

Request for Decision

Report on Filming in Residential Areas

Presented To:	City Council
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Resolution

THAT the City of Greater Sudbury approves the recommendation as outlined in the staff report entitled "Filming in Residential Areas" dated August 2, 2017, in support of the existing Film By-Law, and directs staff to update and strengthen the Greater Sudbury Film Guidelines based on industry best practices regarding filming specific to production duration and hours of filming on both public and private property, including in residential areas; and

THAT this approach is brought forward for a fulsome review, including public and industry consultation, in 2019 in advance of the Film By-Law expiry on January 1, 2020.

Relationship to the Strategic Plan / Health Impact Assessment

Greater Together: 2015-2018 Corporate Strategic Plan - Growth & Economic Development

- *Grow the economy and attract investment: Provide a welcoming environment that is conducive to investment and reduction of red tape, by removing barriers and attracting new business*
- *Implement or assist in implementing economic development related plans approved by council, with the necessary resources to support them, or continue planning to include the executive of From the Ground Up and The Greater Sudbury Cultural Plan*

From the Ground Up Community Economic Development Strategic Plan:

Goal Six - Nationally recognized for artistic excellence, vibrancy and creativity

- *6.2.4: Make Greater Sudbury a "film friendly" regional hub by updating film policies to reflect current sector needs*

Report Summary

On April 25th, 2017, Council passed a motion directing staff to suggest ways to mitigate negative impacts

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of filming activity in residential areas.

In November 2015, Council directed staff to develop the current film By-Law to regulate filming on municipal property only; in April 2016, Council approved an amendment to allow filming in all zones.

On-location filming, including in residential areas, remains essential to the success of Greater Sudbury's film industry. Balancing the interests of residents, film productions, local businesses and the municipality is a challenge here, as it is in nearly all cities active in the film and television industry. In those cities surveyed, as with Greater Sudbury, there are consistently far more positive experiences than there are negative ones. Nevertheless, staff endeavor to be responsive and proactive in mitigating situations as they arise on a case-by-case basis within the parameters of the existing By-Law systems.

Industry research also indicates that many jurisdictions regulate filming activity on public property only, and that Film Guidelines and Codes of Conduct are effective tools to moderate filming and mitigate negative impacts on residential areas alike.

Council has prioritized the need to reduce barriers to business and to make Greater Sudbury a "film friendly" city. The film sector pays close attention municipal policy development, and staff have been contacted by industry representatives concerned by perceived restrictions on filming in key areas.

Greater Sudbury's competitiveness as a film destination depends on regional incentives as well as its ability to service a variety of film production types. Efforts to mitigate effects of filming in residential areas must balance the needs of residents with the interests of the film sector as an important economic driver. It is staff's recommendation that the Film Guidelines are strengthened regarding filming on private property as the course of action. It can be implemented in the short term and is suggested as an initial step. If Council wishes to explore the potential for other options, this should require industry consultation, economic impact analysis and a more fulsome report and presentation to Council.

Should Council approve the recommendation, it is suggested that the review for this approach is brought back to Council in 2019, in advance of the expiry of the current Film By-Law in 2020.

Financial Implications

There are no financial impacts associated with this report.

Council Report: Mitigating Impacts of Filming in Residential Areas

August 22, 2017

Summary

At the City Council meeting of April 25, 2017, a motion was passed directing staff to research means to mitigate negative impacts of filming:

April 25, 2017 City Council meeting:

WHEREAS as a result of the growing film industry in the City of Greater Sudbury, City Council passed By-Law 2015-227 on November 24th, 2015 to regulate filming activity on City of Greater Sudbury Property in order to streamline regulation of filming on municipal property;

AND WHEREAS Zoning By-Law 2010-100Z was amended to include the definition of a filming event and further amended Section 4.40 Uses Permitted in all Zones to permit filming events in all zones;

AND WHEREAS filming activity occurs in residential areas and can have significant impacts on residents in those areas;

THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury directs City staff to provide a report to Council suggesting ways to mitigate the negative impacts of filming activity in residential areas at its July of 2017 Council meeting.

This report will provide an overview of the issue as well as the various methods for mitigating negative impacts, drawn from research conducted on policies in place in other municipalities.

Background

Filming has taken place throughout the City of Greater Sudbury, and throughout the past five years Sudbury there has been an increase in volume due to the growing industry and incentives. On-location filming, including that in residential areas, remains essential to the success of Greater Sudbury's film industry. The majority of filming conducted across the community has proceeded without issue; however, issues have been raised in certain circumstances.

Volume of film traffic & Job Creation since 2012*

Number of film productions	Total film days in Sudbury	Total local spend	Local crew
89	2,774	\$90.2M	56%

**Combined total of feature films, television movies, full television series, music videos, student films and single episodes. Estimates included those reported by productions as a precursor to their municipal permitting process. This is a conservative representation of industry traffic since City is not necessarily involved at every level.*

Film in Greater Sudbury is an important sector for job creation as well; as an example, the Northern Ontario Film Studio has reported that productions associated with their film studio resulted in 750 FTE created in 2015 and 1,200 in 2016, and this number continues to increase.

Sudbury's attractiveness as a film destination depends not only on regional incentives, but also on its ability to service a variety of film production types. Sudbury's four seasons and diverse landscape and architecture has enabled it to be the backdrop setting playing large urban centres, such as Chicago, Toronto and Los Angeles, small town suburban USA in residential neighbourhoods as well as rural and farm settings for prairie landscapes.

