

**2024 - 2025
NORTH BAY FILM & TELEVISION
PRODUCTION GUIDELINES**

The Corporation of the City of North Bay
Economic Development
200 McIntyre Street East
North Bay, Ontario
Canada, P1B 8V6

Tel: 705.474.0440 ext. 2318
or 1.800.465.1882 ext. 2318
Email: filming@northbay.ca

NORTH BAY

ONTARIO CANADA

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

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
FILMING CONSIDERATIONS AND REQUIREMENTS	2
APPLICABILITY	2
MUNICIPAL SUPPORT	2
MUNICIPAL FEES	3
FILMING RESTRICTIONS	3
LOCAL BY-LAWS	4
LEGAL REQUIREMENTS	4
LOCAL SOURCING.....	4
PRODUCTION REQUIREMENTS	5
COMMUNITY CONSIDERATIONS	5
DOWNTOWN CONSIDERATIONS.....	6
HEALTH AND SAFETY	6
ENVIRONMENTAL CLEAN UP AND RESTORATION	7
SUSTAINABILITY TOOLS.....	7
OBTAINING A FILMING PERMIT	8
STEP 1: REGISTER YOUR PRODUCTION.....	8
<i>PRODUCTION INFORMATION FORM.....</i>	8
<i>INSURANCE.....</i>	8
<i>WSIB CLEARANCE CERTIFICATE</i>	8
<i>SCRIPT</i>	9
<i>INITIAL LOCATIONS LIST AND SCHEDULE</i>	9
<i>CALL SHEETS.....</i>	9
<i>BUILDING PERMITS AND FILM SET CONSTRUCTION</i>	9
<i>WATER AND WASTE DISPENSING</i>	9
STEP 2: APPLY FOR A FILMING PERMIT.....	10
<i>FILMING PERMIT APPLICATION.....</i>	10
<i>MUNICIPAL PARKS AND FACILITIES.....</i>	11
<i>PARKING.....</i>	11
<i>STREET SIGNS AND PUBLIC INFRASTRUCTURE.....</i>	12
<i>STREET FILMING AND TRAFFIC MANAGEMENT</i>	12
<i>SPECIAL EFFECTS (SPFX), FIREARMS, AND PYROTECHNICS</i>	13
<i>COMMERCIAL DRONES AND AERIAL PHOTOGRAPHY.....</i>	14
<i>NOTIFICATION LETTERS AND SIGNATURES</i>	14
APPENDIX A: POLICY ON CHEMICAL PRODUCT USE BY THE FILM & TV INDUSTRY	16
APPENDIX B: CHEMICAL SUBSTANCE/PRODUCT USE REQUEST FORM	18
APPENDIX C: SAMPLE FILM NOTIFICATION TO RESIDENTS/BUSINESSES	19
APPENDIX D: SAMPLE SIGNATURE SHEET FOR SENSITIVE AREAS	20
APPENDIX E: CODE OF CONDUCT FOR CAST AND CREW	21

FILMING CONSIDERATIONS AND REQUIREMENTS

APPLICABILITY

All filming in the City of North Bay requires a filming permit for each location, unless the following conditions are met:

- 1. Studio Filming:**
Filming within an appropriately zoned Production Studio, Backlot, or Production Studio & Backlot, OR
- 2. Small Productions:**
Crew consists of 10 or less cast and crew members and involves 3 or less production vehicles, OR
- 3. Excluded Productions:**
Current affairs, press conferences, newscasts, corporate videos, street interviews or visual recordings for personal purposes.

EXCEPTIONS

Even if the above criteria are met, filming permits are still mandatory if filming includes:

- 1. Nighttime Filming or Vehicle Movement:**
Exterior shots or vehicle movement between 11 pm and 7 am.
- 2. Special Effects, Firearms, Weapons, and Uniforms:**
Exterior use of Special effects (SPFX), firearms, weapons (real or replica), uniforms, or pyrotechnics visible to the public.
- 3. Chemical Special Effects:**
Use of chemical special effects (SPFX) inside or outside.
- 4. Filming or Parking on Municipal Property:**
Filming or parking on municipal property, including but not limited to, parks, streets, sidewalks, alleyways, facilities, municipal parking lots, etc.
- 5. Traffic Stoppages and Road/Lane Closures:**
Intermittent traffic stoppages and/or road/lane closures on municipal property.
- 6. Street Signs and Infrastructure:**
Removal and/or alteration of municipal street signs and public infrastructure.

STILL UNSURE?

For permit inquiries, contact filming@northbay.ca. We're here to help.

