

# Corporate Policy and Procedure



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Effective Date 2005 11 23  
Supersedes 2001 02 14

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TAB: PUBLIC RELATIONS  
SECTION: PROMOTION  
SUBJECT: FILMING AND PHOTOGRAPHY IN THE CITY OF  
MISSISSAUGA

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**POLICY STATEMENT** The City of Mississauga encourages filming and photography projects within the City and issues permits for approved projects.

**PURPOSE** The Corporation of the City of Mississauga recognizes the direct and indirect economic benefits to the community associated with the film and television production industry.

Pre-approval of projects ensures that City property and the rights, safety and privacy of the citizens of Mississauga are protected, while supporting this industry.

This policy provides guidelines for the assessment and co-ordination of commercial filming projects.

**LEGISLATIVE AUTHORITY** Film permits will be issued only in accordance with applicable City by-laws, including but not limited to by-laws governing noise control, road closures, fireworks, fees and charges.

**SCOPE**  
Definitions

“Film Liaison” means the Film Liaison of the Mississauga Film Office, Corporate Security Section, Facilities and Property Management Division, Corporate Services Department, or his or her designate.

“Film Permit” means a permit authorizing filming and/or photography within the City of Mississauga.

“Production Company” means a company or individual conducting filming or photography.

**Applicability** This policy applies to all location filming and photography which takes place in the City of Mississauga, excluding current affairs and newscasts.

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Photography and videography related to weddings, sports teams, and family photos do not require a Film Permit and are not subject to this policy.

With respect to location filming and photography on private property, the property owner is responsible for negotiating with the Production Company regarding terms and conditions and fees related to the use of the private property. However, as most film projects also impact the surrounding neighbourhood, the Production Company must also apply for and receive a Film Permit prior to filming. Similarly, when the operation of City properties are subject to lease or management agreements (such as the Hershey Centre) the management company may negotiate directly with the Production Company, but a Film Permit must also be obtained.

## PERMIT ISSUANCE

A Film Permit is required for all projects. Film Permits are issued by the Film Liaison, after review by the Film Liaison and/or the Supervisor of Traffic Operations, and other affected staff and outside organizations.

## Application Required

The Production Company must complete a Film Permit Application, and submit it to the Film Liaison. A permit will not be issued without a completed application.

Applications for filming projects that involve City roads only, and no other City properties, will be reviewed by the Film Liaison, then forwarded to Traffic Operations, Transportation and Works Department for final approval. If the Film Liaison is unable to accommodate the application due to resource or time limitations, the Film Liaison will delegate responsibility for review and approval of the application to Traffic Operations staff. Traffic Operations staff will then return the application to the Film Liaison for permit issuance.

Permits for filming at City-owned properties are subject to the compatibility of community booking schedules, and the discretion of the Film Liaison and the facility's management. In addition, the City reserves the right to review all film scripts and, acting reasonably, to reject any application.

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## Application Review and Approval Process

Filming and photography in the areas of the Civic Centre that include the executive offices and bordering areas shall be permitted only with the approval of a majority of elected officials and the City Manager.

The Film Liaison, in consultation with other staff as appropriate, is responsible for approving applications as they relate to facilities other than roads. The Supervisor of Traffic Operations or designate, is responsible for approving applications as they relate to City roads. Should a road closure of more than 24 hours be requested, Council approval is required prior to permit issuance.

Applications are considered on a case-by-case basis by the supervisor of the facility, the Film Liaison and/or the Supervisor of Traffic Operations and, as determined by the nature of the project, other appropriate staff (eg. security, custodial, fire and emergency services, insurance). Any concerns are discussed and special requirements/approvals are identified (such as police/fire approval for certain special effects); staff requirements are determined; and appropriate fees and security deposit are established.

The Film Liaison will contact the Production Company with information on the facility and costs. The Production Company will be given the name of the property supervisor to arrange a time to view the property, and may be asked to contact the Traffic Operations Section directly to obtain approval.

If the Production Company wishes to proceed with filming, the Film Liaison will prepare a Film Permit, outlining the filming conditions and all of the City's requirements.

Prior to the issuance of the permit, the Production Company must provide the Film Liaison with an insurance certificate; a security deposit, where applicable; and payment of all required fees.

## Application Timelines

Applications should be made to the Film Liaison at least four business days in advance of filming activity. If a road closure of more than 24 hours is required, the application should be submitted at least 14 business days in advance, to allow time to obtain Council approval.

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## FEES

Fees for commercial filming are outlined in the Fees and Charges By-law. Projects which are not considered “commercial” (such as student projects and projects undertaken by a non-profit group) are not subject to permit fees.