Filming in Residential Areas

Since 2012, staff are aware of two situations in which film productions have utilized individual addresses more frequently in residential areas. In these cases the issues of length (number of days) of a single film production's shoot, as well as repeated use of the same property by multiple productions, have been raised.

Staff have been contacted by residents raising the following general concerns regarding filming in residential areas:

- Overuse of specific locations and requests for time limits a production can be at one location in a residential area
- Prolonged or frequent period of time a location is used as a film studio for a production, including pre- and post-production activities as well as filming itself (makeup, wardrobe, storage equipment and so on)
- Parking on roadways with too many large vehicles on narrow streets.
- Notification concerns, including short lead times, level of detail provided to residents or changes in production plans as laid out in the original notification.
- Frequency and presence can impact a neighbourhood and residents' quiet enjoyment (e.g. through associated production activity such as deliveries, crew meetings, site preparation, 24-hour security)

Development of Film By-Law

In May 2015 staff prepared a report to Council which outlined the need to review current By-Laws around filming, seeking direction on whether to regulate all film activity across the city, including private property, or regulate only those productions using public/municipally-owned property.

Council subsequently directed staff to provide options for streamlining film permitting processes on public (municipal) property only, rather than regulate filming on private property as well. This direction was based on best practices within the industry as well as available resources.

May 4, 2015 Community Services Committee meeting:

*THAT the City of Greater Sudbury directs staff to develop and amend appropriate By-Laws in order to streamline regulation of filming on municipal property; and
THAT staff be directed to update existing processes and policies that may affect filming on private property in order to ensure expedited turnaround times and a more responsive service to the industry.*

August 10, 2015 Community Services Committee meeting:

THAT the City of Greater Sudbury directs staff to conduct a public input process to

solicit community and stakeholder feedback on the Proposed Draft By-Laws attached to the report of the General Manager of Growth & Development dated August 10, 2015 prior to presenting a final report describing the public feedback and recommending draft By-Laws to the Community Services Committee.

Throughout the summer public input was gathered, and a summary available in the staff report provided to Council in September/October 2015. Filming in residential areas was noted in that report, however it was beyond the scope of Council's direction to develop policies that streamline and regulate filming on private property based on the direction to regulate filming on public property only.

October 5, 2015 Community Services Committee meeting:
THAT the City of Greater Sudbury replace the Film Policy (By-Law 2005-118) with the Film By-Law and related By-Law amendments as outlined in the report dated September 9, 2015 from the General Manager of Growth and Development.

April 11, 2016 Planning Committee meeting:
THAT the City of Greater Sudbury approves the amendments to Zoning By-Law 2010-100Z as set out in Attachment 1 to the report from the Director of Planning Services dated March 21, 2016.

Council passed the By-Law regulating filming activity on City of Greater Sudbury (By-Law 2015-227) on November 24, 2015 and it came into effect on February 1, 2016. It expires on January 31, 2020, at which point it is anticipated that a review of the By-Law's implementation would take place.

In November 2015 Council also approved amendments to the related By-Laws (including Road Occupancy, Delegation of Authority, Traffic and Parking) to include filming as an activity under these By-Laws as well. The filming By-Law did not consolidate activities related to parking, traffic and road occupancy because there were already these By-Laws in place, which would apply for example when the filming was taking place on private property but also impacting public parking or right-of-ways.

Below are key points of the Film By-Law:

- It regulates filming on municipal property only
- It requires complete film permit applications to be received between four and 30 days in advance of the filming event, depending on the complexity of the film shoot
- The issuing of film permits is under the authority of the Director of Assets, who has the ability to suspend, amend, revoke or refuse permits
- It includes standard conditions, with the possibility of applying additional conditions to the permit as required, including security deposits, etc.

These By-Laws were revised in order to sustainably service the industry, coordinate municipal services quickly, encourage "film-friendliness", recognize the economic impact of filming and profiling the community, and most importantly to manage multiple interests (including those of the public, the film sector and the City of Greater Sudbury).

Mitigating Negative Impacts in Residential Areas

For Council's information, several approaches are outlined below as they relate to mitigating filming, with examples of implications for filming on private property and in residential areas.

Strengthen Film Guidelines regarding filming on private property is the recommended course of action. It can be implemented in the short term and is suggested as an initial step.

It is recommended that the existing Film By-Law be supported by strengthened Film Guidelines to moderate filming activity in residential areas – including best practices relating to time limits on production days and filming hours in residential areas.

The Film By-Law expires on January 31, 2020. Should Council approve this recommendation, it is suggested that the undertaking for this review is brought back to Council in 2019, in advance of this expiry date.

If Council wishes to explore the potential for other methods, it should be emphasized that this should require industry consultation, economic impact analysis and a more fulsome report and presentation to Council.

Balancing the needs of residents, together with those of film productions and the municipality, is a consistent challenge in communities actively engaged in the film and television sector. Industry research clearly indicates that many jurisdictions regulate filming activity on public property only, and that Film Guidelines and Codes of Conduct are effective tools to moderate filming and mitigate negative impacts on residential areas alike.

Recommendation:

Strengthen Film Guidelines regarding filming on private property

The review of best practices shows that some municipalities wishing to attract film production investments, while still mitigating resident and business concerns, will do so by strengthening filming guidelines which are implemented by the respective film offices on behalf of the City.

Currently the City of Greater Sudbury has a set of Film Guidelines that were drafted to directly reflect the current film By-Law (see *Appendix B*, attached). The Guidelines are limited in their application to municipal property only and outline the permitting process for roads, parking, and other activities that would currently require municipal involvement. They would need to be updated to reference the City's role with regards to filming on private property where permits are not required.

In addition, City staff are committed to continuing a greater role in mediating and assisting film productions; this will also be accomplished by continuing to educate the industry on best practices specific to filming activity on private property, while also ensuring consistent communication with residents and businesses.

This builds on the success realized to date through staff's ongoing responsibility to provide consistent support and respond quickly and proactively to mitigate situations as they arise, on a case-by-case basis.

- *Legislative implications:*

While the current Film By-Law legislates filming activity on public property only, the existing Filming Guidelines would be updated to include specific language relating to residential areas including a limit on consecutive days of production duration, standard hours for filming activity, and notification of residents.

- *Resource implications:*

The City will continue to support the role of Film Liaison within Economic Development in order to coordinate permits. This staff person should continue to be supported to find solutions as the community representative prior to and during filming. Staff should also be aware of any previous film production within the community and remain sensitive to local citizens' concerns.

In order to facilitate this workload, the municipal filming website is being enhanced as a central access point, clearly listing all municipal film regulations, permit and insurance requirements, fee schedules and liaison contact information.

There are some concerns that Guidelines, unlike By-Laws, cannot be strictly enforced; however, Film Guidelines have been implemented successfully in other jurisdictions where they have mitigated negative impacts of filming on private property within residential areas, and are generally accepted by the film industry as a way to ensure sustainability of the sector.

- *Economic development implications:*

By fostering a climate that supports filming in residential areas and balancing the needs and concerns of residents, Greater Sudbury would remain competitive in attracting film productions. Staff would need to continue monitoring situations as they arise to ensure that the guidelines are being followed.

OTHER APPROACHES:

The following approaches have been included as additional information that Council may wish to consider in the future, depending on the results of these initial changes and a more detailed evaluation of the program.

Each of these approaches would require a reconsideration of Council's original resolution since the direction given to staff was to develop a film By-Law that regulates filming on public property only; accordingly, public consultation was conducted with this proposal in mind and therefore further stakeholder consultation will be required.

Moderate Regulation of Filming on Private Property

In other cities, Film By-Laws include considerations beyond those applicable to municipal property and permits. For example, such considerations relating to residential areas may include: filming/production duration, standard hours for filming activity, and notification of residents.

This method does not entail a permitting process for filming on private property. Instead, it introduces additions to the existing Film By-Law. For example, such considerations for an amended Film By-Law would include components for limits on film duration including limiting filming to certain times of day, limiting the number of consecutive days on a site and obligations for neighbourhood notification and consent of residents outside of those limits. Additionally, staff could build in regulation for private

property filming activity through existing processes, for example, through the Road Occupancy By-law as relates to filming.

- *Legislative Implications*

This approach would require a reconsideration of Council's original resolution as a change from the previous direction given to staff to develop a film By-Law that regulates filming on public property only; accordingly, public consultation was conducted with this proposal in mind and therefore further stakeholder consultation will be required.

- *Resource Implications*

This change to the By-Law represents some challenges in terms enforcement, as it is also a change in service levels currently offered by the City and would require additional resources to enforce and monitor.

In addition, as it does not include a formal permitting approach for filming activity on private property, this approach does not enable staff to easily track the frequency of filming activity in one location over the course of the year, making it difficult to enforce limits on frequency of production on one site.

- *Economic Development Implications*

This approach is not in line with best practices in place in larger filming centres, as it presents additional challenges to the film industry and would deter filming in residential areas. This approach has negative implications for Greater Sudbury's competitive reputation as a film-friendly jurisdiction.

Such an approach will also require comprehensive stakeholder consultation with the industry being directly affected by this change as it may be perceived as a barrier to ongoing development of the sector.

Comprehensive Private Property Regulation

While this approach does present significant barriers to industry, there are also some benefits to regulating filming activities on private property. For example, it would facilitate imposing certain conditions on filming, such as requiring that film productions obtain consents from for those productions filming for extended periods of time or at an increased level of frequency.

Legislative implications:

Should Council wish to regulate all filming activities, regardless of whether they take place on private or City-owned property, several considerations apply:

- This all-encompassing approach would require the creation of a revised Film By-Law to govern all filming within CGS boundaries
- Exceptions could be made for minor scale productions and some other exclusions to be considered by City Council in a report and draft By-Law brought first to the Community Services Committee for review and recommendation

This approach would require a reconsideration of Council's original resolution since the original direction given to staff was to develop a film By-Law that regulates filming on public property only; accordingly, public consultation was conducted with this proposal in mind.

- *Resource implications:*

This process represents a higher service level impact, requiring significant staff time to create the streamlined system as well as to address the ongoing work created by the resulting increase in volume of permits to be developed and enforced.

With access to the additional resources required for implementation, this approach would enable CGS staff to better track and monitor all film activity that takes place, identify frequently used locations and monitor growth within the local industry. The City would remain as a main point of contact for permitting inquiries.

Obtaining consents from residents and/or property owners can be challenging in areas with a higher number of rental properties where land owners may not be readily accessible, thus requiring more time and effort to obtain consent for specific filming activity and presenting more obstacles to meeting the short timelines associated with most productions.

- *Economic development implications:*

Although utilized in some municipalities, this approach is not in line with best practices in place in larger filming centres. It requires that all filming go through municipal permitting systems, which would slow progress in an industry that already operates with tight timelines. Greater Sudbury would deter filming in residential areas and likely lose its reputation as being as being film-friendly and responsive to the industry.

Change The Zoning By-Law (Amend to restrict filming in R1)

Council may wish to amend the Zoning By-Law, for example, to restrict filming in particular zones according to density, allowing all filming in zones with a medium or higher density and prohibiting filming in specific low-density zones.

It is important to note that many films have been produced specifically in R1-zoned areas, including some of the highest-profile productions coming out of this community such as *Slasher* (featured on Netflix) and CTV's *Cardinal*.

By creating this additional barrier to the growth of the industry, Greater Sudbury would deter filming in residential areas and likely lose its reputation as being as being film-friendly and responsive to the industry.

- *Legislative implications:*

This approach would need to abide by the *Planning Act* process for changing the Zoning By-Law. This would require a public hearing and appropriate notice; the Zoning By-law amendment is also subject to appeal at the Ontario Municipal Board.

- *Resource implications:*

This approach would show consideration for the issues raised by residents to date. However, it would be challenging for staff to implement additional criteria based on the current capacity. It is also a more complicated approach, as there is a need to distinguish between the densities of different residential zones, adding a step to current processes which already have tight timelines.

- *Economic development implications:*

This process would significantly limit the number of viable film locations in residential areas and would have a detrimental effect to industry growth and sustainability.

As an illustration provided for context, the various R1 zones in the City where single detached dwellings are the main permitted use (including R1-1, R1-2, R1-3, R1-4 and R1-5) comprise 80% of the land area that is zoned as a "R" Residential zone. The balance (20%) of the lands zoned "Residentially" are zoned, R2-1, R2-2, R3, R3-1 and R4. These figures do not include lands zoned Rural, Agricultural or Rural Shoreline where single detached dwellings are also permitted uses.

Such a restriction would limit opportunities and choice for filming events which might require scenes or locations in residential areas.

Current Processes

Currently permit requests are facilitated through the role of Film Liaison within Economic Development. Internally, CGS staff work across departments to ensure that timelines are being met with increased efficiency to deliver these streamlined services. A set of Guidelines for filming on municipal property and a code of conduct for cast and crew have been drafted and are distributed to film productions (see *Appendix B*, attached).

Since 2010, the City's "Special Events Internal Team" has worked to facilitate interdepartmental communication and policies, in particular when a project, such as filming, requires collaboration among department and sister agency representatives (e.g.: Nickel District Conservation Authority, Greater Sudbury Police Services and the Sudbury District Health Unit).

When the filming is situated on property that is not City-owned, staff provides a referral service to direct the film representatives to the relevant contact person, for example, at Music & Film in Motion, Nickel District Conservation Authority or the Ontario Provincial Police.

In cases of filming in residential areas staff works to ensure consistent communications with industry and residents, encourages production companies to work with neighbours, using contracts etc.

Permitting parking on municipal roadways, conducting special effects or building sets are examples of scenarios where the City is involved in filming activities taking place on private property. Any changes to the permitting processes for these types of scenarios are dealt with separately from the film By-Law.

When film productions have contacted the City in order to film in residential areas, staff's involvement has included the following activities:

- Directing the locations personnel to apply for the relevant permits through the guidelines on www.filminsudbury.ca and providing templates for notification, parking maps, etc.;
- Advising location personnel on areas to be notified by door-to-door letter distribution;
- Reviewing and issuing Road Occupancy Permits for on-street parking;
- Reviewing and issuing Road Occupancy Permits for intermittent traffic interruptions and circulating appropriate public notification through Public Service Announcements;
- Receiving resident calls regarding filming in their neighbourhoods;

- Once issues are raised, facilitating meetings with production representatives, the Ward Councilor and staff from Economic Development, Planning and Legal Services;

It should be noted that generally speaking, CGS staff have no direct involvement or input in filming activities taking place on private property in most cases, unless specific activities involve safety reviews (e.g.: pyrotechnics, set buildings or stunts).

Conclusion

Juggling the interests of film productions, local business, the municipality and residents is a challenge that faced by nearly all cities active in the film and television industry. In those cities surveyed, as with Greater Sudbury, there are consistently far more positive experiences than there are negative ones. Nevertheless, staff endeavor to be responsive and proactive in mitigating situations as they arise on a case-by-case basis within the parameters of the existing By-Law systems.

All CGS By-Laws are enforced on a complaint basis, including the Film By-Law. Residential and neighbourhood use for on-location filming is one of the assets driving film traffic to the city, which has become a significant driver of job creation and economic growth for the industry.

Council has prioritized the need to reduce barriers to business and to make Greater Sudbury a “film friendly” city. The film sector pays close attention municipal policy development, and staff have been contacted by industry representatives concerned by perceived restrictions on filming in key areas.

Greater Sudbury’s competitiveness as a film destination depends on regional incentives as well as its ability to service a variety of film production types. Efforts to mitigate effects of filming in residential areas must balance the needs of residents with the interests of the film sector as an important economic driver.

