

City of Mississauga

Corporate Policy & Procedure



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Section:	Public Relations	Subsection:	Promotion
Effective Date:	October 30, 2013	Last Review Date:	May, 2016
Approved by: Council	Owner Division/Contact: Manager, Creative Industries, Culture Services Section, Culture Division, Community Services Department		

Policy Statement

The Corporation of the City of Mississauga recognizes the direct and indirect economic benefits to the community associated with filming and encourages film related projects within the City.

Purpose

This policy outlines the requirements for the assessment and approval of Film Permits for filming on City Property and/or filming that impacts the public.

Preapproval of film projects ensures that property owned by the City and the rights, safety and privacy of the citizens of Mississauga are protected, while supporting the film industry.

Scope

This policy applies to all commercial, independent and student filming which takes place on City Property, excluding newscasts, media and public affairs requests.

Exclusions

The following are not subject to this policy and do not require a Film Permit:

- Filming for non-commercial purposes (e.g. sports and family or community events)
- Filming on private property; however, the property owner and Production Company are responsible for determining the terms and conditions, including fees, related to the Production Company's use of the private property and must abide by all applicable Federal, Provincial and municipal legislation, including City by-laws and policies, and

- All still photography and wedding ceremony needs in City parks or at City facilities, which are arranged through the City's Customer Service Centre. Refer to Corporate Policy and Procedure – Property and Facilities – [Use of City Facilities](#)

Legislative Authority

Film Permits will be issued only in accordance with applicable City by-laws and policies, including but not limited to, road closures, fireworks, vehicle idling and fees and charges. Filming activities on City Property are exempt from the Noise Control By-law 360-79, as amended.

Definitions

For the purposes of this policy:

“By-law”, in relation to any by-law referenced in this policy, means the current by-law, as may be amended, or the by-law's successor.

“City” means The Corporation of the City of Mississauga.

“City Property” means all City-owned and controlled properties and facilities, including but not limited to, Managed City Property; indoor and outdoor recreation fields; parkland; gardens; open space and boulevards; Highways; buildings and rooms; furniture; equipment and fixtures; vehicles; buses; and bus shelters.

“Film Office” means the section within the Culture Division, Community Services Department, responsible for managing film.

“Film Permit” (Permit) means a permit, issued by the Film Office in a form satisfactory to Legal Services, authorizing filming (including movies and television) on City Property.

“Film Permit Application” means an application, issued by the Film Office, for approval to conduct filming on City Property.

“Highway”, as defined in Traffic By-law 0555-2000 and the *Highway Traffic Act*, includes a common and public highway street, avenue, parkway, driveway, square, place bridge, viaduct or trestle and Mississauga Transitway, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

“Managed City Property” means City Property that is subject to a lease and/or management and operations agreement.

“Production Company” means an individual or organization requesting permission from the City or private property owners in Mississauga to conduct filming.

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Permit Issuance

A Film Permit is required for all commercial filming on City Property. Film Permits are approved and issued by the Film Office after review with other applicable departments/divisions and/or outside organizations, as determined by the Film Office.

The Production Company must keep a copy of the Film Permit on the film site at all times.

All Production Companies, regardless of location of filming, must abide by all applicable Federal, Provincial and municipal legislation and regulations, including City by-laws and policies.

Application Required

The Production Company must submit a completed Film Permit Application to the Film Office within the stated time frame; otherwise a Film Permit may not be issued.

Application Review and Approval Process

The Film Office, in consultation with other City staff, as appropriate, is responsible for approving Film Permit Applications as they relate to City Property, other than Highways. The Supervisor of Traffic Operations, Transportation and Works Department or their designate in writing, is responsible for approving the Road Occupancy portion of Film Permit Applications as they relate to Highways.

Film Permit Applications are considered on a case-by-case basis and may involve consultation with the manager/supervisor of the City Property and/or other City staff as required. Any concerns are discussed and special requirements/approvals are identified (such as police/fire approval for certain special effects).

Issuance of Film Permits is subject to City Property availability. In addition, the City reserves the right to reject any Film Permit Application.

Film Permits for the Civic Centre executive offices, including Council Chambers, will be issued only with the approval of a majority of elected officials and the City Manager.

Application Timelines

Applications must be made to the Film Office at least four business days in advance of filming activity. If a Highway closure is required, the application must be made to the Film Office at least 15 business days in advance of the requested closure. Requests for Highway closures will be coordinated by the Film Office, in consultation with the Transportation and Works Department.

Fees

Fees for commercial filming are outlined in the User Fees and Charges By-law 0156-2019. Additional fees and charges may apply in compliance with other City bylaws. The Production Company may be required to pay for the services of City staff if they are required when filming on City Property or prior to filming on City property for site preparation,, as determined by the Film Office, in consultation with other City departments. All costs associated with these requirements are the responsibility of the Production Company. Where services are not provided by the City, the Production Company is required to pay the service provider directly.

Fees must be paid in accordance with the terms and conditions outlined in the Permit.

