



Municipality of Callander Filming Handbook

A step-by-step guide to filming
in the rural and small urban areas of the
Nipissing and East parry Sound Districts.

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WELCOME

1.0. The Film Industry in Rural and Small Urban Areas of Nipissing and East Parry Sound Districts

We welcome the opportunity to work with you on all elements of your film production.

A steering committee was created in the fall of 2019 consisting of representatives from the following municipalities:

Township of Chisholm
Municipality of East Ferris
Municipality of Powassan
Town of Mattawa
Township of Calvin
Township of Papineau Cameron
Municipality of Callander



Our goal was to create a filming package that all the municipalities in the rural areas surrounding North Bay could use. Having a similar filming program across the area would provide consistent expectations to film productions working across multiple municipalities.

Our area offers a variety of filming locations from countryside, farming, water courses, small town main streets, small business and restaurant locations, to sports fields and arenas, small industrial and parking lots.

Our municipalities are considered to be anywhere from 3.5 to 4.5 hours north of the GTA and the only city in our area would be the City of North Bay. The City of North Bay is a strong supporter of the Filming Industry and have a website for additional area resources at <https://www.investinnorthbay.ca/community/filming-in-north-bay-and-region/>

1.1. Community Profile

Welcome to Callander, a quaint community on the shores of Lake Nipissing!

Located 15 kilometers south of North Bay, Callander's lush trails and parks, sandy beaches and breathtaking sunsets provide a perfect backdrop for the downtown core. Callander offers the attractive qualities of small-town and country living along with the benefits of having a larger city close by. The combination of "best of both worlds" is why many of Callander's 3,800 residents have chosen to call the community "home". Residents and visitors alike also appreciate Callander's friendly atmosphere, its rich cultural offering, its affordability, and the many recreational opportunities available. Surrounded by water, farmland, and trails, and next to major highways, Callander has become a four-season destination for tourism from near and far. We invite you to explore this beautiful part of Northern Ontario.

FILM POLICY

2.0. Policy Statement

The Municipality of Callander recognizes the important economic and social benefits of film, television, music and video production in our community. More so, the community recognizes the short and long-term impact that the growth of this sector will have in our area.

The rights, safety and privacy of the citizens and businesses are very important to our community and therefore the municipality requires all film, television, and video production to be reported and coordinated with the Municipality of Callander at info@callander.ca or designate of the municipality (see section 2.4)

2.1. Purpose

This *Filming Handbook* has been developed to provide guidelines and outline policies for a coordinated approach to film and television production in the area and on streets and properties falling under the jurisdiction of the municipality.

2.2. Applicability

The following guidelines apply to all film recording that takes place on **public property** within the municipality except for current affairs, newscasts, student school projects and personal recordings. Additionally, we require that all projects that intend to film on **private property** require a filming permit. (Appendix B)

2.3. Municipal Support

The Municipality of Callander at info@callander.ca or designate may provide assistance on the following but not limited to:

- Streamlining all necessary permits and approvals by working with other departments
- Assisting with scouting for appropriate site locations
- Facilitating arrangements for facilities
- Accessing the local talent pool and logistics providers
- Liaising with community partners and utilities
- Assisting with Regulatory needs

2.4. Key Contact

The production company should contact the Municipality of Callander at info@callander.ca or designate as early in the location identification process as possible, in order to better serve and facilitate the project, including the permit application process. Refer to the *Application Process* section below for lead time requirements.

The Municipality of Callander

info@callander.ca

705-752-1410

FILM PERMITS

3.0. Application Process

Applications for Location Permits to Film with the municipality by the production company will be accepted by the Municipality of Callander at info@callander.ca or designate and channeled through the necessary municipal departments for review. The Municipality of Callander at info@callander.ca and/or designate, has the authority to issue **Permits**.

All **Applications for Location Permits to Film** requesting approval for location filming within the municipality should be submitted in writing to the Municipality of Callander at info@callander.ca or designate according to the lead time requirements below. The following are the applicant's responsibility, and the information **must** be on file with the Municipality of Callander at info@callander.ca or designate **prior to any film industry activity**. Detailed instructions and templates are listed in the **Appendix** of this handbook.