Relevant Links for Further Information:

1. Community Services Committee meeting of May 4, 2015

Staff report: Update on film By-Law development & overview of private/public property implications
<http://agendasonline.greatersudbury.ca/?pg=agenda&action=navigator&lang=en&id=829&itemid=9591>

2. Community Services Committee of August 10, 2015

Staff report: Update on film By-Law development – draft for review
<http://agendasonline.greatersudbury.ca/index.cfm?pg=agenda&action=navigator&id=832&itemid=10092&lang=en>

3. Community Services Committee meeting of October 5, 2015

Staff report: Update on film By-Law development – draft By-Law for review & details of public consultation
<http://agendasonline.greatersudbury.ca/?pg=agenda&action=navigator&lang=en&id=834&itemid=10311>

4. Planning Committee meeting of April 11, 2016

Staff report: Housekeeping amendments to zoning By-Law – addition of filming events as permitted activities in all zones
<http://agendasonline.greatersudbury.ca/?pg=agenda&action=navigator&lang=en&id=983&itemid=11102>

5. City Council meeting of April 25, 2017

Council motion requesting a staff report on ways to mitigate negative impacts of filming
<http://agendasonline.greatersudbury.ca/?pg=agenda&action=navigator&lang=en&id=1126#agendaitem13135>

APPENDIX A: Council Report - Filming in Residential Areas

Industry Scan & Best Practices

An environmental scan was conducted to collect information about municipal film policies and by-laws in other cities. Economic Development staff reviewed available film regulation processes for the following jurisdictions:

- City of Toronto
- City of Mississauga
- City of Hamilton
- City of Pickering
- City of Oshawa
- California Film Commission
- City of North Bay

As noted in the staff report of May 2015, some municipalities regulate filming on municipal property only, while others require that permits be obtained for all filming, including on private property. Based on industry practices and current resources, Greater Sudbury Council directed staff to develop the current film by-law to regulate filming on municipal property only, and allow filming in all zones.

Interviews and research of the film offices in the abovementioned areas concluded that, despite having varying volume of film traffic, there were several commonalities and best practices noted across these districts. For example:

- The effects of filming in residential areas resonate through all municipalities. Steps are taken to mitigate these impacts as effectively as possible, but issues consistently arise and are dealt with on a case-by-case basis.
- Guidelines, policies and codes of conduct are often in place to moderate film activities, upholding specific standards. Where by-laws are in place governing film activities, they are often accompanied by more extensive guidelines and codes of conduct that relate to the industry as it grows.
- Guidelines may stipulate standard hours for film activities, for example from 7:00 a.m. – 10:00 p.m. for residential zones.
- When filming takes place on private property and does not require a municipal permit, notification is usually still required. For example, residents and merchants within a 500-foot radius of the film location must receive notice of filming dates, times, location address and production company contact at least 24 hours prior to the first film activity.
- When the proposed filming involves extraordinary activities, such as a full street closure, filming beyond standard hours or filming for extended periods of time, the neighbourhood would presumably be impacted in a larger way and would require consultation. For example, in these cases, in addition to notification, the affected residents and/or businesses within a 300-foot radius would be surveyed by the production company and a level of consensus (e.g.: 50%+1 or 80% depending on the type of activity).
- When parking production vehicles on a public street, residents and merchants impacted by the parking must receive notice at least 24 hours prior to the arrival of the vehicles.

- Filming on private property requires that the production company obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the municipality.
- Productions are required to operate in an orderly fashion and to remove all trash and debris. Productions are required to return sites to original condition before leaving the site once filming has concluded.
- The responsibility of managing requests from film productions, handling the interdepartmental coordination and receiving inquiries from the public often falls to a dedicated film office representative.
- In some smaller and mid-sized municipalities the film offices reside within Economic Development or Cultural Services, which have the authority to issue permits.
- Centralized film websites act as a central point of information for both productions and residents, listing all regulations, guidelines, permit and insurance requirements, fee schedules and contact information.



Greater Sudbury Filming Handbook

A step-by-step guide to filming in Greater Sudbury

www.filminsudbury.ca

Last revised July 21, 2017

7/21/2017

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WELCOME

1.0. The Film Industry in Greater Sudbury

On behalf of the City of Greater Sudbury we welcome the opportunity to work with you on all elements of your film production. In partnership with our local industry professionals, we aim to assist you from the moment you begin scouting locations to wrap and departure. Over the past decade, Sudbury has exponentially grown its crew base with local talent trained by professionals who have a passion for filming in the North. We have developed infrastructure for filming in the North that will cater to your specific production.

Greater Sudbury also has a storied history in film exhibition as home to Canada's fourth largest film festival, [Cinéfest](#). The nine-day event now includes a dynamic industry centre which features a variety of workshops and networking sessions attended by hundreds of Canadian industry professionals. As well, the community's locales have served as an ideal platform to attract a number of commercial and film productions.

Visit www.filminsudbury.ca for more reasons to shoot your next production in Sudbury, and for information about the permit process.

1.1. Community Profile

The Sudbury area is rich in natural, urban, industrial and cultural landmarks. The City of Greater Sudbury (population: 162,900) was amalgamated in 2003 with seven former area municipalities, spanning over 3,600 square kilometers and featuring a wealth of natural landscapes from the northern beauty of Onaping Falls to the rugged geological formations studied by Apollo astronauts. Look through the locations featured by the [Ontario Media Development Corporation](#) to see for yourself.

The City of Greater Sudbury serves as the regional capital of northeastern Ontario and boasts 330 lakes within its municipal boundaries, including two of the largest city-contained lakes in the world. With a vibrant downtown core and a thriving arts and culture scene, Sudbury's personality makes staying in the North not only convenient for the production, it is also a great place to spend your downtime between shoots. We have easy access to over 200 kilometres of photogenic [hiking](#) and ski trails, including 13 kilometres along Junction Creek, with its rich history of restoration and community involvement.