MUNICIPAL SUPPORT

The Corporation of the City of North Bay (the "City")'s Economic Development Department provides concierge service including:

- Processing filming applications with NO filming permit fees.
- Liaison with all necessary City departments to streamline permits and approvals.

- Facilitating connections with community partners, utilities, and service providers.

MUNICIPAL FEES

The City does not charge a fee for filming permits; however, fees will apply for other permits and requests such as road/lane closures, street work, parking, PDOs, park rentals, and Location Agreements for municipal sites.

FILMING RESTRICTIONS

The City reserves the right to reject or revoke filming permits under the following circumstances:

- 1. Legal Compliance:**
 - Failure to secure required permits, licenses, and authorizations as mandated by City by-laws and relevant laws.
 - Non-compliance with municipal, provincial, and/or federal laws.
 - Lack of written consent from the City prior to photographing, filming, or using the premises, including any identification such as the City's name, address, logo, trademark, slogan, or similar elements.
- 2. Scheduling Conflicts:**
 - Conflicts with previously scheduled activities for which the City has granted licenses, permits, approvals, or permissions.
- 3. Disruption or Damage:**
 - Filming that may disrupt City work, cause physical damage to City assets, and/or disturb traffic or transit services.
- 4. Resource Availability:**
 - Unavailability of City services required to support the filming activity.
- 5. Public Safety and Wellbeing:**
 - Filming that poses a threat to public safety.
 - Filming that generates significant complaints from the community.
- 6. Emergency Situations:**
 - Situations requiring emergency services at the filming location.
- 7. Content Standards:**
 - Projects expected to be released with a pornographic rating.
 - Projects that are distasteful to the general public or socially sensitive

Decisions are made on a case-by-case basis and consider the applicant's history of compliance with filming permits.

A filming permit does not automatically ensure approval for future events. The production must obtain a new filming permit for each new filming location and/or new time and date for prior filming locations.

If a filming permit is revoked, the Economic Development Department will notify the production company immediately, explaining the reasons for the decision.

LOCAL BY-LAWS

The following list includes significant [By-Laws](#) relevant to filming operations. This list is not exhaustive, and it is incumbent upon applicants to ensure their compliance with all pertinent laws and restrictions.

- Accessible Parking By-Law (No. 2021-49)
- Comprehensive Zoning By-Law (No. 2015-30)
- Municipal Parking Lot By-Law (No. 2011-234)
- Noise By-Law (No. 2014-53)
- On-Street Parking By-Law (No. 2014-37)
- Private Property Parking By-Law (No. 2016-40)
- Prohibition on Throwing, Placing or Depositing Refuse or Debris on any Land in the City without Consent By-Law (No. 2006-28)
- Sign By-Law (No. 2006-143)
- Use of Public Parks By-Law (No. 1996-35)

LEGAL REQUIREMENTS

INDEMNIFICATION/SAVE HARMLESS

The Applicant shall indemnify and save harmless the City from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the City 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 City will not be responsible for any liability arising from these activities or with respect to advertising or any copyright or trademark infringements.

DISCLAIMER

Without limiting the City's rights made available to it pursuant to a film location agreement, if the Applicant deliberately, negligently, or innocently misrepresents any information required of him or her in completing or complying with any requirement or criteria outlined in these Film & Television Production Guidelines **Appendix A: Policy on Chemical Product Use by the Film & TV Industry, Appendix B: Chemical Substance/Product Use Request Form, Appendix C: Sample Film Notification to Residents/Businesses, Appendix D: Sample Signature Sheet for Sensitive Areas, or Appendix E: Code of Conduct for Cast and Crew**, the City, in addition to any rights or remedies available to it at law, reserves the right to (i) refuse to allow filming by the Applicant; (ii) not issue a permit to the Applicant; or (iii) not enter into a film location agreement. All decisions will be made on a case-by-case basis.

LOCAL SOURCING

To promote local business involvement, the Applicant must strive to collaborate with area services throughout all production stages, including pre- and post-production activities. The following resources aid in locating local services:

- [North Bay Film & TV Business Guide](#)
- [Ontario Creates Ontario Production Guide](#)
- [CION Crew Database](#)
- [CION Regional Resources](#)

The Economic Development Department is available to offer additional support. Please always reach out to filming@northbay.ca for guidance.

PRODUCTION REQUIREMENTS

The City of North Bay is committed to bolstering its appeal to commercial, video, and film productions. We value your contribution to advancing this sector, and kindly ask for your cooperation in the following matters:

INFORMATION & ACKNOWLEDGEMENT

- Complete confidential budget details in the [Production Information Form](#) to be used as aggregate data for economic impact figures.
- Screen credit stating: “Filmed on location in North Bay, Ontario, Canada.”
- Project debrief with Economic Development to discuss experience in North Bay.