Required in all cases:

- ☐ Completed **Production Information Sheet (Appendix A)**
- ☐ Completed **Application for Location Permits to Film (Appendix B)**, one form per location request
- ☐ Certificate of insurance (refer to section 4.10 for insurance levels)
- ☐ Clearance certificate with WSIB
- ☐ Shooting locations schedule and notification of any amendments to schedule

Required with this application, if applicable:

- ☐ Municipal facilities requests and proof of payment (i.e., facility rental, building permits, road closures, etc.)
- ☐ Parking plan map (**Appendix C**)
- ☐ Road occupancy plan (**Appendix H**)
- ☐ Special effects filming site map (**Appendix D**)

- ☐ Notifications to residents/businesses (**Appendix E**)
- ☐ Proof of Paid Duty Police Officer contract
- ☐ Proof of permission granted for third party right-of-way interruption (i.e., Ministry of Transportation)
- ☐ Proof of permission from neighbouring municipalities for right of way interruptions

In order to avoid unnecessary delays, the Municipality of Callander at info@callander.ca or designate should be notified as early as possible of all location scouting and filming. The following guidelines cover the estimated time it takes to process your request, notify the relevant departments or stakeholders and address issues that may arise.

ACTIVITY*	PROCESSING TIME**
Simple commercial filming involving handheld equipment only, maximum five-person crew	Estimated at five business days
All other filming, including but not limited to multiple road and parking permissions, aerial filming, street furniture removal, street lighting control, stunts or use of special effects. Council approval may be required.	Estimated at Up to 15 business days

***Depending on location requirements or potentially hazardous activities, more lead time may be required. This will be determined on a case-by-case basis.**

****Processing time is provided for complete Applications for Location Permits to Film. If information in the application request is missing or changed, staff will require additional time to process requests.**

Your application will be reviewed, and you will be advised of any conflicts, concerns or if further conditions are warranted, e.g.: notification to neighbourhood associations. Once approved the **Film Permit** must be signed by an employee of the production company and the Municipality of Callander at info@callander.ca and/or designate to be valid.

FILM PERMIT DETAILS & CONDITIONS

4.0. Notification

Refer to **Appendix E: Sample Notification Letter to Businesses/Residents**.

Community:

The applicant is required to notify affected residents, occupants and businesses three (3) business days in advance of filming. Information such as duration, location of filming, planned special effects, road and/or lane closures, sidewalk usage and street parking restrictions in addition to Production Company contact information must be communicated in writing to all areas affected by filming activity. A copy of all notification letters must be submitted to the Municipality of Callander at info@callander.ca or designate for reference and distribution as required. The Municipality of Callander at info@callander.ca or designate may assist the applicant in obtaining a map of those properties within a 60-meter radius (200 feet), or appropriate, of the site that require notification of filming.

Staff:

Senior Staff will be notified by the Municipality of Callander at info@callander.ca or designate three (3) business days prior to all filming activity through internal means of communication.

Police, Fire, Ambulance and Municipal Departments:

Depending on the nature and requirements of the production, the applicant may require the approval from the above-mentioned organizations or municipal departments. Police, Fire and Ambulance Services must be notified three (3) business days in advance of any approved detonation of special effects or traffic intermittent stoppages/road closures. The Municipality of Callander at info@callander.ca or designate will help facilitate this process.

4.1. Quality of Place: Consideration to Citizens, Conduct & Clean Up

Residents and area business operators should not experience undue hardship resulting from the production. This includes, but is not limited to:

- Night filming must not proceed between 11:00 pm and 7:00 am without proper notification to residents/businesses.
- The applicant must comply with the municipal by-laws governing noise. As such, all generators used on streets or in public areas must be equipped with silencing attachments as required.
- Lighting for filming should be oriented away from neighbouring residences.
- Alcohol is not to be consumed on designated municipal properties.
- Vehicles are not permitted to unnecessarily idle.
- Smoking is not permitted in municipal parks and associated facilities.
- Plans must be in place to address property, vehicular, pedestrian and special needs access to adjacent properties. This includes making necessary arrangements and covering the costs if garbage collection must be rescheduled.
- Removal, alteration and/or cutting vegetation/public infrastructure is prohibited unless approved by the municipality.
- Production crews are responsible for cleaning the location at the end of the shoot day in order to return the location to its original condition with minimum noise and disruption.
- Materials and debris are not to be washed into area catch basins, if applicable. The production company must arrange for the proper disposal of all waste, hazardous waste (including batteries, medications, paint, etc.) and recyclable materials. Film companies are required to provide appropriate types of solid waste receptacles.
- Standards in place through the Ministry of Natural Resources, Ministry of the Environment and Department of Fisheries.