From rocky cliffs and pristine lakes to open fields and urban downtowns, the topography can suit a variety of backdrops, and our Sudburian mine sites have been featured in a number of productions. Combined with four very distinct seasons, you can get what you are looking for in Greater Sudbury. Here are the average weather conditions for the Greater Sudbury area:

	Spring (April)	Summer (July)	Autumn (October)	Winter (January)
High	11°C (52°F)	27°C (81°F)	10°C (50°F)	-8°C (46°F)
Low	1°C (34°F)	14°C (57°F)	1°C (34°F)	-17°C (1°F)
Precipitation	60 mm (2.4")	75 mm (3.0")	80 mm (3.1")	65 mm (2.6")
Sunrise	6:30 am	5:45 am	7:45 am	8:00 am
Sunset	8:15 pm	9:00 pm	6:30 pm	5:00 pm

Transportation from Toronto to Greater Sudbury is seamless:

- A short four-hour drive to downtown Toronto by car along the recently four-laned highway (390 kilometres)
- A one-hour [flight](#) by one of the commercial airlines from downtown Toronto's Billy Bishop Airport or Lester B Pearson International Airport

Thank you for pointing your camera lens in our direction!
We look forward to working with you.

FILM POLICY

2.0. Policy Statement

The City of Greater Sudbury 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 on Greater Sudbury. As such, the City of Greater Sudbury will continue to liaise with provincial and federal government agencies in support of film production and incentives in the area.

The rights, safety and privacy of the citizens and businesses are very important to our community and therefore the City of Greater Sudbury requires all film, television, and video production to be reported and coordinated with the **City of Greater Sudbury Film Liaison**.

2.1. Purpose

This *Greater Sudbury 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 City of Greater Sudbury.

2.2. Applicability

The following guidelines apply to all film recording that takes place on **public property** within the City of Greater Sudbury except for current affairs, newscasts, student school projects and personal recordings. Additionally, we require that all projects that intend to film on private property, but require road closures, alter traffic patterns or the urban landscape, include special effects or have a direct impact on the neighboring residents, occupants or businesses complete the enclosed ***Application for Location Permits to Film***.

For the purposes of this document, the “Applicant” is synonymous with “Production Company”, “Economic Development Corporation” is synonymous with “City of Greater Sudbury Community Development Corporation” and “Film Liaison” is synonymous with “City of Greater Sudbury Film Liaison”.

2.3. Municipal Support

The Film Liaison within the Economic Development Corporation provides assistance by:

- 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

2.4. Key Contact

The production company should contact the Film Liaison 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.

Municipal Film Liaison Contact Information:

City of Greater Sudbury – Economic Development Department
PO Box 5000 Stn A, 200 Brady Street, Sudbury, ON P3A 5P3
Phone: 1-800-708-2505

Hours of operation: Monday – Friday 8:30 am – 4:30 pm

Attn: **Jonathon Condratto, Business Development Officer**

film@greatersudbury.ca

Phone: 705-674-4455 ext 4429

www.filminsudbury.ca

FILM PERMITS

3.0. Application Process

Permits are required for location filming on rights of way, parkland or other property under the jurisdiction of the City of Greater Sudbury. **Applications for Location Permits to Film** by the production company will be accepted by the Film Liaison and channeled through the necessary City departments for review. The Director of Asset Services and/or designate, has the authority to issue **Permits**.

All **Applications for Location Permits to Film** requesting approval for location filming within the City of Greater Sudbury should be submitted in writing to the Film Liaison according to the lead time requirements below. The following are the applicant's responsibility and the information **must** be on file with the Film Liaison **prior to filming**. 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)
- ✓ Script
- ✓ Shooting locations schedule

Required if applicable:

- ✓ Municipal facilities requests and proof of payment (i.e. facility rental, building permits, road closures, etc.)
- ✓ Parking plan map (**Appendix C**)
- ✓ 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 right-of-way interruption

In order to avoid unnecessary delays, the Film Liaison should be notified as early as possible of all location scouting and filming. The following guidelines cover the time it takes the Film Liaison 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 people	Four business days
Parking suspensions and permissions, including Road Occupancy Permits	Four business days, including consultation with neighbours
Filming requiring traffic management (e.g.: intermittent traffic interruption with Paid Duty Officers present)	Four business days, including consultation with neighbours
Complex filming where eight or more licenses, permits or exemptions are required for a given location, i.e.: multiple road and parking permissions, aerial filming, street furniture removal, street lighting control, stunts or use of special effects	Up to thirty 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, City 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 the [Business Improvement Association](#) or neighbourhood associations. Once approved the **Film Permit** must be signed by an employee of the production company and the Director of Asset Services and/or designate to be valid.

The **Film Permit** will be accompanied by a specific predetermined number of **Film Parking Cards**. They should be displayed in the window of each production vehicle for the duration of the shoot and must be clearly visible. To obtain the red cards, the location manager may be requested to submit a typed list of the vehicle requirements to the Film Liaison and Parking Department and pay the fee associated with the Film Parking Cards.

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 Film Liaison for reference and distribution as required. The Film Liaison will assist the applicant in obtaining a map of those properties within a 60 metre radius (200 feet), or appropriate, of the site that require notification of filming. In the event that the City of Greater Sudbury by-laws require public notification through local media, the production company will absorb said costs.

