

2021 City of Mississauga Outdoor Events Planning Guide

Outdoor events are an important part of community building. City of Mississauga staff are looking forward to supporting community event organizers and volunteers to return to hosting outdoor events in alignment with Government of Ontario's [Roadmap to Reopen](#). The following guide aims to support event organizers in their planning efforts and provides guidance on operating safely and reducing the risks associated with the transmission of COVID-19.

Event Organizers, operators, vendors, and permit-holders of events/gatherings, regardless of their purpose or size, have a responsibility to assess the risks associated with their event/gathering, and their ability to mitigate these risks. Event Organizers are responsible for implementing measures to reduce the risk of infection among all those who participate in their activities (e.g. event staff, performers, volunteers, participants) and compliance with all applicable laws.

This document does not replace the City's current event planning procedures but rather notes additional measures that need to be considered or actions taken due to COVID-19 regulations outlined by the Ontario Government, Region of Peel Public Health and/or City of Mississauga policies and by-laws.

Please note that this is a living document and may be revised in response to changing conditions and regulations. Please check this [link](#) for the most up to date version.

STEPS TO HOSTING AN OUTDOOR EVENT

1. Review what type of activities are permitted under [Ontario's COVID-19 public health measures and advice](#).
2. Contact the City of Mississauga Customer Service Centre at (905) 615-4100 to inquire about available event spaces.
3. Submit a [Rental Request](#) for the specific event space with guidance provided by the City of Mississauga Customer Service Centre. Event organizers should aim to submit requests a minimum of **6 weeks** prior to the event date. Depending on the complexity of your event, longer lead time may be required.
4. Provide additional event details to City staff needed to confirm event location and capacity and to provide guidance to obtain additional permits that may be required for the scope of your event.
5. Consider and plan for measures and controls that your event will take to reduce the spread of COVID-10 among staff, performers, volunteers and participants and, where required under Ontario Law, develop a written [Ontario COVID-19 safety plan](#). The City of Mississauga may request details and/or request a copy of this safety plan to review the details that may impact City of Mississauga staff, operations and facilities.

COVID-19 SAFETY PLANNING GUIDELINES

Guidance and resources are available from the [Government of Ontario](#), [Public Health Ontario](#) and [Region of Peel Health](#) (including [translated resources](#) in multiple languages) to help event organizers consider and plan for measures and controls that events will take to reduce the spread of COVID-19 among staff, performers, volunteers and participants.

Depending on the nature of the event, the development of a written [Ontario COVID-19 workplace safety plan](#) may be required by Event Organizers and associated vendors under Ontario law.

Mississauga. Strong. Ready.

These safety plans must:

- Include measures for screening, physical distancing, masks, cleaning and disinfecting of surfaces and objects, and wearing of personal protective equipment (PPE).
- Be in writing and made available to any person for review upon request.
- Be posted in a visible location that is accessible to those working or attending the location.

It is the responsibility of Event Organizers and associated vendors to review the law and determine whether written safety plans are required.

A [template](#) and additional guidance is available on the Government of Ontario web site to help develop your safety plan.

As outlined in this template, Event Organizers should consider the following 6 questions:

1. How will you ensure all workers (event staff/volunteers) know how to keep themselves safe from exposure to COVID-19?
2. How will you screen for COVID-19?
3. How will you control the risk of transmission in your workplace (event)?
4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace (event)?
5. How will you manage any new risks caused by changes to the way you operate your business (event)?
6. How will you make sure your plan is working (for events with multiple dates)?

The City of Mississauga may request details related to the above questions for all events and/or request a copy of written safety plans, a minimum of 6 weeks prior to the event to review and discuss the details that may impact City of Mississauga staff, operations and facilities. However, the City will not act as a review body, and will not review COVID-19 workplace safety plans, or event-specific operating guidelines and policies for the purpose of approval or endorsement.

OTHER TOPICS

DRIVE IN / DRIVE THROUGH EVENTS

Based on current restrictions, concerts, artistic events, theatrical performances and other performances may be booked if they are provided in a drive-in or drive-through format that complies with the conditions set out in O. Reg. 82/20.

