

FAX ALERT

Sending personal information by fax is not a secure means of transmission. It is recommended that you complete and return the form by regular mail to:

Film & Television Office,
Main Floor, Rotunda North,
Toronto City Hall,
100 Queen Street West,
Toronto, ON M5H 2N2.

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. Please observe the following and act accordingly.

Note:

A single page version of this document can be obtained from the Toronto Film and Television Office. Call 416-392-7570.

To the Public

If you find this production company is not adhering to this Code of Conduct, please call the Toronto Film & Television Office at 416-392-7570; Fax No.: 416-392-0675; E-Mail: info@torontofilmpermits.com Monday to Friday between 8:30 a.m. and 4:30 p.m. or :

_____ of _____

Production Manager

Title of Production

at _____.

Telephone No.

1. When filming in a neighbourhood or business district, proper notification (at least two working days notice) 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:

- name of production company, title of production
- kind of production (e. g. feature film, movie of the week, tv pilot, etc.)
- type and duration, and description of activity (i.e. times, dates and number of days, including prep and strike
- company contact _____,

Location Manager

Location Assistant

The Code of Conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.

2. 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 a.m. and 11:00 p.m. unless residents are surveyed and a majority have given their approval (written approval where possible, name and address noted if home owner/tenant, business owner has no objection but does not wish to sign)
3. Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle.
4. Production vehicles shall not block, or park in, driveways without the express permission of the driveway owner.
5. Pedestrian traffic not to be obstructed at any time. All cables and similar items to be channelled

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6. Do not trespass on residents' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
7. No alcoholic beverages permitted at any time on any set or location.
8. 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.
9. Observe designated smoking areas and always extinguish cigarettes in appropriate containers.
10. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the relevant municipal authority (existing City by-laws) or property owner.
11. Film crew shall not remove City street signs. This must be done by City Transportation Services staff. Contact the director of the Transportation Services Division in the appropriate district to arrange for this service: District 1 (East York, Toronto & York Community Council areas) Andrew Koropeski 392-7714; District 2 (Etobicoke Community Council area) John Thomas 394-8341; District 3 (North York Community Council area) Roberto Stopnicki 395-7480; District 4 (Scarborough Community Council area) Gary Welsh 396-7842.
12. 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
13. Film company employees shall wear appropriate clothing while on location (i.e., t-shirts with offensive slogans or logos are not acceptable)
14. Crew members shall not display signs, posters, or pictures on vehicles that members of the public may find offensive or objectionable (i.e., material containing vulgar language or sexual content).
15. Every member of the crew shall wear a production pass (badge) when required by the location.
16. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
17. It is up to the film company to make alternate parking arrangements for residents in possession of a valid street 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.

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18. The company will comply at all times with the provisions of the filming permit which include adherence to the City of Toronto By-law regarding location filming and the Guidelines for Filming in the City of Toronto. A copy of the filming permit shall be on location at all times with the location department.

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.