City Officials and Staff:

Greater Sudbury City Officials and Staff will be notified by the Film Liaison 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. Greater Sudbury Police, Fire and Ambulance Services must be notified two (2) business days in advance of any approved detonation of special effects or traffic intermittent stoppages/road closures. The Film Liaison will 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 ([By-law 2003-209](#)).
- Vehicles are not permitted to unnecessarily idle for more than two (2) minutes ([By-law 2013-194](#)).
- Smoking is not permitted in municipal parks and associated facilities ([By-law 2013-54](#)).
- 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 City of Greater Sudbury.

- 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 company must arrange for the proper disposal of all waste, hazardous waste (including batteries, medications, paint, etc.) and recyclable materials. Film companies are required by the City of Greater Sudbury ([By-law 2006-280](#)) to provide appropriate types of solid waste receptacles. The receptacles should be appropriately placed to capture the different material streams generated by specific locations. They should also be colour coded and clearly labeled for easy identification by users. Private waste disposal and recycling companies are listed in the Yellow Pages under “Rubbish Removal” and “Recycling”.
- 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 City 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 the City of Greater Sudbury 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

Click [here](#) for detailed maps and street guides of Greater Sudbury’s communities.

Filming requests that impact a municipal right-of-way (sidewalks, roads and lanes) are to be coordinated through the Film Liaison 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 by the City of Greater Sudbury Infrastructure Services Department pursuant to [By-law 2011-243](#), and in consultation with the Greater Sudbury Police Service, 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. Fees will 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. Depending on filming circumstance, there may be a minimum number of Officers required on site. Paid Duty rates are subject to change annually. Click [here](#) for current Paid Duty Officer rates and terms, of note:

- The minimum shift for a Paid Duty Officer is three (3) hours.
- Amendments to the schedule must be communicated to the Paid Duty Officer Coordinator a minimum of 48 hours prior to filming.
- [Application forms](#) should be submitted to the Paid Duty Coordinator with appropriate lead time.
- The Paid Duty Officer contract requires the signature and payment from the production company prior to

assigning Officers.

- Cancellation notice is required 24 hours prior to the scheduled duty.
- Payment is required prior to the scheduled duty and any scheduling adjustments will be dealt with after the fact.

Road closures on all Provincial Highways 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.

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 City of Greater Sudbury Roads and Transportation Division. 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 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.

4.4. Parking

Production vehicles must adhere to parking regulations of the City of Greater Sudbury as outlined in the [Traffic and Parking By-law 2010-1](#) 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. 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 of the City of Greater Sudbury.

Production and crew vehicles should be parked off major municipal road allowances whenever possible and a copy of the Film Permit must be displayed in the window of all production vehicles along with the Red Film Parking Cards.

Parking plans that involve taking up downtown parking spaces during business hours (Monday through Friday from 9:00 am until 6:00 pm for both municipal parking meters and lots) will be assessed on a case-by-case basis and in consultation with the [Downtown Business Improvement Association](#). Click [here](#) for municipal parking rates in Downtown Sudbury. Click [here](#) for a map of municipal parking areas.

A parking plan must be submitted to the Film Liaison 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 Permit may be required.

If required, a review and approval of the proposed plan will then be conducted by the Transit, Roads, Fire and Emergency Services Divisions as well as the Greater Sudbury Police Service, to be coordinated by the Film Liaison.

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

4.5. Special Effects

Applicants must identify their intent to use guns, gunfire, pyrotechnics, bomb/mock ups, 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 explosives within the City of Greater Sudbury 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. 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.

All open air burning must be approved. 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.

4.6. Municipally-Owned & Operated Property & Facilities

If the applicant wishes to film at a Greater Sudbury park, 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 Film Liaison can facilitate these arrangements.

4.7. Restrictions

There may be sensitive areas and/or properties in Greater Sudbury 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 of Greater Sudbury City officials.

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.

4.8. 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 Greater Sudbury Fire Prevention Officer.
- 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 Film Liaison and to the [Ministry of Labour](#) any potentially serious accidents or claims for liability or loss with respect to these policies.

4.9. Indemnification/Save Harmless

The applicant shall indemnify and save harmless the City of Greater Sudbury from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the City of Greater Sudbury as a result of or in connection with the use of said location(s) by the applicant, its employees, contractors,

agents or representatives. The City of Greater Sudbury will not be responsible for any liability arising from these activities with respect to advertising, copyright or trademark infringements.

4.10. 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 Film Liaison and to the satisfaction of the Risk Management Team prior to issuance of the Film Permit. In all policies the City of Greater Sudbury 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 Risk Management Team of the City of Greater Sudbury.
- 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.

4.11. 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 \$35
- Film Permit extension \$10
- Film Permit amendment \$10

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.

Payment is required in order to reserve the location and any outstanding balance is due, in full, prior to commencing filming preparations. Payment is accepted in the form of certified cheque, debit or credit (VISA, Mastercard) in person through any [Citizen Services Centre](#) or through credit card by phoning 3-1-1.

When filming takes place on municipal property, if the City of Greater Sudbury 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 City 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.

4.12. Security Deposit

The applicant will be required to provide a certified cheque or letter of credit as deemed necessary by the Film Liaison 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.

4.13. 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 www.filminsudbury.ca for information on industry resources in Sudbury.

