

# Appendix 2: Request for Review of Advertising Form

## Request for Review of Advertising

City of Mississauga  
Corporate Services Department  
Office of the City Clerk  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
Email: city.clerk@mississauga.ca



Personal information on this form is collected under the authority of Section 11 of the *Municipal Act, 2001*. It will be used by the City of Mississauga to administer and conduct Requests for Reviews under the Placing Advertisement with the City Policy #03-09-01. Questions about the collection of this personal information should be directed to: Panel Coordinator, Corporate Services Department, Office of the City Clerk, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, 905-615-3200, ext. 5181.

If you have a concern about advertising that you have seen on City property or in a City publication or if you are an Advertiser who wishes to request a review of an Advertising Decision made by the City, please complete this Request for Review of Advertising form. All complaints must be received using this form and include a picture/copy of the Advertising to which the complaint relates. For more information, please read the Placing Advertisement with the City Policy #03-09-01.

### CONTACT INFORMATION

Name

Mailing Address

Telephone Number

Email Address

### SECTION A - To be completed for a Mississauga resident, City staff person, or elected official who is raising a concern about an ad on City property or publication.

Please complete this section and forward the form and a picture/copy of the Advertising to the Panel Coordinator (contact information listed above). Mississauga residents may submit this form via personal delivery, regular or registered mail, courier, facsimile, or email. City staff persons and elected officials may submit this form via personal delivery, inter-office mail, or email.

- Note:
- A minimum of five (5) forms from five (5) Mississauga residents are required before Advertising is reviewed by the Panel.
  - This form will not be processed if it is not accompanied by a picture/copy of the Advertising.

1. Who is the Advertiser?
2. What is the product or service being advertised?
3. When did you see the Advertising (dd/mm/yy)?
4. Where did you see the Advertising (intersection/address)?
5. What are your grounds for requesting a review (a **City staff person** must also include their recommendation on whether the Advertising should be approved or disapproved)?

### SECTION B - To be completed by an Advertiser who is requesting a review of an Advertising Decision

Please complete this section and forward the form, a copy of the Advertising Decision, and a copy of the Advertising to the City staff person who issued the Advertising Decision within five (5) business days of receiving the Advertising Decision. Advertisers may submit this form via personal delivery, regular or registered mail, courier, facsimile, or email.

1. Who is the Advertiser?
2. What is the product or service being advertised?
3. What are your grounds for requesting a review?