



TO:

FROM:

SUBJECT:

The City of Mississauga will require the following language to be included in any notification letters addressed to local residents:

LETTER TO RESIDENTS AFFECTED

“A representative of the [film company] will be canvassing your area over the next couple of days to answer any questions you may have and the representative may ask for signatures from all residents. Signatures of approval are required from at least 80% of all residents in the area identified by the City of Mississauga staff in order to allow:

1. Filming on roads in residential areas on more than two occasions per year;
2. Filming to proceed before 7:00 a.m. or after 11:00 p.m., or at anytime on Sunday or statutory holidays;
3. To allow equipment, including lighting and generators, to be oriented toward neighbourhood residences.

If you have any questions or concerns regarding filming in your neighbourhood please contact Carmen Ford, Filming Liaison at the City of Mississauga, Telephone Number (905) 306-6150. Alternatively, please feel free to contact [Film Company] at [Telephone Number].”

SIGNATURE SHEET

Film Companies should include the following language at the top of each signature sheet submitted to you as evidence of the approval by local residents:

“[Film Company] has requested my approval to film in this area and to allow for the following: [insert as appropriate].

- Filming on roads in residential areas on more than two occasion per year;
- Filming to proceed before 7:00 a.m. or after 11:00 p.m., or at anytime on Sunday or statutory holidays;
- to allow equipment, including lighting and generators, to be oriented toward neighbourhood residences

By signing this approval sheet I am acknowledging that I consent to this activity.

DATED: [insert date]”

Each sheet should also include the following:

“Unless indicated to the contrary, approval by one adult resident at an address will be assumed to represent the views of all persons residing at the address.”

In addition to columns for street address/signature/notes, the signature sheet should also contain a column allowing the person signing to print their name as it is difficult to impossible to read many of the signatures provided.

City of Mississauga Official Signature Sheet Wording

(Your Company Name) has requested my approval to film scenes for the project entitled **(Your Project Title)** on my roadway and to allow for the following.

Any one of the following four sentences may be applicable to your shoot, please only use those that are applicable.

- **Filming on roads in residential areas on more than one occasion per year;**
- **Filming to proceed before 7:00 a.m. or after 11:00 p.m., or at anytime on Sunday or statutory holidays;**
- **to allow equipment, including lighting and generators, to be oriented toward neighbourhood residences**
- **Overnight parking is requested**