4.14. Acknowledgement

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

- Mention in the credits in the form of a City of Greater Sudbury logo if municipal support was accessed, or “Filmed on location in the City of Greater Sudbury” otherwise
- A letter confirming that the City of Greater Sudbury will receive a screen credit on the final film/video
- Any stills/clips/etc. filmed in Greater Sudbury to be utilized by the City of Greater Sudbury for promotional activities
- Permission to use the film title, film reference, actors/directors/producers/writers names or similar identification of the production in any promotional information used by the City of Greater Sudbury

The Economic Development section respectfully requests copies of any media releases, casting calls or public advertising related to the project while filming in the City of Greater Sudbury.

4.15. Disclaimer

The City of Greater Sudbury 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

***Submit Production Information Sheet to Film@GreaterSudbury.ca for confidential records prior to filming at the same time as the first Film Location Permit Application.**

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 Greater Sudbury (\$):
Date it will air:		Channel/broadcaster:
Pre-production date:	Camera date:	Wrap date:
Total # of days in Sudbury (prep, camera, wrap):		Total # of different Greater Sudbury locations:
Number of cast and crew (total):		Number of cast and crew (local):
Brief plot synopsis		

APPENDIX B: Application for Location Permits to Film

***Submit Applications to Film@GreaterSudbury.ca for approval. Required lead time is 4 or more business days prior to filming, or more based on shoot requirements (see guidelines above). See Checklist for additional document requirements.**

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		
The following format is suggested for <u>each</u> film location.		
Location Sites (All public roads and properties – attach extra pages as required):		
1)		
2)		
3)		
4)		
Date – commencement of prep work:	Time:	<input type="checkbox"/> AM PM
Date – completion of filming:	Time:	<input type="checkbox"/> AM PM
Date – completion of restoration:	Time:	<input type="checkbox"/> AM PM
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 Film Liaison prior to filming according to the required lead time. Detailed instructions and required lead times are listed in the City of Greater Sudbury's <i>Filming Guidelines Handbook</i> .		

Required in all cases:

- ☐ Completed Film Permit Application (this document)
- ☐ Production Information Sheet (see Appendix for template)
- ☐ Certificate of insurance and insurance claims contact information
- ☐ Script
- ☐ 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 (see Appendix for template)
- ☐ Special effects filming site map (see Appendix for template)
- ☐ Copy of all notifications to residents/businesses (see Appendix for template)
- ☐ Proof of Paid Duty Police Officer contract
- ☐ Proof of permission granted for right-of-way interruption
- ☐ Proof of building permits for temporary structures

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 City of Greater Sudbury 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.

Notice of Collection

Any personal information on this form is collected under the authority of section 10 the *Municipal Act, 2001*, S.O. 2001, c.25 and will be used to apply for film permit in the City of Greater Sudbury. Questions about the collection of your information may be directed to the Business Development Officer, Growth and Development Department at P.O. Box 5000, Station A 200 Brady Street, Sudbury, ON P3A 5P3 or by calling 311 and asking for the Business Development Officer.

APPENDIX C: Sample Parking Plan

***Submit parking plans to Film@GreaterSudbury.ca at time of Film Permit Application (4 or more business days prior to filming) for approval.**

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 City of Greater Sudbury Parking Department and related municipal department representatives in association with the Greater Sudbury Police Service, Fire and Ambulance Services.

The production company will be issued a pre-determined number of Red Film Parking Cards, which must be displayed in all production vehicles along with a copy of the Film Permit.

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

APPENDIX D: Sample Special Effects Filming Map

***Submit special effects plans to Film@GreaterSudbury.ca at time of Film Permit Application (4 or more business days prior to filming) for approval.**

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 Film Liaison who will work with the Greater Sudbury 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

APPENDIX E: Sample Filming Notification Letter to Businesses/Residents

***Submit notification letters to Film@GreaterSudbury.ca at time of Film Permit Application (4 or more business days prior to filming) for approval.**

(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 City of Greater Sudbury 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

Jonathon Condratto, Business Development Officer & Film Liaison, City of Greater Sudbury

At: 705-674-4455 ext 4429 or Film@GreaterSudbury.ca

Ce document est disponible en français sur demande.

Cc: Greater Sudbury Development Corporation

APPENDIX F: Code of Conduct for Cast & Crew

*** Film and television productions are all guests in residential and commercial areas and shall treat all locations, as well as the members of the public, with courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct. Filming notification letters distributed in the neighbourhood or business district should include this one-page Code of Conduct (PDF).**

TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct, please call the City of Greater Sudbury at 705-674-4455 ext 4429, Monday-Friday between the hours of 8:30 am and 4:30 pm; e-mail at Film@GreaterSudbury.ca.

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 a permit from the City of Greater Sudbury.
- 4) Production vehicles arriving on location in or near a residential neighbourhood shall not enter the area before the time stipulated on the permit. 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. This shall appear on the call sheet map. Filming only takes place between 7:00 am and 11:00 pm unless residents are surveyed and a majority has given their approval (written approval where possible, name and address noted if homeowner/tenant/business owner has no objection but does not wish to sign).
- 5) Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle or the City.
- 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 (existing City Municipal By-law) or property owner.
- 13) Film crew shall not remove City street signs. This must be done by City Transportation Services staff.
- 14) Use of any municipal infrastructure, such as fire hydrants, is not permitted unless explicitly approved by the City.
- 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 in possession of a valid parking permit for that area 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 permit which include adherence to the City of Greater Sudbury By-law 2015-227. A copy of the filming permit 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.