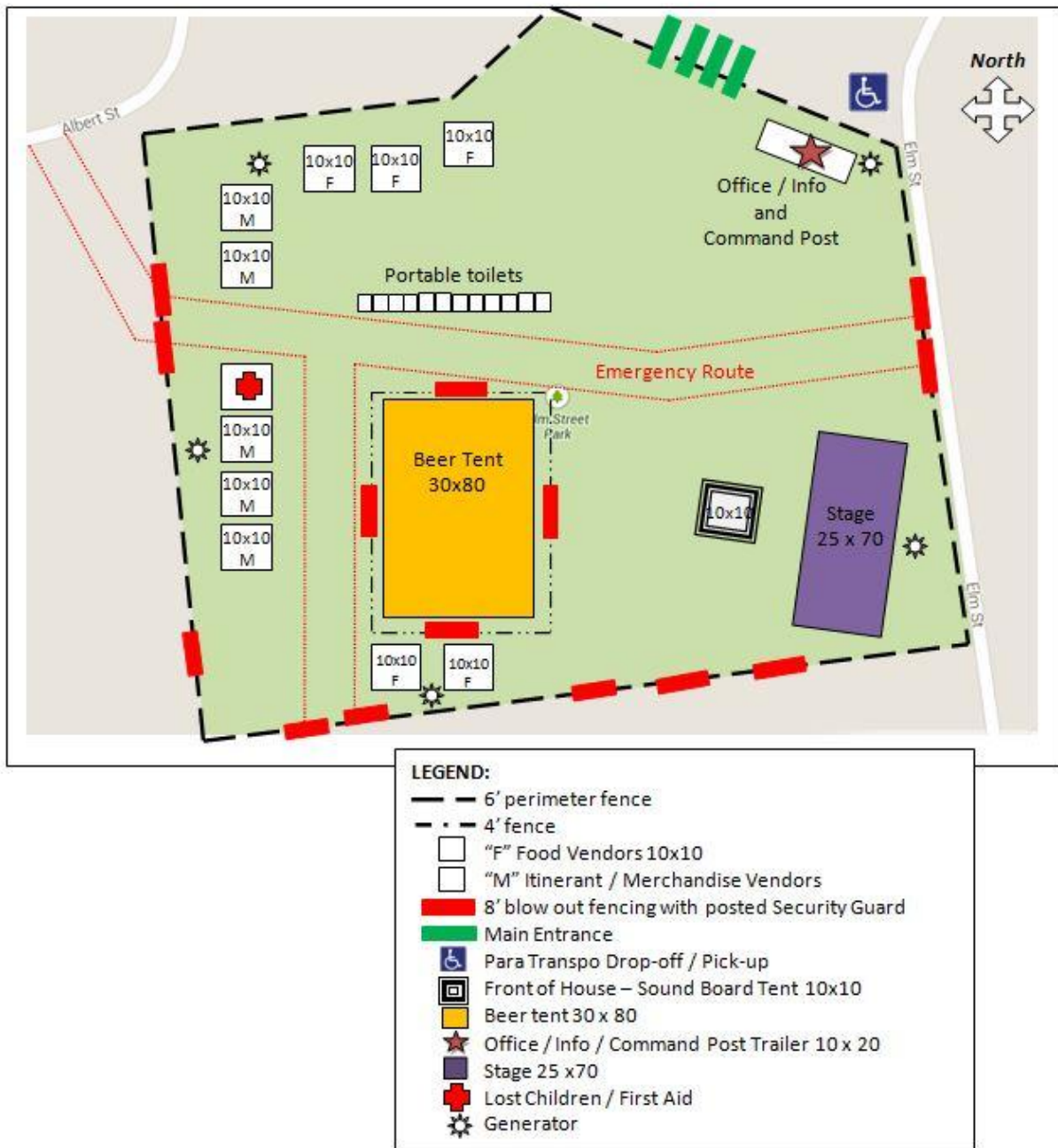
Please see note the conditions for community special event signage by-law 2003-520.

