



# Greater Sudbury Filming Handbook

---

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

[www.filminsudbury.ca](http://www.filminsudbury.ca)

Last revised February 11, 2016

2/11/2016



## Contents

WELCOME .....	4
1.0. The Film Industry in Greater Sudbury .....	4
1.1. Community Profile .....	4
FILM POLICY .....	5
2.0. Policy Statement .....	5
2.1. Purpose .....	5
2.2. Applicability .....	5
2.3. Municipal Support .....	5
2.4. Key Contact .....	5
FILM PERMITS .....	6
3.0. Application Process .....	6
FILM PERMIT DETAILS & CONDITIONS .....	7
4.0. Notification .....	7
4.1. Quality of Place: Consideration to Citizens, Conduct & Clean Up .....	7
4.2. Right-of-Way Closures/Interruptions .....	8
4.3. Street Signs & Public Infrastructure/Fixtures .....	9
4.4. Parking .....	9
4.5. Special Effects .....	9
4.6. Municipally-Owned & Operated Property & Facilities .....	10
4.7. Restrictions .....	10
4.8. Safety .....	10
4.9. Indemnification/Save Harmless .....	10
4.10. Insurance .....	11
4.11. Expenses and Permit Fees .....	11
4.12. Security Deposit .....	12
4.13. Local Sourcing .....	12
4.14. Acknowledgement .....	12
4.15. Disclaimer .....	12
FILM PERMIT APPLICATION & TEMPLATES .....	13
APPENDIX A: Production Information Sheet .....	13
APPENDIX B: Application for Location Permits to Film .....	14
APPENDIX C: Sample Parking Plan .....	16
APPENDIX D: Sample Special Effects Filming Map .....	17
APPENDIX E: Sample Filming Notification Letter to Businesses/Residents .....	18
APPENDIX F: Code of Conduct for Cast & Crew .....	19

# 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](http://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: **Emily Trottier, Business Development Officer**

[film@greatersudbury.ca](mailto:film@greatersudbury.ca)

Phone: 705-674-4455 ext 4429

[www.filminsudbury.ca](http://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 2008-173](#), 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 private 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](http://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](mailto: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"/> TV movie	<input type="checkbox"/> TV series
<input type="checkbox"/> Feature film	<input type="checkbox"/> Student project	<input type="checkbox"/> Music video
<input type="checkbox"/> Commercial		<input type="checkbox"/> Other (specify)
Production's country of origin:	<input type="checkbox"/> Canadian/US co-venture	
<input type="checkbox"/> Canadian	<input type="checkbox"/> Other (specify)	
<input type="checkbox"/> US		
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](mailto: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 <input type="checkbox"/> PM
Date – completion of filming:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Date – completion of restoration:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> 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"> <li><input type="checkbox"/> Intermittent traffic stoppages (PDO required)</li> <li><input type="checkbox"/> Road closure required (PDO required)</li> <li><input type="checkbox"/> Travelling shot (PDO required)</li> <li><input type="checkbox"/> Other reason for PDO required (<b>specify</b>)</li> <li><input type="checkbox"/> Sidewalk or other right-of-way occupancy (<b>specify</b>)</li> <li><input type="checkbox"/> Parking plan required</li> <li><input type="checkbox"/> Use of municipal facilities/property (<b>specify</b>)</li> <li><input type="checkbox"/> Special effects (<b>specify</b>)</li> <li><input type="checkbox"/> Alteration or construction of temporary structures, including signage (<b>specify</b>)</li> <li><input type="checkbox"/> Modification of municipal infrastructure (<b>specify</b>)</li> <li><input type="checkbox"/> Noise by-law exemption or filming at unusual hours (<b>specify</b>)</li> <li><input type="checkbox"/> Utility and site locates required (<b>specify</b>)</li> </ul>		
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](mailto: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](mailto: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](mailto: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

Emily Trottier, Business Development Officer & Film Liaison, City of Greater Sudbury  
At 705-674-4455 ext 4429 or [Film@GreaterSudbury.ca](mailto: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](mailto: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.