VISUAL MATERIALS

- Share stills or clips filmed in North Bay for promotional purposes.

FEEDBACK & ENDORSEMENT

- Share cast and crew testimonials for promotional materials and website usage.
- Provide media releases and public notices related to the production.
- Permit usage of film title, production company, actors, directors, etc., for promotion of the City.

COMMUNITY CONSIDERATIONS

To ensure a harmonious relationship between production filming and our community's residents and businesses, please adhere to the following community considerations before, during, and after filming, including, but not limited to:

- No filming between 11:00 p.m. and 7:00 a.m. without notice to surrounding businesses and residents, and prior City approval. Details including lighting/equipment positioning, should be included in the notifications and highlighted on the [Filming Permit Application](#).
- Noise must comply with By-Law 2014-53 and generators must have silencing attachments.
- Lighting for filming should be oriented away from neighbouring residences.
- Plans must be provided for property, vehicles, pedestrian, and special needs access.

- Vehicles must follow speed limits and rules, exceptions by Police Officers only.
- Altering private/public property needs prior consent.
- Clean location daily and restore original state with minimal noise and disruption.
- Dispose waste responsibly and no debris to be washed into catch basins.
- **Code of Conduct for Cast and Crew (Appendix E)** to be attached to the back of film notification letters.
- Production must make all reasonable efforts to minimize disruption to residents, businesses, and institutions during prep, filming, and wrap.

DOWNTOWN CONSIDERATIONS

All filming within the **Downtown North Bay boundaries** must adhere to the following:

- Obtain consent forms for altering storefronts/buildings not used as filming locations, submitting consent forms with permit requests.
- Secure majority merchant/building owner signature consent for filming within a downtown block to be submitted with permit request. Sample notice letter to obtain sign off has been included in **Appendix C and D**.
- **Code of Conduct for Cast and Crew (Appendix E)** to be attached to the back of film notification letters.
- Provide notification letter copy to Downtown North Bay & Waterfront if filming occurs within downtown boundaries.
- Place 'Filming in Progress' signs at set extremities. (2 "A-frame" signs can be provided to productions if required).
- Specific Downtown Considerations to be included in the permit approvals for all Downtown filming locations may include but not be limited to:
 - Avoid using storefront entrances for changing/storage unless the store owner permits.
 - Clean up all production waste and décor within 24 hours after wrapping or face fines – see Environmental Clean Up and Restoration section.
 - Cover cables/wires with safety mats; remove extension cords when production is not in preparation, filming or wrapping/cleaning up.
 - Ensure pedestrian access to businesses/offices/residences during filming; allow intermittent access even during closures with limited access for a maximum of 3 minute intervals.
 - Maintain polite communication with the public passing by and through set.
 - Production and crew parking in the downtown area is not permitted.
 - Deliver notifications when businesses are open, not taped to closed doors.
 - Suggest the presence of the Assistant Location Manager for adherence to guidelines during filming in downtown areas.
 - These Downtown Considerations should be mentioned in daily safety briefings before filming commences for the day.

HEALTH AND SAFETY

The Applicant must ensure safe and professional crew operations. Sharing safety representatives' information with filming@northbay.ca is advisable. Production must comply with federal, provincial, and municipal laws, regulations, and By-Laws, including, but not limited to:

- Ontario Ministry of Labour - **Safety Guidelines for the Film & Television Industry in Ontario.**
- Ontario Ministry of Transportation Traffic Manual, especially **Book #7** for temporary roadway conditions.
- **Ontario Fire Code.** Production may be subjected to a fire safety inspection and be asked to produce a fire safety plan to the North Bay Fire Department;
- **Ontario Electrical Safety Code.**
- For public property excavation, on-site locates are required, contact **Ontario One Call** at 1-800-400-2255.
- Call 3-1-1 for water, wastewater, and stormwater checks.
- Report serious accidents and liability claims to the Economic Development Department and the **Ministry of Labour.**

ENVIRONMENTAL CLEAN UP AND RESTORATION

Production crews are accountable for cleanup and site restoration post-filming with minimal disturbances. Leaving behind filming evidence may result in fines. By-Law 2006-28 mandates returning sites to original conditions at the production's expense. Learn more about the waste and recycling options, find the waste collection schedule and get reducing tips at <https://www.northbay.ca/services-payments/garbage-recycling/>.