The Production Company may be required to pay for the services of City of Mississauga staff when filming on city owned properties. The necessity for and fees for such staff will be determined on a case-by-case basis at the discretion of the facility manager and the Film Liaison.

All fees must be paid prior to permit issuance. Once filming begins or is about to begin, if there are any changes to the fees the Production Company will be notified immediately.

Emergency services personnel may be required to be contacted prior to filming, or to be on-site during filming. All costs associated with these requirements are the responsibility of the applicant. Where services are not provided by the City of Mississauga, the applicant is required to pay the service provider directly.

All City of Mississauga fees will be allocated to the appropriate departmental cost centre account.

## INSURANCE REQUIREMENTS

All companies filming in the City of Mississauga must present to the Film Liaison, prior to permit issuance, a certificate of commercial general liability insurance adding the City as an additional insured. The insurance certificate will be retained by the Film Liaison.

The Film Liaison will determine insurance requirements, using the following guidelines:

- \$10 million, for filming projects using City facilities such as the Civic Centre Complex, the Chappell Estate, historic properties;
- \$5 million to \$10 million (based on an assessment of risk) for filming projects using community centres and arenas;
- \$5 million, for filming projects using City parks;
- \$2 million, for filming projects using City roads only; and
- \$2 million, for still photography projects.

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Indemnification/ Save Harmless

The Production Company shall indemnify and save harmless the City of Mississauga from and against all claims, actions, damages injuries, costs expenses or losses whatsoever, which may arise or be brought against the City of Mississauga as a result of or in connection with the said use of the locations(s) by the Production Company, its employees, contractors, agents or representatives; and specifically the City of Mississauga will not be responsible for any liability arising from these activities with respect to the advertising or any copyright or trademark infringements.

NOTICE REQUIREMENTS

Notice to the Community

The Production Company must notify affected residents and businesses, in writing and in advance of filming, as instructed by the Film Liaison or appropriate departments. The notice will include information related to the project, such as the duration and location of filming, planned special effects, road and lane closures, sidewalk usage and street parking restrictions. A copy of all notification letters must be on file with the Film Liaison and appropriate departments. A sample notice letter can be provided by the Film Liaison.

Notice to Elected Officials and City Staff

The Film Liaison will notify the Mayor, all councillors, and all members of the Leadership Team as soon as the permit has been issued.

Copies of the Film Permit and/or information pertaining to the filming project will be forwarded (as appropriate) to Traffic Operations, the facility supervisor, Corporate Security, Parking Control, Fire and Emergency Services, the Office of the City Clerk and Corporate Facilities Maintenance.

MONITORING

The Production Company should keep a copy of the Film Permit on site at all times. At the commencement of the scheduled shoot, a designated staff person will oversee the activities of the Production Company, and act as the City's contact person. (This may not be required for still photography.) The staff person is responsible for monitoring the Production Company on site, and has the authority to revoke the Film Permit, if the Production Company does not adhere to the Film Permit, or to grant last-minute on-site requests.

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The Production Company must place signs in public access areas in heavily trafficked areas, to inform residents that the facility is being used for filming and delays may occur. Any such delays must not exceed three minutes unless prior approval has been arranged.

## CLEAN UP

Production crews are responsible for clean up at the location 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 Liaison or other arrangements have been made with the appropriate City department or facility manager and the Film Liaison notified. Failure to do so will result in billing to the Production Company accordingly.

Complaints will be forwarded to the location manager for future consideration and discussion.

## SECURITY DEPOSIT

Where deemed necessary a certified cheque shall be required from the applicant prior to the issuance of permits. This deposit shall not be returned until all conditions have been fulfilled, including clean up, and all expenses, including costs of City staff, damage repair, and additional time, have been paid in full.

Following is a guideline for security deposits. These amounts may be adjusted based on the nature of the production and at the discretion of the Film Liaison.

- Mississauga Civic Centre, major City facilities and historic properties - \$10,000
- City Parks - \$2,000
- Community Centres and Arenas - \$5,000

The facility will be inspected for damages within 48 hours of completion of scheduled weekday events, or within 72 hours of completion of weekend events. The Production Company will be given first opportunity to repair any damages, within a time frame specified by the facility supervisor. If the work is not completed to the satisfaction of the City, the work will be completed by the City and the cost of the repairs will be invoiced to the Production Company.

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## IMPACT ON RESIDENTS, OCCUPANTS, AND BUSINESSES

It is the Production Company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs.

### Approval of Affected Residents

Where the approval of affected residents or businesses is required prior to a film permit being issued or prior to filming taking place, the Production Company is responsible for requesting approval. The request for approval must be in a form approved by the Film Liaison, and must clearly state what the residents or businesses are being asked to approve, why their approval is being sought, and that they have a right to object to the project taking place. The approval must be by signature, noting the name and address of the resident or business owner.