Refer to **Appendix F** for the ***Code of Conduct for Cast & Crew***. These expectations of cast/crew conduct are to be included on the reverse side of the film notification letters distributed to affected businesses and residents.

Exceptions to the above conditions require the approval of the majority of affected residents and the relevant local departments and/or Council. In the event of any damage to public or private property, the production company or applicant will be responsible for all fees associated with restoration.

Production companies also have the opportunity to join leaders worldwide in greatly reducing their environmental impact with a few simple efforts. The Association of Independent Commercial Producers recommends [these Green Guidelines](#). Reducing the carbon footprint of locally shot film productions is important to municipality and it is recommended that the applicant evaluate the impact through the use of [CUT!CO2 The Carbon Film Quote](#), an online app to automatically calculate the carbon dioxide emissions in the production quote and for use in planning effective production alternatives.

4.2. Right-of-Way Closures/Interruptions

Filming requests that impact a municipal right-of-way (sidewalks, roads and lanes) are to be coordinated through the Municipality of Callander at info@callander.ca or designate and noted on the Film Permit Application. The applicant is strongly encouraged to maintain the right-of-way with intermittent traffic interruptions over full closures where safety permits.

Municipal right-of-way closures, temporary traffic light alterations or traffic pattern changes must be approved and in consultation with Police, Emergency Medical Service and/or Fire Prevention.

Traffic and pedestrian control will be carried out by the Paid Duty Officer or equivalent authority and in compliance with the arrangements made in the Film Permit. Production vehicles are to comply with appropriate traffic regulations unless special permissions are outlined on the Film Permit and only as directed by a Paid Duty Officer. Intermittent traffic stoppages should be limited to a maximum of three (3) minutes, unless otherwise stated on the Film Permit. Every opportunity must be allowed to ensure access to vehicle or pedestrian traffic, or people with disabilities.

It is the applicant's responsibility to arrange and cover costs for Paid Duty Police Officers. Additional municipal fees may apply depending on the location, nature and length of road/lane closure and/or light alteration and will be applied on a cost recovery basis.

Road closures on all Provincial Highways are subject to Ministry of Transportation Approval and will not be included as part of municipal approval. Traffic matters involving Provincial Highways under Ontario Provincial Police (OPP) jurisdiction should be referred to the OPP for consultation.

4.3. Street Signs & Public Infrastructure/Fixtures

Please be advised that if any street signs and fixtures (street names, traffic signs, directional signs, etc.) need to be altered, removed and/or reinstalled due to filming, changes need to be approved and carried out by the municipality. Fees may vary depending on the location, nature and length of road/lane closure and/or light alteration and will be applied on a cost recovery basis.

Authorization to dig must be requested at the time of the **Application for Location Permits to Film**. When digging has been authorized by the municipality for public property, on-site locates are required. Water, waste water and storm water considerations must be vetted through the municipality and utility considerations should be vetted through [ON1Call](#) by calling 1- 800-400-2255.

4.4. Parking

Production crews should be conscientious when parking within the municipality. Production vehicles must adhere to parking regulations of the municipality and shall not block fire hydrants including sprinklers and standpipe connections, impede emergency vehicle access, or park within nine meters of an intersecting street. In all circumstances, production vehicles cannot block bus stops, pedestrian crosswalks, signalized intersections, driveways, accesses/egresses/ingresses, ramps, parking lot entrances and accessible parking for persons with disabilities or interrupt the regular flow of traffic. Exceptions must be identified on the Film Permit. The production company must also comply with any other requirements as specified on Film Permits issued from the requisite department.

Production and crew vehicles should be parked off major municipal road allowances whenever possible.

A parking plan must be submitted to the Municipality of Callander at info@callander.ca or designate along with the Film Permit Application. The plan should include the following information:

- Dates and times of parking restrictions
- Map indicating meter numbers and left/right side of streets
- Number of production vehicles

If the parking plan includes on-street parking that is not in a designated parking lot or at meters, a Road Occupancy Plan may be required.

If required, a review and approval of the proposed plan will then be conducted by the Public Works Department. Police, Fire and Emergency Services, may be consulted.

It is the responsibility of the production company to secure parking spaces, as agreed upon in the above plan. The municipality will not be responsible for towed or impounded vehicles.

4.5. Special Effects

Applicants must identify their intent to use guns, gunfire, pyrotechnics, bomb/mockups, flash powder, detonators, and flammable liquids/material including the filming of dangerous stunts as part of the Film Permit application.

A permit is required for the use of any special effects listed above and can be obtained by filling in **Appendix B** with the relevant information. The application must provide a copy of the filming site map, which explains where all special effects will occur. The municipal fire chief will be consulted on all special effects and will approve all plans. Paid Duty

Officers and/or Fire Prevention Officers and/or Emergency Medical Services personnel may be required when detonating pyrotechnic special effects or filming dangerous situations on a case-by-case basis. Additional fees may be charged for the Fire Department involvement.

All open-air burning must be approved by the fire chief. The burning must be with clean, organic materials. All pyrotechnic special effects and fireworks handling and discharge shall conform to the [Natural Resources Canada Display Fireworks Manual](#) and the [Natural Resources Canada Standard for Pyrotechnic Special Effects](#). A site inspection must be carried out by Fire Prevention Officers prior to discharge of any pyrotechnics within a building.

Any work in or near water courses regulated by the North Bay Mattawa Conservation Authority may need a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (DIA) permit.

4.6. Environmental Consideration Using Chemicals

This section is intended to ensure the safety and health of the environment and the residents of the municipality.

Definitions:

Chemical substance / product is a form of matter that has constant chemical composition and characteristic properties. These can be chemical elements, chemical compounds, ions or alloys.

Qualified Person (QP): is a person who, because of their knowledge, training and experience, is qualified to make the decision safely and properly. The required qualifications for a QP are a) the person holds a license, limited license or temporary license under the Professional Engineers Act; or b) the person holds a certificate of registration under the Professional Geoscientists Act, 2000, and is a practicing member, temporary member or limited member of the Association of Professional Geoscientists of Ontario.

EPA: Environmental Protection Act.

Owner: The municipality

This section is to be used in the event a film or television production company is interested in releasing a chemical substance in the municipality. It is the responsibility of the production company to determine what chemical substances and/or products they will be using for their filming needs. The production company is responsible to ensure the product(s) being used are safe for the application they are using them in.

The production company shall provide confirmation that the proposed substance/approach has been reviewed and approved by a Qualified Person (QP). The Chemical Substance/Product Use Request Form (Appendix G) must be completed and submitted to the Municipality of Callander at info@callander.ca or designate along with any additional supporting information. Production company will need to provide this form along with supporting documentation ten (10) working days in advance of permitting to allow for review by municipal staff. A filming permit will not be released until the municipal staff have reviewed the proposed substance and approved its use.

The QP review / approval must address impacts of the planned usage and address issues including but not limited to solution mix, frequency of use, application method, conditions, procedures, clean-up plan, contamination mitigation plan, restricted areas where no releases are allowed (for example: no releases directly into waterways). Please note that the QP review/approval can be for the entire production and is not required to be site specific.

The Owner will not make exhaustive or continuous on-site inspections to check the quality or quantity of product use. The production company has sole responsibility in regard to product use/release. The production company will be fully responsible for any adverse effect as defined by the EPA that may result from the release of the proposed substance.

This section is subject to changes and updates without notice.

4.7. Municipally Owned & Operated Property & Facilities

If the applicant wishes to film at a municipal picnic area, sport field, arena, community centre or other property they must rent the facilities accordingly. Requests to film on other municipally owned property should be communicated at

the time of Film Permit Application in order to secure the appropriate approvals from the respective departments. The Municipality of Callander at info@callander.ca or designate can facilitate these arrangements.

4.8. Restrictions

There may be sensitive areas and/or properties in the municipality where filming is restricted. The appropriate municipal officials will consider decisions about the nature and extent of filming in or around these properties. Each request will be looked at on a case-by-case basis and is subject to the approvals.

Priority of use will be granted to prior bookings and based on purpose of use. Access to some facilities may be limited by seasonality and operational commitments.

4.9. Safety

It is the responsibility of the applicant to ensure that the production crew operates in a safe and professional manner in the course of their duties. This applies to filming on public and private property.

The production company must adhere to all applicable laws, regulations, rules and by-laws of the federal, provincial and municipal governments including but not limited to:

- The Ontario Ministry of Labour [Safety Guidelines for the Film & Television Industry in Ontario](#).
- The Ontario Ministry of Transportation Traffic Manual, in particular as [Book #7](#) relates to temporary conditions of roadway operations.
- The [Ontario Fire Code](#), and may be subjected to a fire safety inspection and be asked to produce a fire safety plan to the satisfaction of the municipality.
- The [Ontario Electrical Safety Code](#), in particular all electrical work and electrical equipment must be inspected and/or approved by the Electrical Safety Authority's Inspection and interior signs on buildings must not be covered (i.e. fire exit signs) unless agreed upon prior to filming. Covering of fire exits is permitted only if all people in the area have been advised of location exits in case of emergency.
- Grounding film equipment to fire hydrants is not permitted.

The applicant shall promptly report to the Municipality of Callander at info@callander.ca or designate and to the [Ministry of Labour](#) any potentially serious accidents or claims for liability or loss with respect to these policies.

4.10. Indemnification/Save Harmless

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

4.11. Workplace Safety and Insurance Board (WSIB)

The applicant shall provide proof of WSIB coverage in good standing prior to commencing the work and upon request from time to time during the term of the agreement. The applicant shall maintain proper WSIB coverage throughout the course of the work. The municipality reserves the right to impose a condition on the release of any payments requiring the presentation of a WSIB clearance certificate.

4.12. Insurance

The applicant shall, at its own expense, including the cost of deductibles, provide and maintain insurance coverage from an insurance company registered to do business in the Province of Ontario. A certificate of insurance shall be provided to the Municipality of Callander at info@callander.ca or designate and be acceptable prior to issuance of the Film Permit. In all policies the municipality must be named as an additional insured and a cross-liability clause must be included.

- A comprehensive general liability policy or commercial general liability policy in the amount of not less than

\$2,000,000 (two million dollars) inclusive limit for any occurrence required. Where a Road Occupancy Permit is required, this must be in the amount of \$5,000,000 (five million dollars).

- Automobile third-party liability insurance in the amount of not less than \$1,000,000 (one million dollars) inclusive limit covering all vehicles used in connection with the filmmaking activities required.
- Tenants' legal liability coverage in the amount of not less than \$100,000 (one hundred thousand dollars), which may be increased based on the value of the building occupied during filming.
- Additional insurance (i.e., Aircraft Liability, Pyrotechnics Liability, Fire, Legal Liability, etc.) may be required depending on other specific activities, in which case the amount will be determined by the Municipality of Callander at info@callander.ca or designate in consultation with their insurance company.
- It is the responsibility of the production company to maintain insurance coverage for contents and equipment, rentals, liability for all activities, business interruption, automotive exposures and other risk and to limits of coverage amounts usual to that of a prudent company in the filming business operating at the same capacity.

A thirty- (30) day notification prior to the cancellation of policy must be included.

4.13. Expenses and Permit Fees

All out-of-pocket expenses and fees related to the use of municipal properties and services are the responsibility of the production company. These may relate to parking, roads, facilities, parks, equipment or additional staffing such as janitorial, security and site preparation.

Fees related to the permitting process are as follows:

- **Film Permit \$50 at submission of application, non-refundable.**

Upon receipt of the Film Permit application, the company shall be provided with an estimate of costs prior to permitting and/or film activity. Total fees will be estimated according to plan, time permitting, subject to change upon actual usage.

If municipal facilities are being used, the municipal rental agreement process will be followed.

The applicant may be required to provide a certified cheque or letter of credit as deemed necessary by the Municipality of Callander at info@callander.ca or designate commensurate with the scale and scope of the production. The deposit shall be returned when all conditions, including location restoration and payments as applicable, have been met. Should the scale and scope of the production change mid-production, the security deposit may be increased.

When filming takes place on municipal property, if the municipality must incur additional costs to restore the location to its original state, such costs will be subtracted from the security deposit and if the deposit is insufficient to cover the costs of restoration or damages the applicant shall be required to provide any balance owing to the municipality forthwith. If expenses include staffing, cost adjustments will be dealt with after the fact by deducting the balance from the security deposit. This process takes approximately thirty (30) days. If a shoot wraps earlier than scheduled, this will not necessarily result in a reimbursement adjustment.

4.14. Local Sourcing

The production company will make every effort to utilize certified local businesses and services throughout the course of production activity, including pre- and post-production work. Visit the municipal website at www.mycallander.ca or the City of North Bay Film Portal at <https://www.investinnorthbay.ca/film-portal/services/> for information on industry resources in the area.

4.15. Freedom of Information

Submissions received by the municipality are confidential because they contain third party information. However, since *the Municipal Freedom of Information and Protection of Privacy Act* applies to municipalities and sets out certain rules regarding the release of third-party information held by the municipality, this is not a guarantee that information submitted will not be released.

To assist the municipality in maintaining Submissions as confidential documents, it is the responsibility of the Proponent

to include a written notice within the Submission as to which specific components of the Submission are submitted in confidence. The notice must also include the nature of the confidential information and what harm(s) would result from the release of this information. Reasons for confidentiality under the Act include trade secrets, scientific, technical, commercial, financial, and/or labour relations/human resources information. The Submission should also be clearly marked "CONTAINS CONFIDENTIAL COMPONENTS". Under no circumstances can the entire Submission be identified as confidential by the Proponent, unless identified in advance by the municipality for security reasons, etc.

Once an application process has been closed, pricing and specification information will be made available to the public. There may be a charge for this information. Requests for additional information may be subject to a fee as per the Fees By-law.

4.16. Acknowledgement

The Municipality wishes to enhance its ability to attract commercial, video and film production. To promote our Municipality we ask for:

- Confirmation that the Municipality will be mentioned in the credits, including municipal logo.
- Confirmation to use the film title and production company in any promotional information used by the Municipality.

4.17. Disclaimer

The municipality reserves the right to refuse to allow filming or issuance of a Permit to an applicant that does not comply with and/or satisfy the criteria outlined in these guidelines, or to terminate the Permit. Decisions will be made on an individual basis.

FILM PERMIT APPLICATION & TEMPLATES

APPENDIX A: Production Information Sheet

Applicant Information		
Production company:		Production title:
Date:		
Name of Applicant:		Position/Title:
Production Company:		Parent production company:
Name of Producer:		Name of Director:
Name of Locations Manager:		Name of Production Manager:
Locations Manager cell:		Locations Manager e-mail:
Local production Office Address:		
Local production office phone:		Local production office fax:
Billing address (if different from above):		
Production information		
Production title:		
Production type: <input type="checkbox"/> Feature film <input type="checkbox"/> Commercial	<input type="checkbox"/> TV movie <input type="checkbox"/> Student project	<input type="checkbox"/> TV series <input type="checkbox"/> Music video <input type="checkbox"/> Other (specify)
Production's country of origin: <input type="checkbox"/> Canadian <input type="checkbox"/> US	<input type="checkbox"/> Canadian/US co-venture <input type="checkbox"/> Other (specify)	
Total budget (\$):		Spent in the municipality (\$):
Date it will air:		Channel/broadcaster:
Pre-production date:	Camera date:	Wrap date:
Total # of days (prep, camera, wrap):		Total # of different locations:
Number of cast and crew (total):		Number of cast and crew (local):
What is the perceived economic/financial impact for the municipality?	List any other benefits to the municipality.	
Brief plot synopsis		

I certify that all of the information above is to the best of my knowledge true, correct and complete. I have read and understand the Filming Handbook and remitted the payment of \$50 with this application. I also understand that the municipality will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