Insurance Requirements

Upon application for a Film Permit, each Production Company must present complete proof of insurance on the City Certificate of Insurance form available on the City's external website, as determined by Risk Management. No Permit will be issued without proof of valid insurance.

The limit of insurance required will be at the discretion of the Film Office, based on the level of risk of each filming project. Students producing films as part of their school curriculum must be covered under the school's insurance policy.

The applicant must, at their own expense, obtain and maintain insurance coverage and indemnify and save harmless the City, in accordance with the terms and conditions of the Film Permit.

Notice Requirements

Notice to the Community

The Production Company must notify affected residents and businesses, in writing and a minimum of 48 hours in advance of filming, or as instructed by the Film Office. The notice will include information related to the project, such as the duration and location of filming, planned special effects, Highway closures, sidewalk usage and street parking restrictions. A copy of all notification letters must be on file with the Film Office and appropriate City departments. A sample notice letter is provided on the Film Office website and Production Companies are expected to follow it as closely as possible.

Letters of notification must be forwarded to the Film Office for review and approval before the letter is delivered by the Production Company to the neighbourhood(s) where filming is proposed to take place.

Notice to Elected Officials and City Staff

The Film Office will notify the Mayor, Members of Council, all members of the Leadership Team, and applicable internal staff and external partners as soon as the Film Permit has been issued.

Copies of the Film Permit and/or information pertaining to the project will be forwarded by the Film Office to applicable City departments and external stakeholders (e.g. Peel Regional Police) as needed.

Security Deposit

Security deposit amounts are based on the value of the City Property and extent of filming and are at the discretion of the Film Office. Security deposits related to the use of Highways are determined and managed by Transportation and Works.

On a case-by-case basis, in consultation with the applicable department, a certified cheque will be required from the applicant prior to Permit issuance. The security deposit will be retained until all conditions have been fulfilled, including clean up and all expenses, such as the cost of additional City staff and damage repair, have been paid in full.

Impact on Residents, Occupants and Businesses

It is the Production Company's responsibility to ensure that their staff operate in a safe and professional manner in the course of their duties and that there is minimal inconvenience and impact caused to all residents, occupants, businesses and City staff where filming occurs.

Approval of Affected Residents

Where the approval of affected residents or businesses (as determined by the Film Office and in consultation with Traffic Operations when necessary) is required prior to a Film Permit being issued and prior to filming taking place, the Production Company is responsible for obtaining approval. The request must be in a form approved by the Film Office and must clearly state what action the residents or businesses are being asked to take (e.g. to respond only if they object) and why their input is being sought.

Approval of affected residents or businesses is required if any of the following conditions are occurring:

- A Film Permit has been issued twice within the calendar year on a residential street block
- Filming is occurring anytime on a statutory holiday
- Overnight parking on public streets is requested
- Vehicles will be moved between 11:00p.m. and 7:00a.m.
- Outdoor filming activities, including set up and cleanup, between 11:00p.m. and 7:00a.m., and
- Outside equipment, such as high levels of lighting or generators, are oriented towards neighbouring properties

The Production Company provides a release form with email and contact information to all affected residents or business owners outlining the applicable filming activity. If more than 34 per cent object by the stated deadline, the Film Permit will not be issued.

In certain situations (e.g. the use of pyrotechnics, large crowds, party scenes, excessive noise or light) on a film site outside of normal filming hours, 7:00a.m. – 11:00 p.m., excluding statutory holidays, two assessments will be made. The first is to determine if more than 34 per cent of the immediate surrounding occupied residences object to the Production Company's request by the stated deadline. If they do not, the second assessment of the neighbourhoods on the periphery of the immediate surrounding occupied residences will be conducted.

Notwithstanding the above, the Film Office, in consultation with the Director, Culture and the applicable ward councillor, may elect that a lower threshold of objections be used by the Production Company to determine if a Permit will be issued.

Restrictions on Hours/Days for Filming and Parking

Permits will be authorized for filming and/or parking in residential areas seven days a week between 7:00am – 11:00p.m. (not including statutory holidays) only, unless approval of affected residents or businesses is acquired.

Filming on Sundays – Residential Neighbourhoods

Sunday filming in residential neighbourhoods may require neighbourhood approval, as determined by the Film Office and in consultation with the applicable ward councillor.

Restrictions on Number of Filming Projects

Location filming in residential areas will be limited to two Film Permits per calendar year for each residential block, unless prior approval is obtained by the Production Company. If more than 34 per cent of affected residents object by the stated deadline, the additional Film Permit will not be issued.

Notwithstanding the above, the Film Office, in consultation with the Director, Culture and the applicable ward councillor, may elect that a lower threshold of objections be used by the Production Company for the first and subsequent Film Permit requests:

- (i) In areas where there are extenuating circumstances, and
- (ii) Where multiple issues and concerns have been brought forward to the Film Office by a number of residents in the past

The number of film projects in areas other than residential areas may also be limited as determined by the Film Office, in consultation with applicable ward councillor(s).

Compensation for Disruption

The City does not compensate individuals for disruption due to filming, nor will the City require a Production Company to do so, unless there is a legal requirement to provide compensation.