### Restrictions on Hours/Days for Filming

Permits authorizing filming in residential areas between 11:00 p.m. and 7:00 a.m. will not be approved unless all affected residents have been notified in advance. Depending on the potential impact on the area, the approval of a majority of affected residents (as determined by the Film Liaison and Traffic Operations) may be required before the permit can be issued.

### Restrictions on Number of Filming Projects

Location filming in residential areas will be limited to two occasions per year for each residential block unless the approval of at least 80 per cent of affected residents (as determined by the Film Liaison and Traffic Operations) is obtained. The number of film projects in areas other than residential areas may also be limited as determined by the Film Liaison in consultation with 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.

### Access to Premises

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.

### Parking

The Production Company must make every effort to ensure that people displaying legitimate credentials such as disabled parking permits are accommodated in recognition of their personal safety.

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## Traffic Stoppages

Intermittent traffic stoppages, if permitted, will be limited to a maximum of three minutes unless otherwise stated on the Film Permit and must be conducted under the supervision of a Pay Duty Police Officer. The Production Company is responsible for arranging for the City's Transportation Division to cover, alter, remove and/or reinstall traffic or street signs as may be necessary.

## Environmental Impact

Residents, occupants, business owners should be free from any negative environmental conditions resulting from filming, including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:

- Lighting
  - Lighting should be oriented away from neighbouring residences unless residents have been contacted and do not express any objection.
  - Lighting should not interfere with the safe movement of traffic.
  - Night filming involving intensive lighting between 11 p.m. and 7 a.m. requires approval of majority of affected residents.
- Noise
  - The Production Company must comply with applicable by-laws governing noise. If the affected residents/ occupants/ businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.
- Generators
  - All generators used on streets in residential areas or in City Parks must be "blimped" generators (i.e. noise-reduced generators) unless otherwise approved.

## PRODUCTION VEHICLES

### Identification of Production Vehicles

All vehicles carrying equipment involved in the production will be issued a Location Filming Vehicle Permission Card which must be displayed on their dashboards and it is the responsibility of the Production Company to determine in advance, the number of production vehicles requiring such a permit.

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## Traffic

No interference with pedestrian or vehicular traffic is to occur without being noted on the permit.

Every opportunity is to be taken to ensure that access, either vehicular or pedestrian, is not restricted to persons with disabilities.

Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit. All moving vehicles must comply with regulations governing traffic in City Parks/properties unless otherwise noted on the permit.

Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions unless directed otherwise by a Pay Duty Police Officer.

## Parking and/or Standing

Production vehicles must not block fire hydrants or be parked in fire routes or within nine metres of an intersecting street or impede any emergency response vehicles and must also adhere to any other requirements specified on the permit.

In City parks, production vehicles and equipment must not block driveways or other access/egress ramps. Production vehicles must leave at least two feet clearance on either side of a driveway, ramp, or other accesses/egresses/ingresses. In all other circumstances, vehicles cannot block driveways or other access ramps without the approval of the owner.

No production equipment/vehicles are to be within 30 metres of a bus stop, a pedestrian cross-over or a signalized intersection unless otherwise noted on the permit.

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

Production vehicles must not block parking lot access/egress ramps and accessible parking for persons with disabilities.

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## POLICE, FIRE, AND AMBULANCE SERVICES

Qualified emergency services personnel (police, fire, ambulance) may be required to be on site during the filming of dangerous situations such as special effects, stunts, and /or detonation of pyrotechnics, as determined by the Film Liaison.

The Fire and Emergency Services Division must be advised 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. Fire and Emergency Services may impose conditions regarding the use of these materials. Any conditions will be included as part of the Film Permit.

Pay duty police officers are required as determined by the Film Liaison for such things as permit compliance, intermittent traffic stoppages and traffic control and/or when required to direct pedestrian or vehicular traffic including those instances involving City Parks/Properties. Pay duty police officers are required for the detonation of pyrotechnic special effects. A blast analysis may be required and additional time is needed to arrange for this activity. A copy of the permit is to be supplied to the pay duty officer on duty.

## CODE OF CONDUCT

It is the responsibility of the Production Company to ensure that their staff operate in a safe and professional manner in the course of their duties.

## COMPLIANCE

Despite the issuance of a permit, the Production Company shall ensure that it and its staff and agents comply with all applicable legislation and By-law requirements, in addition to the conditions provided on a 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.

## REFERENCE:

GC-0625-2005 – 2005 11 23

## CONTACT:

For more information, contact the Film Liaison, Mississauga Film Office, Facilities and Property Management, Corporate Services Department.