

2012

Film & Television Production Handbook
City of North Bay

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Guidelines for filming in North Bay

Just a short 3.5 hour drive from Toronto or Ottawa, this bustling city, nestled between two lakes, offers stunning views and plenty of activity. North Bay is strategically situated at the junction of Highway 11, TransCanada Highway 17, and Hwy 63 only a 40 minute drive to Quebec. North Bay is easily accessible by air, land and rail and offers state-of-the-art telecommunications infrastructure. North Bay is at the cross roads of the National Fibre network which supports joint Canadian – U.S. military installation and NORAD operations.



In North Bay, film crews will find a quaint and lively downtown, with restored heritage sites and an active waterfront on Lake Nipissing, featuring a marina, beaches and trail system. With numerous smaller rural communities only a short distance away and three nearby access points to Algonquin Park and various rivers and waterways within City limits urban film sequences can easily be combined with shots from the outdoors. Unique attractions such as the Heritage and Winter Wonderland Carousels, carved by local artists, and the Chief Commanda Boat Cruise provide interesting summer backdrops for filming.

North Bay has a selection of industrial, warehouse, and office space that could accommodate set construction, filming, and production functions. The Mayor's Office of Economic Development will work with your team to source the appropriate space to meet your requirements.

Applicability

The following guidelines apply to all location filming which takes place in the City of North Bay except for current affairs, newscasts, student school projects and private family video. We request that all projects that require road closures, alter traffic patterns or the urban landscape, include special effects or have a direct impact on the neighbouring residents, occupants or businesses complete the enclosed permit application.

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

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Film & Television Division**

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Projects for Consideration

- Feature films
- Television Films
- Television Network Programs/Series
- Television Commercials
- Documentaries
- Education Films
- Commercial Photography
- Other projects as approved by Council

Projects Subject to Consideration and Acceptability

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

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

Filming Liaison Information

The Corporation of the City of North Bay
Economic Development Department
Film & Television Division

200 McIntyre Street East
North Bay, Ontario, CA
705.474.0400 or 1.800.465.1882 ext. 2527

Attention:
Erin Richmond
Economic Development Officer
Email: erin.richmond@cityofnorthbay.ca

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Film & Television Division
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Application Process

All applications requesting approval for location filming within the City of North Bay should be submitted in writing to the Economic Development Department's Film & Television Division ten (10) business days prior to filming and not less than ten (10) business days for filming that includes approvals and/or special arrangements. The application includes the following information documents:

1. Completed Film Permit Application
2. Proof of General Liability Insurance
3. Proof of payment for Municipal Facility User fees (i.e. facility rentals, street closures, etc.)
4. A script
5. A shooting schedule
6. If filming on provincially owned property, then Her Majesty the Queen in right of Ontario as represented by the Minister of Government Services must be named as an additional insured. Written proof that the Province authorizes the use of property(s) is to be provided by the applicant.
7. In the event that the location is privately owned, it is advisable that the Production Company contact the Economic Development Department's Film & Television Division to request information on any policy and procedures, municipal restrictions or by-laws which may affect the film. Written proof that the owner authorizes the use of property(s) is to be provided by the applicant.
8. A parking plan must be submitted to the Economic Development Department's Film & Television Division if more than five (5) production vehicles are used at one filming location. If required, a review and approval of parking in association with the North Bay Parking Authority and related municipal department representatives, the North Bay Police, Fire and Ambulance Services will then be conducted.
9. Applicants must identify their intent to use guns, gunfire, explosives, bomb/mock ups, flash power, detonators, and flammable liquids/material including the filming of dangerous stunts to the North Bay Police, Fire and Ambulance Services. The applicant must provide a copy of the filming site

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map, which explains where all special effects will occur, to the Economic Development Department's Film & Television Division along with emergency responders.

10. A copy of all notification letters to residents and businesses must be submitted to the Economic Development Department's Film & Television Division.

Timelines

In order to avoid unnecessary delays, the Economic Development Department's Film & Television Division should be notified as early as possible of all location filming and not less than ten (10) business days in advance of filming activity to receive approvals.

Notification

Community: The applicant is required to notify affected residents, occupants and businesses five (5) 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 Economic Development Department's Film & Television Division for reference and internal distribution. The City of North Bay will assist the applicant in obtaining a map of those properties within a 200 foot radius of the site that require notification of filming.

City Officials and Staff: North Bay City Officials and Staff will be notified by The Mayor's Office of Economic Development, Film & Television Division five (5) business days prior to all filming activity through means of internal communications. In cases of late notification Officials and Staff will be advised immediately. The notification will include the name of the applicant, project title, type, topic/content and general information such as shoot locations and dates.