## Annex D: Tips for planning an event

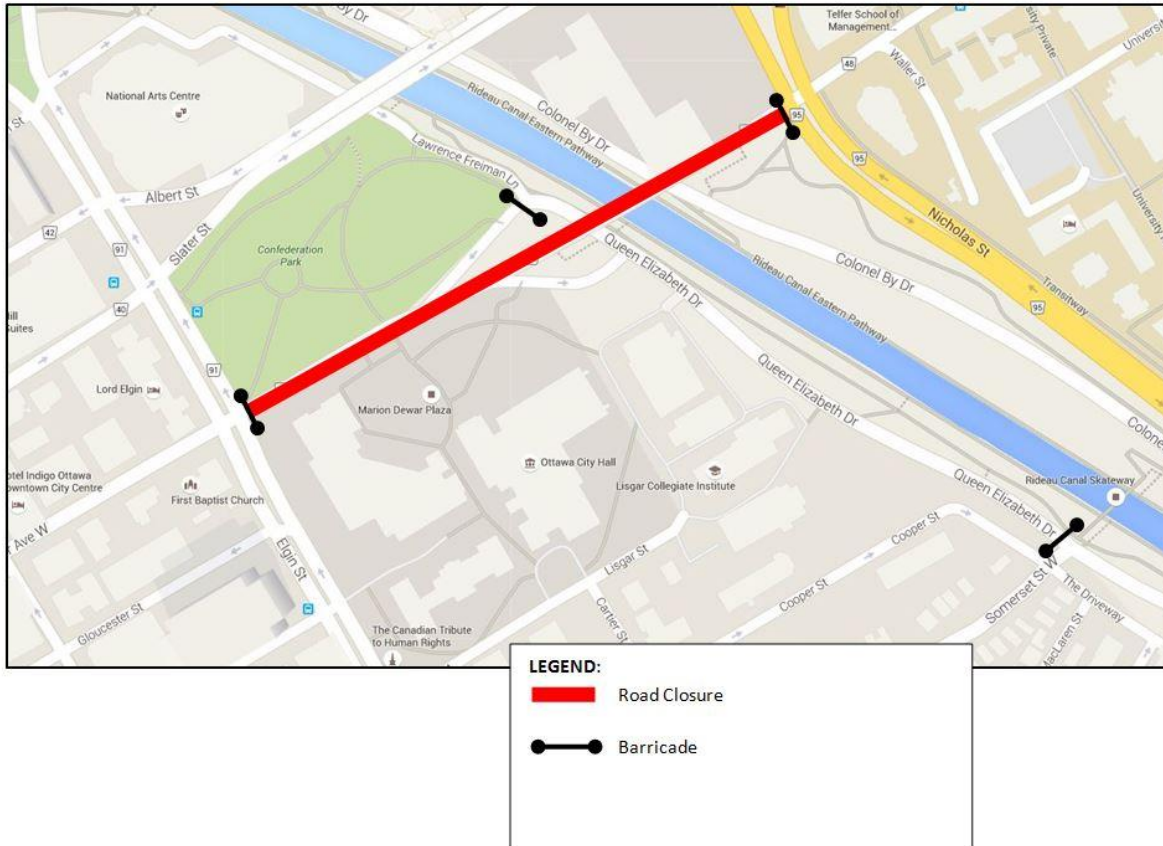
Here are some recommendations when planning an outdoor special event.

- Start small – Grow the event from the ground up!
- Keep it simple – Do not add too many components, keep it manageable!
- Plan your work – Plan your work and work your plan is the best formula for a successful event. It is important to have a strong focus on event documentation, such as emergency, site, route, and alcohol management plans, among others.
- Keep an active list of deliverable and dates – Event Central will provide an initial list of licenses/permits required and their associated deadlines. Add vendors, suppliers, sponsors, bookings, deliveries, signature deadlines, payment dates, etc. This should be the first page in your event binder.
- Have a cut off date- such as 20 business days prior to your event, as a “No Change Date.” Meaning that at that point, all your elements are locked in, and changes cannot be made.
- Create an emergency plan as a best practise to protect yourself and your attendees. As your event grows, your emergency plan will grow too.
- Accessibility – The Accessibility for Ontarians with Disabilities Act (AODA) makes it possible for people of all disabilities to be a part of their communities every day. Please keep persons with a disability in mind when planning your outdoor event. Please refer to the [Guide to Accessible Festivals & Outdoor Events](#) for more information.
- Sustainability – There are many ways to reduce the environmental impact and incorporating sustainable standards within your event. Please refer to the [Greening your Event](#) webpage on the City of Ottawa’s website for more information.
- Positive health messaging – Consider incorporating positive health messaging at the event. Ottawa Public Health provides information on breastfeeding, the importance of shade, healthy food options, among others. For further information, please visit the [Ottawa Public Health webpage](#).

Example site plan including emergency route:



## Example road closure and barricade map:



## Example barricade list:

- 1) Laurier Avenue westbound onramp at Lawrence Freeman lane;
- 2) Laurier Avenue – west side at Nicholas;
- 3) Queen Elizabeth Driveway – North Side at Somerset Street West;
- 4) Laurier Avenue – East side at Elgin Street;

Example transportation and barricade plan with emergency staging area:

