

**2022 - 2023
FILM & TELEVISION
PRODUCTION HANDBOOK**

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This guide is intended to help Film & Television productions navigate the permit processes and procedures for filming in the City of North Bay. Although contact information for various City departments is listed, we ask that all coordination and requests be submitted to the Economic Development Department. The information provided in this document is subject to change without notice.

NORTH BAY

ONTARIO·CANADA

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GUIDELINES FOR FILMING IN NORTH BAY

The City of North Bay welcomes the opportunity to work with Film and Television productions. This handbook outlines the guidelines and processes that have been developed for filming in the community.

MUNICIPAL SUPPORT

The City's Economic Development Department provides concierge service that includes:

- Processing filming applications with NO permit fees
- Liaison with all necessary City departments to streamline necessary permits and approvals
- Providing preliminary scouting assistance
- Facilitating connections with community partners, utilities and film friendly service providers

APPLICABILITY

The following guidelines apply to **all** location filming which takes place in the City of North Bay, except for current affairs, newscasts, and private family video.

We request that all other film and television projects (outside of those listed above) complete the enclosed filming permit application. Student school projects are asked to inform the Economic Development Department in advance regarding any planned filming activity as special considerations may be required. This will enable the office to help facilitate the use of any municipal property and reduce the likelihood of any conflicts with other productions.

The rights, safety and privacy of the citizens and businesses are very important to our community and, therefore, the City of North Bay requires all film, television and video production to be reported and coordinated with the Economic Development Department.

For purposes of this document, "The Applicant" is synonymous with "Production Company".

PROJECTS FOR CONSIDERATION

- Feature films
- Television films
- Television network programs/series
- Television commercials and music videos
- Documentaries

- Education films
- Commercial photography
- Other projects as deemed appropriate

If unsure if your project requires a filming permit, please connect with the City's Economic Development Department.

PROJECTS SUBJECT TO MUNICIPAL CONSIDERATION AND ACCEPTABILITY

- Projects that break Municipal By-laws, Provincial or Federal laws
- Projects that are expected to be released with a pornographic rating
- Projects that are distasteful to the general public or socially sensitive

The City of North Bay reserves the right to refuse to allow filming or issuance of a permit to an Applicant that does not comply and/or satisfy the criteria outlined in these guidelines. Decisions will be made on a case-by-case basis.

STUDENT FILMING

Not all filming activity requires a permit. If you are a student filming project, you are not required to obtain a filming permit from the City of North Bay; however, filming in city parks, marinas, beaches, trails, bridges, tunnels, parking lots, interiors within city buildings (such as: arenas, city hall, library, etc.) and/or any other city property may require additional permissions from the controlling entities.

Please contact the Economic Development Department with the completed STUDENT FILMING REQUEST FORM (Appendix L) no later than seven (7) days prior to filming. The form can be emailed directly to: filming@northbay.ca.

*If you are unsure whether or not the location that you plan to film is city property, please contact the Economic Development Department to confirm PRIOR TO MOVING AHEAD WITH YOUR FILMING PLAN. **

** Any filming on private property must have prior consent from the property owner **

APPLICATION PROCESS AND TIMELINE

All applications requesting approval for location filming within the City of North Bay should be submitted in writing to the Economic Development Department seven (7) business days prior to filming, and not less than fourteen (14) business days for filming that includes approvals and/or special arrangements / road closures, legal agreements, SPFX review / approval of an Environmental Management Plan for Chemical use. A checklist of all items required as part of this process is included in Appendix A.

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

Complete applications will be reviewed and staff will contact the Applicant/Location Manager with any potential conflicts and to discuss any specific requirements. Once approved, the Applicant/ Location Manager will receive a copy of the permit and details via email. A copy of the approved permit must be on location at all times.

The Applicant must comply with any other requirements as specified on the approved film permit issued by the City's Economic Development Department.

NOTIFICATION

Community:

The Applicant is required to notify affected residents, occupants and businesses within a 200 feet (60 meter) radius of the filming location, a minimum of three (3) business days in advance of filming.

Information such as duration, location of filming, planned special effects, and the use of any chemicals, 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.

Notification letters submitted for locations where chemicals will be applied must follow the policy wording included in Appendix J.

Economic Development Department:

A copy of all notification letters must be submitted to the Economic Development Department for review and approval in advance of distribution. Film permits can be withheld should proper notification not be provided as per the above. From time to time, the Economic Development Department may verify with residents, tenants and/or businesses if letters have been delivered within the appropriate timeline.

The Economic Development Department filming email address (filming@northbay.ca) must be added to the production distribution list to receive all Call Sheets.

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. The Economic Development Department will facilitate the process and guide the Production regarding which approvals are required; however, it is the Production's responsibility to contact and obtain necessary permit approvals.

CONSIDERATION TO THE COMMUNITY

Local residents and businesses should not experience undue hardship or negative environmental conditions resulting from filming. This includes, but is not limited to:

- Night filming must not proceed between 11:00 p.m. and 7:00 a.m. without proper notifications to residents/businesses. Any exceptions should be discussed with those directly impacted and communicated to the Economic Development Department as part of the film permit;
 - Some neighbourhoods and areas within the City of North Bay may require additional sign off consent from residents/businesses for filming past 11:00 p.m. – the Economic Development Department can confirm with Production if sign off is required once film permit applications are submitted.
 - Night filming details, including lighting/equipment positioning, should be included in the neighbourhood notifications and highlighted on the film permit application
- The Applicant must comply with the legislation governing noise, municipal By-law 1976-142. All generators used will be equipped with silencing attachments unless otherwise approved;
- Lighting for filming should be oriented away from neighbouring residences;
- Plans must be in place to address property, vehicular, pedestrian and special needs access to adjacent properties;
- Except where a road has been closed for filming, all moving vehicles are to adhere to the posted speed limits and to other lawful conditions unless directed otherwise by a Paid Duty Police Officer.
- Private and public property should not be altered in any way without first obtaining consent;
- 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. The Production must arrange for the proper disposal of all waste, hazardous waste (including batteries, medications, paint, etc.) and recyclable materials.
- Refer to Appendix H for the Code of Conduct for Cast and Crew. These expectations of cast/crew conduct are to be included on the reverse of the film notification letters distributed to affected businesses and residents.

Any Applicant requesting exceptions need to clearly outline the nature of the request in the film permit application and first consult with Economic Development Department.

COLLECTING SIGNATURES IN SENSITIVE AREAS

1. Once a film permit application is received, the Economic Development Department will:
 - Advise Location Manager of the need for signatures;
 - Review notice letter (provided as part of the application) to ensure proper information and contact details are included; and
 - Provide a list of addresses within 200 feet (60 meter) of filming location for the collection of those signatures in sensitive areas only.
2. It is recommended that production representative wears hi-viz clothing, and a mask. This is to be provided by production. ID, Union card and/or business card from production are also recommended;
3. Production representative is to collect via email and/or phone call consent to filming and/or any objections from residents/businesses;
4. Production representative is to keep records of all phone calls received and file away all emails received;
5. Production representative/LM to then send records of all objections to the Economic Development Department

TRAFFIC AND ROAD CLOSURES

Municipal road closures, temporary traffic light alterations or traffic pattern changes need to be approved and carried out by the City of North Bay Engineering, Environmental Services and Public Works Department pursuant to North Bay Delegation By-law 2007-228. A Street Work Permit may also be required should the filming location take place on any municipal road allowance. Requests for municipal road/lane closures, traffic interruptions and Street Work Permits can be coordinated through the Economic Development Department. 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.

Interfaces with pedestrian and/or vehicular traffic must be accompanied with proper approvals. The Applicant is to ensure every opportunity to access, either vehicular or pedestrian including accessibility for persons with disabilities.

Traffic and pedestrian control will be carried out by the Paid Duty Police 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 Police Officer.

It is the Production's responsibility to arrange for Paid Duty Police Officers. The City's Economic Development Department is not directly involved in the contracting out of police staff. Depending on filming circumstance, there may be a minimum number of

Officers required on site. All costs associated with these requirements are at the expense of the Production.

The North Bay Police Department will require a certified cheque to cover the estimated total number of hours required. This cheque must be attached to the signed agreement with the North Bay Police Department before the contract will be accepted. The minimum shift for a Paid Duty Police Officer is three (3) hours. Pay Duty rates are subject to change annually.

Amendments to the schedule must be communicated to the Traffic Supervisor at the North Bay Police Service a minimum of 48 hours prior to filming. Request forms should be submitted to the NBPS Traffic Office with appropriate lead time.

Paid Duty is a service provided by and authorized by the North Bay Police Service.

For more information on Paid Duty Police Officers, please contact the North Bay Police Department, Traffic Section at 705.497.5555 or visit: [North Bay Police](#).

Road closures on all Provincial Highways (HWYs 11, 17 and 63 even within City limits) are subject to Ministry of Transportation approval. Traffic matters involving Provincial Highways under Ontario Provincial Police (OPP) jurisdiction should be referred to the OPP for consultation.

For more information on Provincial Highways, please contact the Ministry of Transportation at 705.497.5442 or visit: [Ministry of Transportation](#)

STREET SIGNS & PUBLIC INFRASTRUCTURE

Please be advised that if any street signs (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 City of North Bay Engineering, Environmental Services and Public Works Department. Requests for sign alterations can be coordinated through the Economic Development Department at the time of the permit application. Fees may vary depending on the location and will be applied on a cost recovery basis. Should the Production fail to comply with the above request and remove signs without prior permission, the Production may be subject to associated fines.

Authorization to dig must be requested at the time of the Location Filming Permit Application. When digging has been authorized by the City for public property, on-site locates are required. Water, waste water and storm water considerations must be vetted by calling 3-1-1 and utility considerations should be vetted through ON1Call by calling 1.800.400.2255.

PARKING

Production vehicles must not block fire hydrants, including sprinklers and standpipe connections, park within fire routes or within 9 meters of an intersecting street or impede

any emergency response vehicles. In all circumstances, Production vehicles cannot block bus stops or shelters, pedestrian crosswalks, sidewalks, signalized intersections, driveways, accesses / egresses / ingresses, ramps, parking lot entrances and accessible parking for persons with disabilities. Requests for relocating bus stops and shelters, accessible parking and loading zones can be coordinated through the Economic Development Department at the time of permit application. Fees may vary depending on the location and will be applied on a cost recovery basis.

Production and crew vehicles should be parked off major municipal road allowances whenever possible and a copy of the approved film permit should be on site at all times. Film Parking Permits (obtained as part of film permit application process) should be displayed in the window of each production vehicle for the duration of the shoot and must be clearly visible.

A detailed parking plan must be submitted to the Economic Development Department if more than five (5) Production vehicles are used at one filming location. The plan should include the following information:

- Dates and times of parking restrictions (include if any overnight parking is required – see *below*)
- Map indicating meter numbers and directional details (e.g. east/west/north/south) of street and/or sidewalk
- Number of production vehicles

If the parking plan includes on-street parking that is not in a designated parking lot, stalls or meter, permission must be granted as part of film permit.

Additional offsite crew parking should be considered to avoid and/or limit disruption to filming location, neighbourhood.

OVERNIGHT PARKING

Overnight on-street parking bans are in effect November 1 to April 15.

Overnight parking bans in all municipal lots are in effect from November 1 to March 31.

By-Law 2014-037 prohibits the parking of vehicles:

- In the Downtown Improvement Area (DIA) from 3 a.m. to 6:30 a.m.
- On blocks containing cul-de-sacs and dead end roads from 3 a.m. to 8:30 a.m.
- All other streets from 3 a.m. and 7:30 a.m.
- On any city street within 12 hours of posting snow removal signs and 24 hours of a snowfall during the period November 1 to March 31 both inclusive.

By-Law 2011-234, Part 7 prohibits the overnight parking of vehicles on any municipal parking lot between the hours of 12 p.m. midnight and 8 a.m. with the exception of:

- Lot Oak 2 (designated areas only) with purchase of monthly rental pass for overnight winter parking;
- Lot McIntyre 4 (Parking Garage), Levels 1 - 4, which is free from 4:30 p.m. until 8 a.m. and weekends and holidays year-round with no pass or permit required;
- Areas designated by the parking supervisor.

Any/all overnight filming/parking requests must be submitted as part of the film permit application process.

NOTE: production cast and crew staying in short-term rental accommodations should be mindful of the above overnight parking restrictions.

FILM PARKING CARDS

In a continued effort to support film and television productions in the City of North Bay, each production can apply to receive Film Parking Cards. These cards can be requested by sending an email to the Economic Development Department and will be effective as of the date provided. The chart below indicates how many cards will be allotted to each production and for how many days they will remain in effect. The parking cards are intended to be used by production departments who are continuously moving from one location to the next (e.g. Location Managers, Art Department, etc.) and not intended for vehicles that remain in the same space for an extended period of time. Film Parking Cards must be displayed in the window of each vehicle and clearly visible at all times.

Number of filming days (in North Bay)	Number of Filming Parking Cards	Expiry Date
0 -15 days	2	20 days
16 - 30 days	3	30 days
30+ days	6	40 days

SPECIAL EFFECTS

Applicants must identify on the film permit application their intent to use guns, gunfire, explosives, pyrotechnics, bomb/mock ups, flash power, detonators, and flammable liquids/material including the filming of dangerous stunts and SPFX chemicals.

A Blasting Permit is required for the use of explosives within the City of North Bay. This request **MUST** be submitted and coordinated through the Economic Development Department.

The Applicant must provide a site map which explains where all special effects will occur (even on private property), copies of the professional credentials required to operate or perform the aforementioned task to the Economic Development Department as part of the film permit application.

All pyrotechnic special effects and fireworks handling and discharge shall conform to NRCAN Display Fireworks Manual and NRCAN Pyrotechnics Special Effects Manual. A site inspection must be carried out by Fire Prevention prior to discharge of any pyrotechnics within a building.

The City of North Bay will consider the use of chemicals and chemical products for the purpose of special effects when the requirements and timeframes outlined in the Chemical Product Use by the Film & TV industry Policy (Appendix J) are adhered to.

At every location where chemicals are applied, the production must ensure a copy of the Environmental Management Plan for Chemicals is present and accessible for all cast and crew.

It is the Production's responsibility to adhere to the approved Environmental Management Plan as per policy Appendix J. The City of North Bay reserves the right to assign a City Inspector or Engineer that may be present on site during the time of chemical mixing, application and/or cleanup to ensure compliance with an approved Environmental Management Plan.

All open air burning must be approved by the North Bay Fire Department. The burning must be with clean, organic materials. Burning and/or other permits, approvals or certifications may be required.

Paid Duty Police Officers are required for the detonation of pyrotechnic special effects and dangerous situations. All costs associated with these requirements and related clean up are at the expense of the Applicant.

The use of substances may be weather dependent as there may be pedestrian and vehicular safety concerns on sidewalks and roadways. Once the Economic Development Department receives the completed permit application and supporting documentation listed above, the decision to allow the use of such substances will be approved on a case-by-case basis, at the sole discretion of City of North Bay Traffic and Roads Supervisor on duty. The Production must respect and follow the decision made by the designated representative/Supervisor.

RELATIONSHIP WITH POLICE, FIRE AND AMBULANCE SERVICES AND THE MUNICIPALITY

North Bay Police, Fire and Ambulance services must be notified a minimum of two (2) business days in advance of any approved detonation of special effects or traffic

intermittent stoppages/road closures. In order to ensure this two (2) day minimum is respected, Applicant must submit film permit applications as outlined in “APPLICATION PROCESS & TIMELINE” section of this document. The Economic Development Department will notify emergency services via email circulation of approved filming details.

CONSTRUCTION AND FILM SETS

If the Production company desires to alter the normal setting of a rural landscape, residential neighbourhood or urban area, or build a filming set, all construction must be approved by Planning & Building Services and Engineering, Environmental and Public Works Departments. A site inspection or approval of technical drawings may be required. Special or temporary use By-laws may also be required. Usually a two-week time period is appropriate for approval of temporary sets.

MUNICIPAL FACILITIES AND PROPERTY

If the Applicant wishes to film at a municipal park, picnic area, sport field or arena they must first submit the request as part of the film permit application to the Economic Development Department, at which time the Arts, Culture, Recreation and Leisure Services Department will proceed to check availability, confirm the associated fee (if any) and draft the appropriate rental agreement.

Requests and approvals to film on other municipally owned property must be coordinated through the Economic Development Department by submitting the film permit application. Fees may vary depending on the location.

CONDUCT AND CLEAN UP

North Bayites are proud of their community and its unique, natural and clean environment. The City and its residents work hard to protect their surroundings and look to each visiting production to do the same. Production crews are responsible for the clean-up and any related costs associated with the restoration of the location at the end of filming with a minimum amount of noise and disruption.

Any remaining evidence of filming will be considered littering and may be subject to fines. The Production will be responsible for the cost of returning the sites to their original conditions as per By-law 2006-28.

Waste Diversion

The City of North Bay is committed to reducing the amount of waste that ends up in the landfill and encourages film and television productions to make all reasonable efforts to ensure crews REDUCE, REUSE and/or RECYCLE whenever possible.

- REDUCE waste by not generating it in the first place e.g. reusable cutlery, plates, and cups rather than disposable items;
- REUSE materials whenever possible e.g. plan to reuse them on future productions, alternatively sell or donate items to second hand, thrift stores or consignment shops, donate materials to local groups, community centres, schools and churches to recover and re-purpose as local art projects; and
- RECYCLE items that cannot be reused e.g. ensure the set is equipped with recycling bins for acceptable recyclable materials

Lookup your garbage and recycling schedule, get reminders and lookup where different waste items go. Download North Bay Recycles from the [App Store](#) for iOS, [Google Play](#) for Android or use it in your browser as a [Progressive Web App](#) for all other platforms. All information regarding municipal composting, garbage, hazardous waste and recycling can be found at: <https://www.northbay.ca/services-payments/garbage-recycling/>

In 2019, Ontario Creates engaged a sustainability working group comprised of interested industry organizations, service providers, unions, guilds and individual stakeholders. One of the tools created was the Green Screen carbon calculator. This tool is free for all productions and more details can be found at: <https://digitallibrary.ontariocreates.ca/DigitalLibrary/OGS/CarbonCalculator.aspx>

Additional links and resources that you may find helpful can be found at: <https://digitallibrary.ontariocreates.ca/DigitalLibrary/OGS/LinksandResources.aspx>

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. It is recommended that the Production inform the Economic Development Department of their safety representative(s) for the project. 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:

- Section 21 Film and Television Health and Safety Guidelines published by the Advisory Committee of the Ontario Ministry of Labour, Training and Skills Development - [S21-Film-Television-COVID19-Guidance June 2020](#)
- 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 North Bay Fire Department;
- 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 (e.g. 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 locations exits in case of emergency;
- Grounding film equipment or mounting props/décor to fire hydrants or emergency signage is not permitted
- Hydro locates should be conducted with the proper authorities prior to any tent set up (home base or on site). Coordination on any municipal property should be requested through the Economic Development Department.

The Applicant shall promptly report to the Economic Development Department and to the [Ministry of Labour](#) any potentially serious accidents or claims for liability or loss with respect to these policies.

Additional industry information can also be found at: www.ONreadytoroll.ca.

RESTRICTIONS

There may be sensitive areas and/or properties in the City of North Bay where filming may be restricted. Once a completed permit application is submitted, it will be assessed on a case-by-case basis and is subject to the approvals of the City Engineer, Infrastructure and Operations.

DOWNTOWN CONSIDERATION

All filming locations within the [Downtown North Bay boundaries](#) must adhere to the following:

1. Consent Form for “dressing” storefronts/buildings which are not the actual filming location. Production will be responsible for creating and obtaining consent forms from each property that is to be dressed/included in the set/filming shot. Copies of each consent form to be submitted with film permit request;
2. Block sign off form - Production will be responsible for creating a form/chart/table and obtaining consent from the majority of merchants and building/property owners from within the downtown block where they intend to film. Copies of these signature forms are to be submitted with the film permit request. Sample notice letter to obtain sign off has been included in Appendix G;
3. Code of Conduct for Cast and Crew to be photocopied on the back of film notification letters (Appendix H);

4. In addition to notification process (outlined in NOTIFICATION section) a copy of the notification letter must be submitted to Downtown North Bay office if filming location falls within the Downtown boundaries;
5. Temporary signage indicating “Filming in Progress” to be erected at both extremities of set – (2 “A-frame” signs can be provided to Productions if required)
6. Specific Downtown Considerations to be included in the permit approvals for all Downtown filming locations may include but not be limited to:
 - Using store front entrances as change room and/or storage facilities are strictly prohibited unless otherwise indicated by specific store owners;
 - Any/all garbage created or décor set up by the Production is to be cleaned up by the Production no later than 24 hours after wrapping at that location; otherwise the Production may be subject to fines – see Clean Up section;
 - Any cables/wiring must be covered with safety mats and extension cords should never be left on site if Production is not in preparation, filming or wrapping / cleaning up;
 - Filming shall not prevent pedestrian access to businesses / offices / residences. Intermittent pedestrian access shall be permitted even during sidewalk/road closures;
 - Providing courteous and friendly messaging to the public who are walking past the set to access a storefront;
 - Limiting number of production vehicles and crew parking within Downtown boundaries whenever possible;
 - Request Assistant Director to recite “Downtown Considerations” on approved filming permit at production safety briefings before filming commences for the day;
 - Request that notifications are not taped to the door of a business/property that is currently closed but rather return when the business is open to deliver notice; and
 - Recommend that the Assistant Location Manager or Location Manager be on set when filming in downtown boundaries to check that all downtown considerations are being observed and respected

INDEMNIFICATION/ SAVE HARMLESS

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

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 Economic Development Department as part of the film permit application. In all policies, **The Corporation of the City of North Bay** 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 \$5,000,000 (Five Million Dollars) inclusive limit for any occurrence required
 - Note: it may be necessary to be increased if the exposure warrants it. This will be assessed on a case-by-case basis by the City of North Bay.
- Additional insurance limits and coverages (e.g. Products and Completed Operations, Blanket Contractual, Aircraft Liability, Pyrotechnics Liability, Fire, Non-Owned Automobile Liability, Personal Injury, Tenants Legal Liability, Pollution Liability, etc.) may be required depending on other specific activities, in which case the amount will be determined by the City's Legal Department;
- Automobile third party liability insurance in the amount of not less than \$2,000,000 (Two Million Dollars) inclusive limit covering all vehicles used in connection with the filmmaking activities required;
- 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 by the insurer to The Corporation of the City of North Bay must be included in the event of cancellation, termination or material alteration to the policy.

Proof of coverage, in the form of a photocopy, fax or pdf shall be provided to the satisfaction of the Economic Development Department and City Solicitor (as required) of **The Corporation of the City of North Bay** prior to filming in order for approved permits to be issued.

Commercial Drones/Aerial Photography

The use of remote-controlled devices, including aerial drones, is prohibited unless all [Transport Canada safety rules](#) and guidelines are followed and flight is authorized in the City of North Bay Filming Permit.

[Transport Canada exemption rules](#) may apply.

The following must be submitted to the Economic Development Department along with the film permit application:

- \$5,000,000 (Five Million Dollars), as above, Aviation Liability insurance naming **The Corporation of the City of North Bay** as an additional insured
- Insurance must contain a waiver of subrogation in favour of the City of North Bay
- Copy of Transport Canada Special Flight Operations Certificate (SFOC)
- Description of drone activity and flight plan
- A thirty (30) day notification by the insurer to The Corporation of the City of North Bay must be included in the event of cancellation, termination or material alteration to the policy.

Once the above documentation is received, the Economic Development Department will share with North Bay Jack Garland Airport (YYB).

Please consider reviewing the [“Risk Management Considerations For The Use of Drones”](#)

LOCAL SOURCING

The Applicant will make every effort to utilize local businesses and services throughout the course of the Production activity, including ‘pre’ and ‘post’ Production work. The Economic Development Department can act as a resource for this type of information.

A regional location and services’ portal is available at: [Filming in North Bay portal](#).

ACKNOWLEDGEMENTS

The City of North Bay is working to enhance its ability to attract commercial, video and film productions. Your assistance in helping us grow this industry is greatly appreciated and the Economic Development Department request the following:

- Completed budget information on film permit application form
 - This information will not be shared and will only be used to create the aggregate filming economic impact figure of the calendar year
- Screen Credit
 - The City of North Bay will receive a screen credit on the final film, television show, documentary, video, etc.
- Stills or clips
 - Stills or clips filmed in North Bay that may be used by the City of North Bay for promotional purposes
- Testimonials (if possible)

- Testimonials/comments from cast and crew about their experience of filming in the City of North Bay to be included in promotional material and website
- Media releases
 - Copies of media releases, casting calls or public notices/advertising related to the Production
- Names and Titles
 - Permission to use film title, film reference, actors / directors / producers/ writers names or similar identification of the production in any promotional material and website

DISCLAIMER

Without limiting the City of North Bay's rights made available to it pursuant to a film location agreement, if the Applicant deliberately, negligently or innocently misrepresents any information required of him or her in completing the Appendix B: Production Information Sheet, Appendix C: Location Filming Permit Application, Appendix D: Sample Parking Plan, Appendix E: Sample Special Effects Filming Map, Appendix F: Sample Film Notification to Residents/Businesses, Appendix G: Filming Notification, or Appendix K: Chemical Substance/Product Use by Film & TV Production or if the City of North Bay, acting in its sole and absolute discretion, determines that the Applicant has not complied with or satisfied any requirement or criteria outlined in this Film & Television Production Handbook, Appendix H: Code of Conduct for Cast and Crew to the Public, Appendix I: Canadian Creative Industries Code of Conduct or Appendix J: Chemical Product Use by the Film & TV Industry Policy, the City of North Bay, in addition to any rights or remedies available to it at law, reserves the right to (i) refuse to allow filming by the Applicant; (ii) not issue a permit to the Applicant; or (iii) not enter into a film location agreement. All decisions will be made on a case-by-case basis.

APPENDIX A: FILM PERMIT CHECKLIST

The following are the Applicant's responsibility and the information **must** be on file with the Economic Development Department prior to receiving a filming permit. Detailed instructions are listed in the Film & Television Production Handbook.

- Completed Production Information Sheet
- Location Filming Permit Application
- Proof of Insurance (e.g. general liability, automobile, aviation, etc.)
- Municipal Facilities Requests & Proof of Paid Municipal Fees (i.e. facility rental, building permits, road closures, street work permit, etc.) (if applicable)
- Script
- Shooting schedule
- Proof that the Province of Ontario authorizes the use of properties owned by them (if applicable)
- Parking Plan for five (5) or more production vehicles (if applicable)
- Special effects filming site map (if applicable)
- Chemical substance/product use form (if applicable)
- Copy of Transport Canada Special Flight Operations Certificate (SFOC)
- Copy of drone activity and flight plan (if applicable)
- Copy of all notifications to residents/occupants/businesses (NOTE: Code of Conduct must be photocopied on the back of each notice letter)
- Proof of Paid Duty Police Officer (if applicable)
- Copy of consent forms for sensitive neighbourhoods, Downtown filming OR filming after 11:00 p.m. (if applicable)

IMPORTANT NOTES:

- All Call Sheets must be shared with the Economic Development Department a minimum of twelve (12) hours prior to filming;
- A copy of the approved filming permit shall be on location at all times with the location department; and
- A final wrap up report will be completed for each project and may be shared with funders as requested.

APPENDIX B: PRODUCTION INFORMATION SHEET

*****All productions filming in the City of North Bay must register. Please submit the fillable pdf of this form which can be downloaded from www.investinnorthbay.ca to: filming@northbay.ca along with initial Location Filming Permit Application and applicable checklist items*****

Applicant Information	
Production Company Name:	
Parent Production Company Name:	
Address:	
Name of Applicant:	
Position/Title:	
Telephone:	
Email:	
Production Title:	
Production Office Address:	
Production Office Phone:	
Contact details for COVID Safety Representative:	
<input type="checkbox"/> Production confirms that they have reviewed the Ontario Section 21 Health and Safety Committee COVID-19 Guidance Document and will work in accordance with Safety Guidelines for the Film & Television Industry in Ontario along with all public health recommendations.	
Production Information	
Production Type: <ul style="list-style-type: none"> <input type="checkbox"/> Feature Film <input type="checkbox"/> TV Movie <input type="checkbox"/> TV Series <input type="checkbox"/> Commercial <input type="checkbox"/> Documentary <input type="checkbox"/> Other: _____ 	Principal Cast: <hr/> <hr/> <hr/> <hr/> <hr/>