Production Vehicles

Access to Premises

Temporary Highway closures may be permitted in accordance with the Temporary Road Closure By-Law 0206-2016. However, the Production Company must ensure that residents, owners and customers have access to their respective premises and that there is pedestrian and vehicular access to adjoining properties.

Traffic Stoppages

Intermittent traffic stoppages, if permitted, will be limited to a maximum of three minutes unless otherwise stated on the Permit and must be conducted under the supervision of a paid duty police officer.

Parking and/or Standing

The City does not permit parking of Production Vehicles in the designated accessible parking spaces. The Production Company must make every effort to ensure that people displaying legitimate credentials such as accessible parking permits for persons with disabilities are accommodated.

All support vehicles that have been permitted to park on the road must have a copy of the Film Permit prominently displayed. It is the responsibility of the Production Company to determine, in advance, the number of production vehicles requiring such a permit.

In accordance with the Idling Control By-law 194-09, production vehicles may idle in order to keep required heating or refrigeration operational. In addition to all other relevant City By-laws and policies, production vehicles must comply with the Traffic By-Law, 555-00.

Relocating vehicles by towing to accommodate filming or parking will not be permitted.

Winter Snow Conditions

Transportation and Works staff are responsible for performing winter maintenance activities on all City-owned streets and “priority” sidewalks. Winter maintenance activities on “non-priority” sidewalks (i.e. those on local roads) are the responsibility of the adjoining property owners.

Production Companies may perform winter maintenance activities, including salting and/or plowing of City streets and “priority”/“non-priority” sidewalks, or remove snow within the City’s right of way (ROW), at their own risk and cost, under the following circumstances:

- Where a Permit for on-street parking has been issued
- The City is notified a minimum of four hours prior to the undertaking of the work

- If a the Production Company requires the street(s) and/or “priority” sidewalk(s) salted or plowed and salted or snow removed within the City’s ROW due to the pull in/out of vehicles and/or equipment, and the timing does not align with Transportation and Works’ winter maintenance activity
- In the case of a complete road closure, the Production Company must reinstate the occupied road(s) and “priority”/“non-priority” sidewalk(s) to City standards, including plowing and salting and snow removal within the ROW
- Snow removal includes any snow windrows in the road or those blocking accesses/exits to driveways, sidewalks, transit stops, residential/commercial/industrial addresses, and stockpiled snow in the boulevards
- Regardless of the above conditions, if the Production Company is providing winter maintenance to the occupied street(s) and/or sidewalk(s) serviced by Transportation and Works, or property owners, they must be treated and cleared in compliance with the City’s service levels and Provincial Regulation 239/02, Minimum Maintenance Standards for Municipal Highways, and, shall hold the City harmless from any and all claims as a result of the Production Company’s actions or lack thereof, and
- The City will recover its costs from the Production Company if the City is required to recomplete the winter maintenance activities performed by the Production Company should they not comply with City service levels and/or Provincial Minimum Maintenance Standards

Emergency Services

Qualified emergency services personnel (police, fire, ambulance) may be required to be on site during filming involving, for example, special effects, stunts and/or detonation of pyrotechnics, as determined by the Film Office, in consultation with Mississauga Fire and Emergency Services (MFES) and/or Peel Regional Police. All costs associated with these requirements are the responsibility of the Production Company.

The Production Company must advise MFES in advance, in writing, when the use of pyrotechnic devices, fireworks or flammable or combustible liquids or materials is being planned. The notice must provide details of how the materials will be used. MFES may impose conditions regarding the use of these materials. Any MFES conditions will be included as part of the Film Permit.

Paid duty police officers are required for certain circumstances and/or for special effects, as determined by the Film Office, in consultation with applicable City divisions/departments.

Drone/Unmanned Aerial Vehicle (UAV) Use

Production Companies must follow all Transport Canada drone safety rules in order to film with a commercial drone.

Prior to permit issuance, Production Companies must submit:

- Complete proof of aviation liability insurance form with a minimum coverage of \$5 million
- Pilot certificate for operations (basic vs. advanced, as mandated by Transport Canada)
- Drone registration from Transport Canada, and
- Flight plan

Clean Up

Production Company crews are responsible for location clean up at the end of the day, with a minimum amount of noise and disruption. Upon completion of the shoot the Production Company must ensure that the area is returned to its original condition, unless otherwise approved by the Film Office and/or other arrangements have been made with the appropriate City department or facility manager/supervisor, with notification to the Film Office. Failure to do so will result in billing to the Production Company.

Complaints will be forwarded to the Production Company for resolution.

Compliance

Despite the issuance of a Film Permit, the Production Company will ensure that the company, its staff and agents comply with all applicable Federal, Provincial and municipal laws, including City by-laws and policies, in addition to the conditions provided on the Film Permit. Failure to comply with such requirements may result in the revocation of the Film Permit, even if no specific terms on the Film Permit are breached.

Revision History

Reference	Description
GC-0625-2005 – 2005 11 23	
GC-0591-2013 – 2013 10 30	
May, 2016	Scheduled review. No changes required