Drive in Events on City property are permitted only at Paramount Fine Foods Centre south parking lot. To find out more information on Drive in /Drive through events, please contact pffcrentals@mississauga.ca.

Drive in Events on private property are still required to meet regulations set out in O. Reg. 82/20 of the [Reopening Ontario Act](#).

FARMERS' MARKETS

Guidance for Farmers' Markets is available from the [Region of Peel - COVID-19 Business Page](#) and [the Region of Peel Public Health](#).

Contact Peel Public Health at 905-799-7700 or publichealth@peelregion.ca to obtain additional information and guidance to complete required documentation for Event Organizers and associated vendors for review by a public health inspector.

Event Organizers of Farmers' Markets will need to work with City Staff and Region of Peel Public Health to determine the allowable capacity. Capacity allowance depends on both the direction outlined in [Ontario's COVID-19 public health measures and advice](#) and the ability to maintain physical distance of at least 2 metres between people in the event space.

A written [Ontario COVID-19 workplace safety plan](#) is also required for Event Organizers and associated vendors.

Mississauga. Strong. Ready.

Event Organizers and vendors are responsible to keep up-to-date and maintain compliance with [Ontario's COVID-19 public health measures and advice](#) as requirements evolve throughout the season.

FOOD AND DRINK AT EVENTS

Guidance for food and drink at your event is available from the Region of [Peel COVID-19 Business Page](#) and the [Region of Peel Public Health](#).

FOOD TRUCKS and OTHER MOBILE BUSINESSES

If a business operates outdoors, such as an ice cream truck, food truck, or refreshment cart, it is considered a mobile business. In order to operate a mobile business, a mobile business license is required. Please visit the [City of Mississauga's Mobile Business Licensing](#) webpage to learn how to apply for a mobile business license.

Specific guidelines about food trucks is available from the [Region of Peel COVID-19 Business Page](#).

A written [COVID-19 Workplace safety plan](#) is required for each food truck outlining measures and controls put into place to reduce the spread of COVID-19.

Here are some additional tips when food trucks are on site:

- Post screening signage near the order window of the mobile food premises for customers and employees.
- Ensure adequate space between other food trucks where there will be at least 2 metres (6 feet) between patrons when lining up for their food at each food truck.
- Provide physical distancing signage, markings, tape or pylons for line-ups/crowd control, to maintain 2 metres (6 feet) of separation between each customer, including up to the order window.

Mississauga. Strong. Ready.

- Encourage the use of mobile ordering through different platforms.
- Consider an order number system to identify orders for pick up.
- Review the [Food Safety Guidelines for Special Events](#)
- [Special Event Application Form for Event Organizer](#)
- [Special Event Application For Special Event Food Vendors](#)

MODIFIED EVENT PLANNING AND PROGRAMMING

Here are some tips on how to modify event programming to reduce the risk of spreading COVID-19 at an outdoor event:

- Limit or cancel activities where distances or other appropriate controls cannot be implemented.
- Discourage activities that increase the risk of spreading COVID-19 (e.g. singing, cheering, dancing, and playing wind instruments).
- Encourage alternative practices, such as humming, clapping, noisemakers, waving.
- Allow sufficient time between events/activities to allow safe and distanced exit and entry, and sufficient environmental cleaning and disinfecting in between.
- Keep the duration of the event/gathering to a minimum to limit contact among patrons.
- Close or restrict access to non-essential common areas
- Encourage the use of pre-registration to manage attendance at your event.
- Use Contactless transaction to process any monetary exchange.

Mississauga. Strong. Ready.

ADDITIONAL RESOURCES

[City of Mississauga \(CoM\) COVID-19 Recovery](#)
[Event Safety Alliance](#)
[Ontario – COVID-19 Stop the spread](#)
[CoM – Facility Rental Request Form](#)
[CoM – Events and Attractions](#)
[Ontario Business Improvement Association](#)
[Region of Peel Public Health Measures](#)
[Live performance during COVID-19](#)
[Risk Mitigation Tool for Gatherings](#)
[Risk Mitigation Tool for Outdoor Recreation](#)
[Festival and Events Ontario](#)

For more information, visit our website at [City of Mississauga](#) or call us at 905 615-4100.