Production's country of origin:	
<input type="radio"/> Canadian <input type="radio"/> USA	<input type="radio"/> Canadian/ USA co-venture <input type="radio"/> Other: _____
Channel/Broadcaster:	
Brief synopsis:	
Total days of prep in North Bay:	
Total days of filming in North Bay:	
Total Budget (\$):	
Total Budget for filming in North Bay (\$):	
Total number of locations in North Bay:	
Has this Production received funding from the Northern Ontario Heritage Fund Corporation – Film & TV Program?	
<input type="radio"/> Yes <input type="radio"/> No	
If yes, amount received (\$): _____	
Why did you choose North Bay? Check all that apply:	
<input type="checkbox"/> Regional funding incentives (NOHFC) <input type="checkbox"/> Variety of Locations <input type="checkbox"/> Industry referral <input type="checkbox"/> Customer Service Experience <input type="checkbox"/> Other: _____	
Which North Bay-based businesses, services, and/or talent do you plan on using? Check all that apply:	
<input type="checkbox"/> Talent <input type="checkbox"/> Restaurants or Catering Services <input type="checkbox"/> Hotels or Accommodations <input type="checkbox"/> Post Production <input type="checkbox"/> Equipment Rentals <input type="checkbox"/> Other: _____	


“Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for its intended purpose only. Questions about this collection or personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay ON P1B 8V6, or by telephone at 705.474.0626 ext. 2510.”

By signing and/or submitting this form to the City of North Bay you are acknowledging that your information will be collected, used and stored by the City.

APPENDIX C:

****Please submit the fillable pdf of this form which can be downloaded from www.investinnorthbay.ca to: filming@northbay.ca**

Location filming permit application must be completed for each location **



LOCATION FILMING PERMIT APPLICATION

Location filming permit applications must be completed for each location

Date of application: YY

New application

Revised request

Production company:

Project title:

Location manager: LM Cell phone number:

LM Email address:

Assistant location manager: ALM Cell phone number:

ALM Email address:

Number of cast and crew: Number of production vehicles:

Film details:

Film location address:

Interior filming

Exterior filming (specify)

Front

Backyard

Other (specify)

Preparation details:

Prep dates

From YY MI DI TI A To YY MI DI TI A

Filming dates

From YY MI DI TI A To YY MI DI TI A

Wrap dates

From YY MI DI TI A To YY MI DI TI A

Provide a brief description of the scene:

The following information is required:

Parking Plan (five or more vehicles on site)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Road Closure	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Traffic Interruption	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Travelling Shot	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Use of Municipal Facilities/Property	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Paid Duty Officer required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Use of Drone / UAV?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Special Effects (Please List)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Please save this form and send as an attachment via email to: filming@cityofnorthbay.ca along with other applicable checklist items.

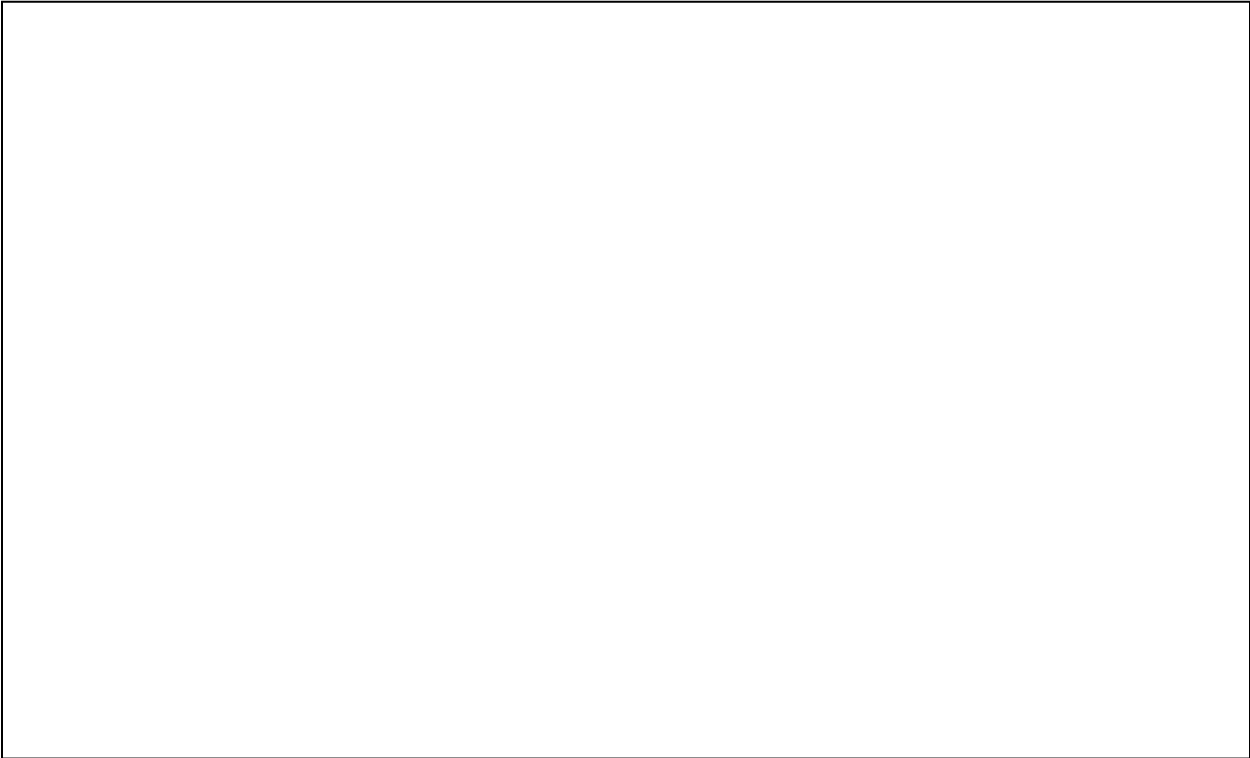
The Corporation of the City of North Bay
Economic Development Department - Tel: 705.474.0626 or 1.800.465.1882 ext. 2318

APPENDIX D: SAMPLE PARKING PLAN

A parking plan must be submitted when more than five (5) Production vehicles are used at one filming location. Additional offsite crew parking should be considered to avoid and/or limit disruption to filming location.

Sketches to Include:

- Identify North direction
- Identify existing landmarks / infrastructure (i.e. bus stops, traffic lights, hydrants, etc.)
- Identify street names, municipal signage, etc.
- Identify location of Production vehicles and crew parking options
- 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



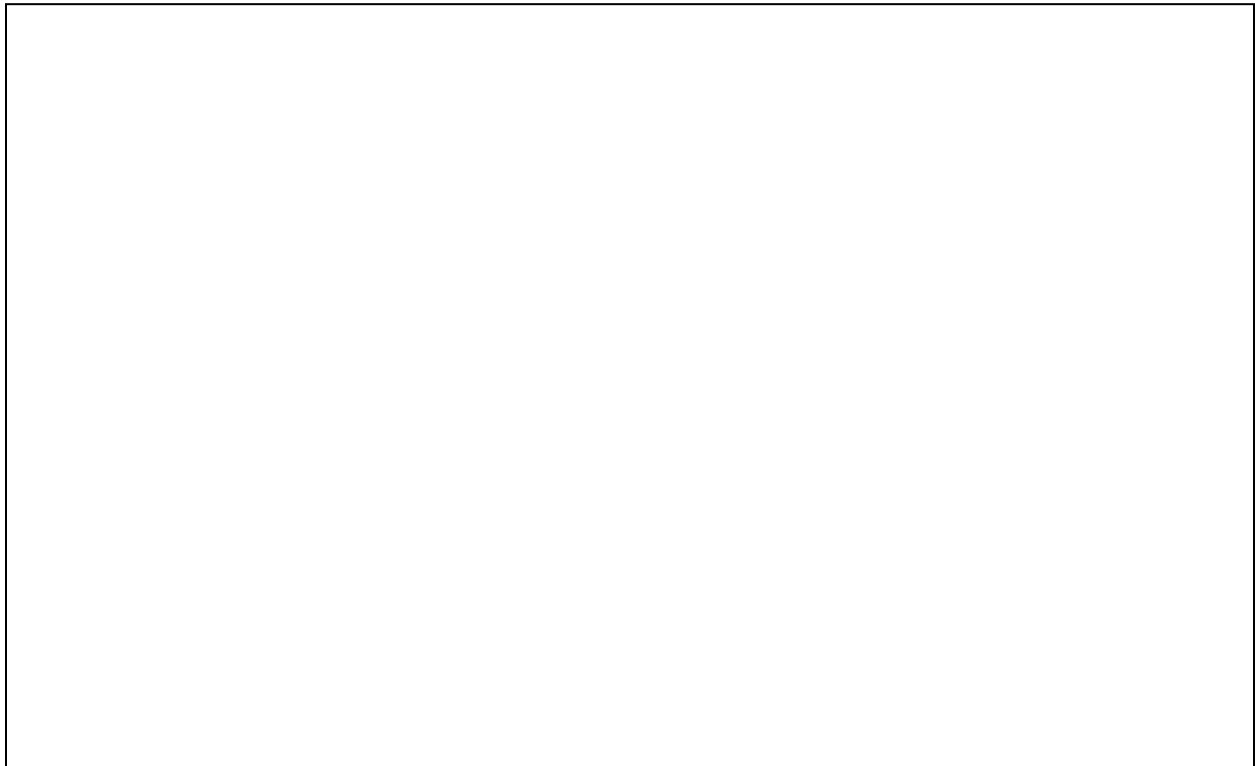
If a road closure is being requested, a copy of the Special Events Road Closure Application and all supporting documentation are required.

APPENDIX E: SAMPLE SPECIAL EFFECTS FILMING MAP

A special effects filming site map must be submitted when guns, gunfire, explosives, bomb/mock ups, flash power, 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 Economic Development Department. See Special Effects section for details.

Sketches to Include:

- Identify North direction
- Identify existing landmarks / infrastructure (i.e. bus stops, traffic lights, hydrants, etc.)
- Identify street names, municipal signage, etc.
- Identify location of Production vehicles and crew parking options
- 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) as well as any residual/impact area of effect



**APPENDIX F:
SAMPLE FILM NOTIFICATION TO RESIDENTS/BUSINESSES**

**Place your logo and
company information here**

FILMING NOTIFICATION

Dear Property Owner,

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

Production crews will be operating directly from **(insert address and/or location description)** during this period; however, parking of production vehicles will be **(insert details about parking set up)**.

These scenes will include **(indicate appropriate activity details e.g. temporary road closure, intermittent traffic interruptions performed by Paid Duty Police Officers, any alterations to the neighbourhood, costumed cast and props, exterior lighting required and if any special effects will be present)**.

(Insert Production Company Name) has been working with the City of North Bay in order to obtain necessary permits and wanted to notify businesses and residents in advance in order to minimize disruption while filming in the community. We appreciate your support and welcome you to observe filming from a safe distance without compromising the set.

Thank you in advance for your cooperation and understanding.

For further information please contact:

(Insert Location Manager and Assistant Location Manager name, phone number and email address)

(Insert Health and Safety Representative name, phone number and email address) or visit: Covid 19 Film And Television Industry Health And Safety Guidelines (include hyperlink)

Should you have any questions about filming in the City of North Bay, please contact the Economic Development Department at 705.474.0626 ext. 2318 or via email at filming@northbay.ca

APPENDIX G
SAMPLE FILMING NOTIFICATION LETTER TO RESIDENTS/BUSINESSES IN SENSITIVE AREAS AND/OR FILMING AFTER 11 P.M.

Place your logo and company information here

FILMING NOTIFICATION

Dear Property Owner,

In response to COVID-19, the City of North Bay has revised the filming approval process to limit the physical interactions between film crews and residents/businesses as much as possible. This notice is to notify you of the filming details and to let you know that we will be returning to your area in order to obtain signatures on **(include date)**.

Should you prefer not to have a representative of the production visit your residence and/or business and wish to provide your consent by phone or email, please contact me directly at **(provide name of Location Manager, cell # and email address here)** no later than **(include deadline)**.