Signature

APPENDIX B: Application for Location Permits to Film

Applicant Information		
Production Company:		Production Title:
Name of Applicant:		Position/Title:
Billing Address:		
City:	Province:	Postal Code:
Cell Phone:	Production Office Phone:	E-mail:
Location Sites		
A completed Appendix B is required for each shooting location.		
Location Sites (All public roads and properties – attach extra pages as required):		
1)		
2)		
3)		
4)		
Date – commencement of prep work:	Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Date – completion of filming:	Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Date – completion of restoration:	Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>
ACTIVITY DESCRIPTION		
(State purpose of property use – attach extra pages or maps as required)		
<p>Check as appropriate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Intermittent traffic stoppages (PDO required) <input type="checkbox"/> Road closure required (PDO required) <input type="checkbox"/> Travelling shot (PDO required) <input type="checkbox"/> Other reason for PDO required (specify) <input type="checkbox"/> Sidewalk or other right-of-way occupancy (specify) <input type="checkbox"/> Parking plan required <input type="checkbox"/> Use of municipal facilities/property (specify) <input type="checkbox"/> Special effects (specify) <input type="checkbox"/> Alteration or construction of temporary structures, including signage (specify) <input type="checkbox"/> Modification of municipal infrastructure (specify) <input type="checkbox"/> Noise by-law exemption or filming at unusual hours (specify) <input type="checkbox"/> Utility and site locates required (specify) 		
CHECKLIST of applicant’s responsibilities		
The following are the applicant’s responsibility and the information must be on file with the municipality prior to filming according to the required lead time. Detailed instructions and required lead times are listed in the <i>Filming Handbook</i> .		

Required in all cases:

- Completed Production Information Sheet (Appendix A)
- Production Information Sheet(s) (Appendix B)
- Certificate of insurance and insurance claims contact information
- Clearance Certificate with WSIB
- Shooting locations schedule

Required if applicable:

- Municipal facilities requests and proof of payment (i.e. facility rental, building permits, road closures, etc.)
- Parking plan for production vehicles (Appendix C)
- Special effects filming site map (Appendix D)
- Copy of all notifications to residents/businesses with Code of Conduct for Cast and Crew (Appendix E and F)
- Proof of Paid Duty Police Officer contract
- Proof of permission granted for right-of-way interruption
- Proof of permission from neighbouring municipalities for right of way interruptions
- Proof of building permits for temporary structures
- Chemical Substance/Product use by Film & TV Production (Appendix G)
- Road Occupancy Plan (Appendix H)

OFFICE USE ONLY – Special conditions

I certify that all of the information above is to the best of my knowledge true, correct and complete. I understand that the municipality will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

Signature

APPENDIX C: Sample Parking Plan

A parking plan must be submitted when production vehicles and/or trailers are used at each filming location. If required, a review and approval of parking will then be conducted by the municipality and related municipal department representatives in association with the Police Service, Fire and Ambulance Services.

Sketches to Include:

- Identify North direction
- Identify existing landmarks/infrastructure (i.e. bus stops, traffic lights, etc.)
- Identify street names
- Identify location and number of production vehicles
- Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify parking meter numbers and/or parking lot names as applicable

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APPENDIX D: Sample Special Effects Filming Map

A special effects filming site map must be submitted when guns, gunfire, explosives, bomb/mock ups, flash powder, detonators, and flammable liquids/materials will be used and/or other dangerous stunts will be performed.

The applicant must provide a copy of the map, which explains where all special effects will occur, to the municipality who will work with the Police, Fire and Ambulance Services on necessary approvals.

Sketches to Include:

- Identify North direction Identify existing infrastructure (i.e. hydrants, traffic lights, etc.)
- Identify street names Identify location of production vehicles Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify location and type of special effect(s)
- Name and contact information of on-site Certified Special Effects Supervisor

I certify that all of the information above is to the best of my knowledge true, correct and complete. I understand that the municipality will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

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APPENDIX E: Sample Filming Notification Letter to Businesses/Residents

(Insert your logo and company information here)

FILMING NOTIFICATION

Dear Property Owner,

Please be advised that filming in your immediate area will occur *(insert date)* to *(insert date)*.

Production crews will be operating at film location *(insert address and/or location description)* during this period.

The filming of this production will include: *(insert appropriate activities and descriptions as appropriate)*

- ✓ Temporary street closures
- ✓ Intermittent traffic interruptions
- ✓ Parked production crew vehicles
- ✓ Alterations to the neighbourhood
- ✓ Costumed cast and props
- ✓ Controlled special effects including: *(insert nature of special effect i.e. explosion)*

Thank you in advance for your cooperation and understanding. *(Insert production company name)* has been working with the municipality in order to minimize disruption while filming in the community. Please see the Cast & Crew Conduct expectations on the reverse of this letter.

We appreciate your generous support and welcome you to observe filming from a safe distance without compromising the set.

For further information please contact:

(Insert Production Crew contact name and phone number/e-mail address)

Or

Your local Municipal Office

APPENDIX F: Code of Conduct for Cast & Crew

TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct, please call the municipal office.

Title of Production

Production Manager

Phone Number

- 1) When filming in a neighbourhood or business district, proper notification is to be provided to each merchant or resident directly affected by filming activity (this includes parking and base camp areas). The filming notice shall include:
 - a. Name of production company, title of production
 - b. Production type (feature film, movie of the week, mini-series, TV pilot, TV special, etc.)
 - c. Type, duration and description of activity (i.e. times, dates and number of days, including prep and strike)
 - d. Company contact:

Location Manager (LM)

Assistant Location Manager (ALM)

- 2) The code of conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.
- 3) Any production company intending to film on public property must first obtain approval from the municipality.
- 4) Production vehicles shall park one-by-one, turning off engines as soon as possible. Cast and crew vehicles are not covered by the location filming permit and shall observe designated parking areas noted by location managers. Filming only takes place between 7:00 am and 11:00 pm unless there is proper notification to the residents.
- 5) Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle or the municipality.
- 6) Production vehicles shall not block, or park in, driveways without the expressed permission of the driveway owner.
- 7) Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled. Approved traffic interruptions must not exceed 3-minute intervals.
- 8) Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.
- 9) No alcoholic beverages or banned substances are permitted at any time on any set or location.
- 10) Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. All napkins, plates, and coffee cups used in the course of the work day shall be disposed of in the proper receptacles. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
- 11) Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.

- 12) Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority or property owner.
- 13) Film crew shall not remove City street signs. This must be done by municipal staff.
- 14) Use of any municipal infrastructure, such as fire hydrants, is not permitted unless explicitly approved by the municipality.
- 15) Every member of the cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language.
- 16) Every member of the crew shall wear a production pass (badge) when required by the location.
- 17) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
- 18) It is up to the film company to make alternative parking arrangements for residents whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
- 19) The company will comply at all times with the provisions of the Filming Handbook. A copy of the Filming Handbook shall be on location at all times with the location department.
- 20) The production company appreciates your cooperation and assistance in upholding the code of conduct. Failure to comply with this code of conduct can result in disciplinary action by the production company or your Union, Guild or Association.

APPENDIX G: Chemical Substance/Product use by Film & TV Production

Production Company Name: _____
Address: _____
Contact Person: _____ Tel: _____
Email: _____

Parent Production Company Name: _____
Address: _____
Special Effects Company: _____
Address: _____
Contact Person: _____ Tel: _____
Email: _____

Permission is hereby requested to release the following chemical product/substance onto municipal owned property:

Chemical Substance/Product Name: _____

The following documents **MUST** be submitted with this application a minimum of 10 days prior to the filming date (please check which apply):

- MSDS / SDS Sheet for specific substance/product
- Qualified Person Review and Approval
- Site map showing chemical substance use locations
- Solution mix
- Frequency of Use
- Application Method
- Environmental impact mitigation procedures
- Clean up Procedures
- QA/QC Procedures

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Signature

APPENDIX H: Road Occupancy Plan

A Road Occupancy Plan is required when any work, regardless of impacting traffic or not, is completed within municipal Right-of-Way (ROW). The ROW includes the asphalt/gravel roadway surface, gravel or paved shoulders, sidewalks, curb and open ditches.

Location:

Start date:

End date:

1. Include a Sketch/Diagram/Map indicating the location of the Road Occupancy. If submitting permit application by email, the drawing may be submitted as an attachment to the email in pdf., tiff., or jpg. format.
2. Include a Traffic Control Plan that meets Ontario Traffic Manual (OTM) Book 7 Temporary Conditions, describing the traffic impact (i.e. Lane Shift, Lane Closure, etc.) and procedures for implementing the Traffic Control Plan.

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Signature