Police, Fire, Ambulance and Municipal Departments: Depending on the nature and requirements of the production, the applicant may require the approval from the above mentioned organizations or municipal departments. The Economic Development Department's Film & Television Division will facilitate this process.

Consideration to the Community

The local community should be free of any negative environmental conditions resulting from filming. This includes (but is not limited to) spillover lighting, exhaust fumes or noise pollution that may affect their ability to enjoy their property or conduct their business.

Noise: The applicant must comply with the legislation governing noise, municipal By-law 1976-142. All generators used on streets or in public areas will be equipped with silencing attachments unless otherwise approved. Night filming will not proceed between 11:00 p.m. and 7:00 a.m. without proper notification to residents/occupants/businesses.

Lighting: Lighting for filming should be oriented away from neighbouring residences.

Exceptions to the above conditions require the approval of the majority of affected residents and the relevant local departments and/or City Council.

Traffic and Road Closures

Interfaces with pedestrian and/or vehicular traffic must be accompanied with proper approvals. The applicant is to ensure every opportunity to access, either vehicular or pedestrian, to persons with disabilities. Production vehicles are to comply with appropriate traffic regulations unless permissions have been granted at time of application.

Except where a road has been closed for filming, all moving vehicles are to adhere to the posted speed limits and to other lawful conditions unless directed otherwise by a Paid Duty Police Officer.

Intermittent traffic stoppages limited to a maximum of three (3) minutes, unless otherwise stated shall be under the supervision of a Paid Duty Police Officer.

It is the applicant's responsibility to arrange for Paid Duty Police Officers. Depending on filming circumstance, there may be a minimum number of Officers required on site. All costs associated with these requirements are at the expense of the applicant. Pay Duty rates are subject to change annually.

For more information on Paid Duty Police Officers please contact:
The North Bay Police Department (Traffic Section) 705.497.5555

Please note that road closures on all Provincial Highways (Hwy 11, 17 and 63 even within City limits) are subject to Ministry of Transportation Approval.

For more information on Provincial Highways please contact:

The Ministry of Transportation

705.497.5442

Municipal road closures, temporary traffic light alterations or traffic pattern changes need to be approved and carried out by the City of North Bay Engineering, Environmental Services and Public Works Department pursuant to North Bay Delegation By-law 2007-228. A Road Work Permit may also be required. Requests for municipal road/lane closures and traffic interruptions can be coordinated through the Economic Development Department's Film & Television 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.

Street Signs

Please be advised that if any street signs (street names, traffic signs, directional signs, etc.) need to be altered, removed and/or reinstalled due to filming, changes need to be approved and carried out by the City of North Bay Engineering, Environmental Services and Public Works Department. Requests for sign alterations can be coordinated through the Economic Development Department's Film & Television 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.

Additional information regarding Municipal Zoning By-law 28-80, governing signage may be obtained by contacting the Zoning Administrator with the Planning Services Department.

Contact:

The North Bay Zoning Administrator

705.474.0400 ext. 2401

Parking

Production vehicles must not block fire hydrants including sprinklers and standpipe connections, park within fire routes or within 9 metres of an intersecting street or impede any emergency response vehicles. In all circumstances production vehicles cannot block bus stops, pedestrian

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crosswalks, signalized intersections, driveways, accesses/egresses/ingresses, ramps, parking lot entrances and accessible parking for persons with disabilities.

The bulk of the production and crew vehicles should be parked off major municipal road allowances when filming occurs and a copy of the film permit must be displayed in the window of all production vehicles.

A parking plan must be submitted to the Economic Development Department's Film & Television Division if more than five (5) production vehicles are used at one filming location. If required, a review and approval of the proposed by the North Bay Parking Authority and related municipal department representatives, the North Bay Police, Fire and Ambulance Services will then be conducted.

Special Effects

Applicants must identify their intent to use guns, gunfire, pyrotechnics, bomb/mock ups, flash power, detonators, and flammable liquids/material including the filming of dangerous stunts to the North Bay Police, Fire and Ambulance Services. A Blasting Permit is required for the use of explosives within the City of North Bay and can be obtained through the Building Services Department. The applicant must provide a copy of the filming site map, which explains where all special effects will occur to the North Bay Police, Fire and Ambulance Services along with the Building Services Department and the Economic Development Department's Film & Television Division.

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

All open air burning must be approved. The burning must be with clean, organic materials.

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

Relationship with Police, Fire and Ambulance Services and the Municipality

North Bay 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. Maps of road closures are to be provided by the applicant to Police, Fire and Ambulance services, Building Services Department and the Economic Development Department's Film & Television Division.

The Economic Development Department's Film & Television Division respectfully requests copies of any media releases, casting calls or public advertising related to the project while filming in the City of North Bay.

Contact:

The North Bay Police Department
North Bay Fire Station One
Ambulance Services
Building Services Department

705.497.5555
705.474.5662
705.474.7400
705.474.0400

Construction and Film Sets

If the production company or applicant desires to alter the normal setting of a rural landscape, residential neighbourhood or urban area or build a filming set all construction must be approved by Planning Services, Building Services and Engineering, Environmental and Public Works Departments. A site inspection or approval of technical drawings may be required. Special or temporary use By-laws may also be required. Usually a two-week time period is appropriate for approval of Building Department plans. For more information on building code and approvals please contact the Building Department.

Contact:

Building Services Department

705.474.0400 ext. 2414

Municipal Facilities and Property

If the applicant wishes to film at a North Bay City park, picnic area, sport field or arena they must rent the facilities accordingly through the Parks, Recreation and Leisure Services Department. Please refer to the City Facilities Inventory Document for a complete listing of available shooting locations. Requests to film

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on other municipally owned property should be communicated at the time of film permit application in order to secure the appropriate approvals.

Contact:

Parks, Recreation and Leisure Services Department

705.474.0400 ext. 2321

Conduct and Clean Up

Production crews are responsible for the clean up and any related costs associated with the restoration of the location at the end of filming with a minimum amount of noise and disruption. Upon completion of the shoot, the production company should ensure that the area is returned to its original state.

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.

All electrical work and electrical equipment must be inspected and/or approved by the Electrical Safety Authority's Inspection as per the Ontario Electrical Safety Code.

- Interior signs in 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 apprised of location exits in case of emergency.
- All applicants must adhere to the Ontario Ministry of Labour's Safety Guidelines for the Film & Television Industry in Ontario.
- The Ontario Ministry of Transportation's Manual of Uniform Traffic Control Devices for Temporary Work Sties.

Restrictions

There may be sensitive areas and/or properties in North Bay where filming may be 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 North Bay City officials.

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Indemnification / Save Harmless

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

Insurance

The applicant shall, at its own expense, including the cost of deductibles, provide and maintain \$2 million dollar liability with the City of North Bay as additional insured. When filming involves vehicles \$5 million dollar liability may be requested.

Any other forms of insurance (i.e. Aircraft Liability, Pyrotechnics Liability, Fire, Legal Liability, etc.) as the Corporation of the City of North Bay may reasonably require from time to time, in the form and amounts and for insurance risks against which a prudent party would insure.

All insurance must be provided by an Insurer registered to do business in the Province of Ontario. Proof of coverage, in the form of a photocopy, fax or pdf shall be provided to the satisfaction of the City Solicitor of the Corporation of the City of North Bay prior to filming.

Notification of Accidents/Claims

The applicant shall promptly report to the Corporation of the City of North Bay any potentially serious accidents or claims for liability or loss with respect to this agreement.

Expenses

The applicant is responsible for all out-of-pocket expenses related to the use of the City of North Bay roads, properties, parks or equipment.

Local Sourcing

The applicant will make every effort to utilize local businesses and services throughout the course of the production activity, including 'pre' and 'post' production work. The Economic Development Department's Film & Television Division is a source of information for local services.

Acknowledgement

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

- Copies of any media release, ads or public notices relating to the production
- A letter confirming that the City of North Bay will receive a screen credit on the final film/video excerpts of which may be used for testimonials
- Stills or clips filmed in North Bay that may be used by the City of North Bay for promotional purposes.

Municipal Support

- NO film permit fees
- The Economic Development Department's Film & Television Division provides assistance by:
 - Streamlining all necessary permits and approvals
 - Scouting for appropriate site locations
 - Arrangements for accommodations and ground transportation
 - Arrangements for facilities / Accessing Talent Pool
 - Liaison with community partners and utilities
 - Public funding applications (Grant Accessing Program Officer)

Appendix A

City of North Bay, Economic Development Department
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Film Permit Application

Application Check List

The following are the applicant's responsibility and the information must be on file with the Economic Development Department's Film & Television Division prior to filming. Detailed instructions are listed in the Guidelines for Filming in Film & Television Production Handbook for The City of North Bay.