Filming details will be as follows:

Please be advised that filming in your immediate area will occur from **(insert date and time)** to **(insert date and time)**. Production crews will be operating directly from **(insert address and/or location description)** during this period; however, parking of production vehicles will be **(insert details about parking set up)**.

These scenes will include **(indicate appropriate activity details e.g. temporary road closure, intermittent traffic interruptions performed by Paid Duty Police Officers, any alterations to the neighbourhood, costumed cast and props, exterior lighting required and if any special effects will be present)**.

(Insert Production Company Name) has been working with the City of North Bay in order to obtain necessary permits and wanted to notify residents/businesses in advance in order to minimize disruption while filming in the community. Thank you in advance for your cooperation and understanding.

For further information please contact me at the information provided above. Any COVID related questions can be directed to:**(Insert Health and Safety Representative name, phone number and email address) or visit: Covid 19 Film And Television Industry Health And Safety Guidelines (include hyperlink)**

Should you have any questions about filming in the City of North Bay, please contact the Economic Development Department at 705.474.0626 ext. 2318 or via email at filming@northbay.ca

APPENDIX I: CANADIAN CREATIVE INDUSTRIES CODE OF CONDUCT

www.readthecode.ca

CANADIAN CREATIVE INDUSTRIES

CODE OF CONDUCT

TO PREVENT AND RESPOND TO HARASSMENT, DISCRIMINATION, BULLYING AND VIOLENCE

The Canadian Creative Industries Code of Conduct confirms our commitment to safe and respectful workplaces and to an industry free of harassment including sexual harassment, discrimination, bullying and violence.

Harassment can take many forms including unwanted sexual attention, inappropriate jokes or texts, threats, and other unwelcome verbal, written, visual or physical communication or conduct.

Everyone has a responsibility to build safe and respectful workplaces.

Harassment, discrimination, bullying and violence can affect individuals at every level of the industry. Promoting increased gender equality and diversity is one way to break down barriers and reduce or eliminate these behaviours.

The principles espoused in this Code are applicable to all work and work-related environments. These can include but are not limited to, auditions or casting meetings, job interviews, industry events, festivals, awards, company functions, production studios and sets (whether local or remote), offices and rehearsal and performance venues.

Signatories to this Code will lead by example by upholding the highest standards of respect, encouraging the good-faith reporting of complaints concerning harassment, discrimination, bullying and violence and cooperating in the investigation of such complaints.

In adhering to this Code of Conduct, Signatory organizations agree to take the following steps as applicable to identify and address harassment including sexual harassment, discrimination, bullying and violence:

- Enact policies and procedures that maintain zero tolerance for harassment, discrimination, bullying and violence;
- Designate people in the workplace to receive complaints of harassment, discrimination, bullying and violence;
- Provide a timely process for the investigation and resolution of complaints;
- Implement proportional consequences for violations; and
- Protect from retaliation or reprisal those individuals who in good faith allege violations of anti-harassment, discrimination and violence policies and procedures.

In implementing the above, Signatories will take the following steps, as applicable:

- Ensure everyone in the workplace is aware of anti-harassment, discrimination and violence policies and procedures;
- Encourage people to set and respect personal boundaries and engage in consent-based interactions;
- When work requires physical contact or scenes of nudity, intimacy or violence, adhere to applicable respectful workplace policies and collective agreement obligations;
- Provide safe places where work may be performed for example, by not requiring individuals to attend meetings alone or in spaces such as private hotel rooms, etc.; and
- Encourage instructors, teachers, coaches and those providing training in the industry to adhere to this Code and share its principles with their students.

Signatories to this Code of Conduct agree to take all applicable steps to quickly address substantiated complaints of workplace harassment including sexual harassment, discrimination and violence. Such steps may include the following:

- Requiring remedial action such as counselling and/or training;
- Disciplinary action (as per collective agreements and individual organization, union, guild and workplace policies) including restrictions, suspension or termination of employment and/or membership; or
- Legal action as per applicable laws including human rights legislation.

APPENDIX J: CHEMICAL PRODUCT USE BY THE FILM & TV INDUSTRY POLICY

Corporation of the City of North Bay
Environmental Services Department

Safety is...No Accident!



POLICY for:

Chemical product use by the Film & TV industry

Revision Date: February 25, 2019

Objective

This policy is intended to ensure the safety and health of the environment and the residents of the City of North Bay.

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 Corporation of the City of North Bay

Policy

This policy is to be used in the event a film or television production company is interested in releasing a chemical substance in the City of North Bay.

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 K) must be completed and submitted to the City of North Bay Economic Development Department 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 City of North Bay staff. A filming permit will not be released until the City of North Bay 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 regards 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.

Policy subject to changes and updates without notice.

APPENDIX K - CITY OF NORTH BAY
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 City of North Bay owned property:

Chemical Substance/Product Name: _____

The following documents **MUST** be submitted with this application a minimum of ten (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

Send chemical substance/product use by Film & TV industry requests to:

filming@northbay.ca

**** This form is to be used in conjunction with the City of North Bay chemical product use by the Film & TV industry policy. The production company will be fully responsible for any adverse effect as defined by the Environmental Protection Act that may result from the release of the proposed substance.**



STUDENT FILMING REQUEST FORM (Appendix L)

** This form must be completed and submitted for every location that is city owned property **

Date of Application:	
Name of Applicant:	
Telephone:	
Email:	
Name of educational institution:	
Program/Year of Study:	
Valid Student ID #:	
Name of Professor:	
Name of Production:	
Number of Cast and Crew:	
Number of vehicles to be on site:	
Filming Dates & Times	
Filming Location:	
Provide a brief description of the scene:	
Age of Majority Confirmation	<input type="checkbox"/> I confirm that I am 18 years of age or older.

Please submit the completed form (as an attachment) via email to: filming@northbay.ca no later than seven (7) days prior to filming.

The Corporation of the City of North Bay
 Economic Development Department – Tel: 705.474.0626 or 1.800.465.1882 ext. 2318