- Completed Film Permit Application (this document)
- Proof of General Liability Insurance
- Municipal Facilities Requests & Proof of Paid Municipal Fees (i.e. facility rental, building permits, road closures, etc.) (If applicable)
- A script
- A shooting schedule
- Proof that the Province of Ontario authorizes the use of properties owned by them (if applicable)
- Proof that any private property owners have authorized the use of their property (if applicable)
- Parking Plan for five (5) or more production vehicles (if applicable)
- Special effects filming site map (if applicable)
- A copy of all notifications to residents/occupants/businesses (if applicable)
- Proof of Paid Duty Police Officer (if applicable)

FILM PERMIT APPLICATION FORM

GENERAL INFORMATION

Name of Applicant _____

Position / Title _____

Production Company _____

Parent Production Company _____

Address _____

Phone Number _____ Fax Number _____

Mobile _____ Pager _____

Email _____

PRODUCTION INFORMATION

Project Title _____

Topic _____

Type:	Principal Cast (please list)
<input type="checkbox"/> Feature	_____
<input type="checkbox"/> TV Movie	_____
<input type="checkbox"/> TV Series	_____
<input type="checkbox"/> Commercial	_____
<input type="checkbox"/> Documentary	_____
<input type="checkbox"/> Educational Segment	_____
<input type="checkbox"/> Other (explain)	_____

Total days of filming in North Bay _____

Dates (from day/month/year to day/month/year) _____

Which, if any, days will include night filming (11 p.m. to 7 a.m.) _____

Total Project Budget _____

Total Budget for filming in North Bay _____

Production Country of Origin _____

Total Number of North Bay Locations _____

Please provide a list of all proposed film locations and briefly describe the proposed activities at each including dates and times, parking requirements, municipal services and facilities, planned traffic interruptions, special effects, etc.

The following format is suggested for each film location:

Location _____

Date _____

Time _____

Parking Plan required (five or more vehicles on site) Yes No

Road Closure / Traffic Interruption Yes No

Use of Municipal Facilities / Property Yes No

Pay Duty Police Officer required Yes No

Special Effects (please list) _____

Activity Description:

Name of Applicant (Please Print): _____

Signature: _____ Date: _____

Approved By:

Signature: _____ Date: _____

Appendix B

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Sample Parking Plan

Parking Plan

A parking plan must be submitted when more than five (5) production vehicles are used at one filming location. If required a review and approval of parking by the North Bay Parking Authority and related municipal department representatives in association with the North Bay Police, Fire and Ambulance Services will then be conducted.

Sketches to Include:

Identify North direction

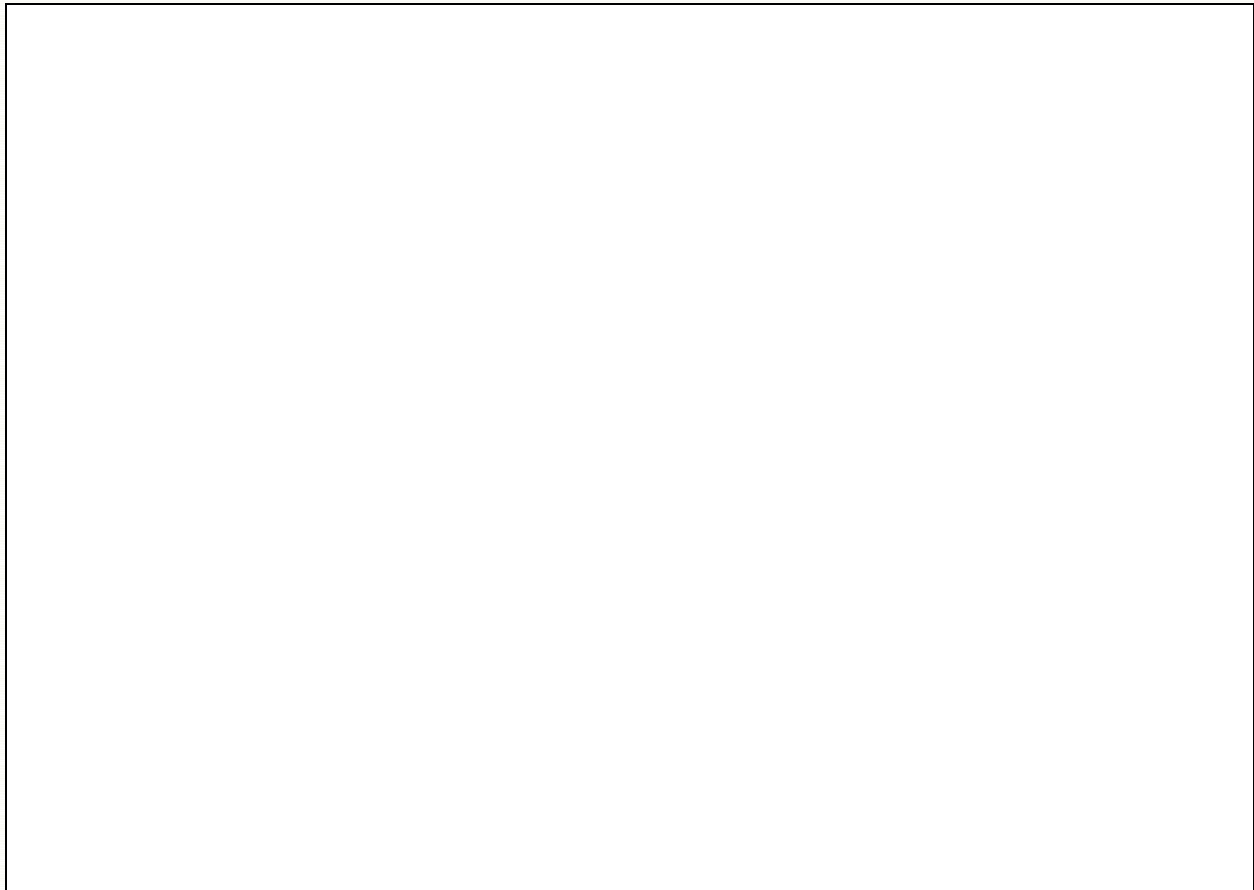
Identify existing landmarks / infrastructure (i.e. bus stops, traffic lights, etc.)

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.



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Appendix C

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Sample Special Effects Filming Map

Special Effects Filming Site Map

A special effects filming site map must be submitted when guns, gunfire, explosives, bomb/mock ups, flash power, detonators, and flammable liquids/materials will be used and/or other dangerous stunts will be performed. The applicant must provide a copy of the map, which explains where all special effects will occur, to the North Bay Police, Fire and Ambulance Services along with the Economic Development Department's Film & Television Division.

Sketches to Include:

Identify North direction

Identify existing infrastructure (i.e. hydrants, traffic lights, etc.)

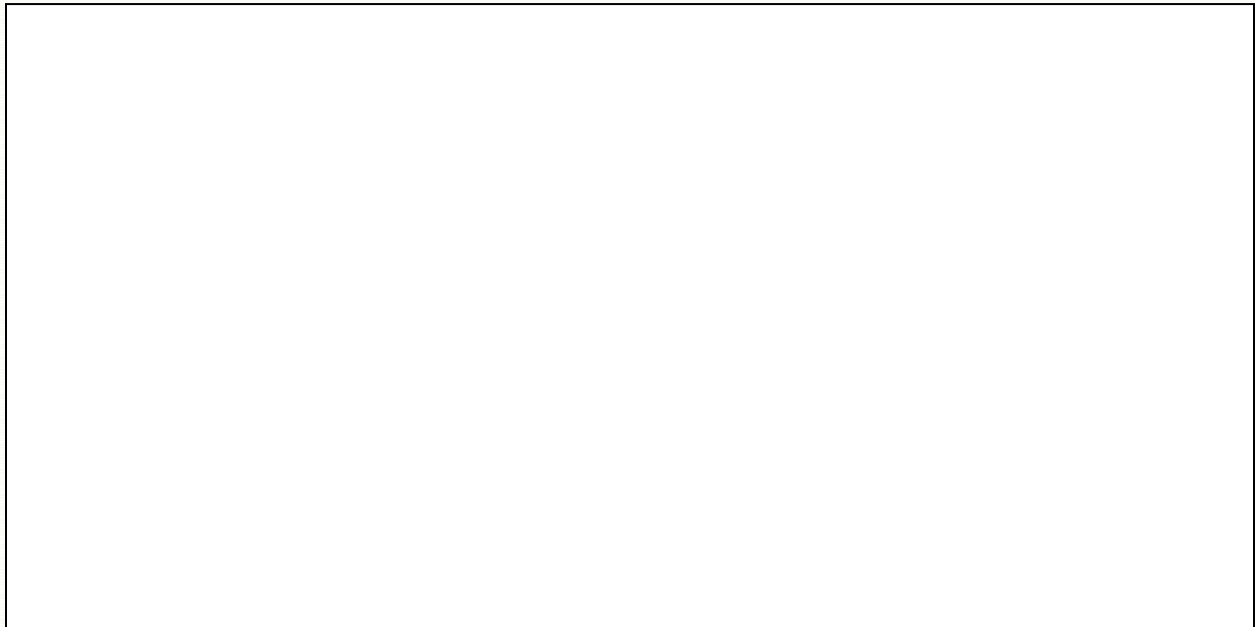
Identify street names

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)



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Appendix D

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Sample Film Notification to Residents/Businesses

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*)

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 North Bay in order to minimize disruption while filming in the community. 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 / email address*)

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