SUSTAINABILITY TOOLS

The following tools are available to help support sustainable film and television production in North Bay:

- **DGC Green**
- **Ontario Green Screen**
- **Sustainable Production Forum**
- **CBC Green Production Resources**
- **Creative Green Tools Canada**
- **Green Spark Group**
- **Scale**

OBTAINING A FILMING PERMIT

STEP 1: REGISTER YOUR PRODUCTION

PRODUCTION INFORMATION FORM

All Feature films, television series, commercials, music videos, documentaries, student films, and other projects as deemed necessary, are required to register by submitting a completed [Production Information Form](#) via our online tool, or download and email to: filming@northbay.ca.

INSURANCE

At its own expense, including deductibles, the Applicant must maintain insurance coverage from an Ontario-registered insurance company and provide the Certificate of Insurance to filming@northbay.ca, meeting conditions for permit issuance set by the Economic Development Department and City Solicitor.

- In all policies, **The Corporation of the City of North Bay** must be named as an additional insured and a cross-liability clause must be included.
- A comprehensive general liability policy or commercial general liability policy in the amount of not less than **\$5,000,000 (Five Million Dollars)** inclusive limit for any occurrence required
 - Note: it may be necessary to increase coverage if the exposure warrants it. This will be assessed on a case-by-case basis by the City.
- Additional insurance limits and coverages (e.g. Products and Completed Operations, Blanket Contractual, Aircraft Liability, Pyrotechnics Liability, Fire, Non-Owned Automobile Liability, Personal Injury, Tenants Legal Liability, Pollution Liability, etc.) may be required depending on other specific activities, in which case the amount will be determined by the City's Legal Department;
- Automobile third-party liability insurance in the amount of not less than **\$2,000,000 (Two Million Dollars)** inclusive limit covering all vehicles used in connection with the filmmaking activities required;
- It is the responsibility of the production company to maintain insurance coverage for contents and equipment, rentals, liability for all activities, business interruption, automotive exposures and other risks and to limits of coverage amounts usual to that of a prudent company in the filming business operating at the same capacity.
- A thirty (30) day notification by the insurer to The Corporation of the City of North Bay must be included in the event of cancellation, termination or material alteration to the policy.

WSIB CLEARANCE CERTIFICATE

Production WSIB Clearance Certificate (not the WSIB Registration), or a letter from WSIB stating that it is not needed, should be submitted to filming@northbay.ca.

SCRIPT

Submission of a script to filming@northbay.ca is required for the assessment of subject matter and identification of potential considerations or concerns pertaining to filming at specific locations within the municipality.

INITIAL LOCATIONS LIST AND SCHEDULE

Productions must provide a preliminary locations list to filming@northbay.ca. Shooting schedules/ one-liners must also be submitted when available.

CALL SHEETS

Call sheets must be emailed to filming@northbay.ca.

BUILDING PERMITS AND FILM SET CONSTRUCTION

When a production company intends to create a set within an existing building, rural landscape, residential neighborhood, or urban area, the possibility of needing a Building Permit should be considered. If it's deemed necessary, the process may entail the following steps and document requirements:

- Site inspections.
- Technical engineer stamped drawings.
- Completed [building permit application](#).

To ascertain whether a Building Permit is necessary, productions are advised to promptly contact the Economic Development Department at filming@northbay.ca or call 705.474.0400 ext. 2318 as soon as possible. It's essential to ensure compliance with our Chief Building Official's requirements before a filming permit can be issued. Your cooperation in this matter is greatly appreciated.

WATER AND WASTE DISPENSING

The City of North Bay has bulk water and sewer disposal stations both located on Patton Street. Services can be purchased by creating an account with the City and paying a deposit. To create an account, the Applicant must submit the [Portallogic Application Form](#) to filming@northbay.ca.

Note, productions must pay a \$500 security deposit for each water card. This is to ensure production's account is left in good standing and the water card is returned at the end of production use.

STEP 2: APPLY FOR A FILMING PERMIT

FILMING PERMIT APPLICATION

Process and Timelines:

Productions must submit a [Filming Permit Application](#) via the online tool, or download and email to filming@northbay.ca.

Applications must be submitted for each individual film location in North Bay regardless of whether it is a private or public property. A filming permit will expire when the filming is completed, as indicated in the times listed on the permit.

The Economic Development Department is authorized to enter the filming location at any reasonable time for the purposes of confirming compliance with these guidelines, and the filming permit, to ensure the safety and protection of the public.

Applications for filming permits will be considered on a first come, first served basis, and shall be considered in the order in which they are received.

Fourteen (14) business days are required to process filming requiring road/lane closures, SPFX that require review/approval of an Environmental Management Plan for chemical use, and locations that require legal agreements.

Seven (7) business days are required to process all other filming permits.

Applicability

All filming in the City of North Bay requires a filming permit for each location, unless the following conditions are met:

1. Studio Filming:

Filming within an appropriately zoned Production Studio, Backlot, or Production Studio & Backlot, OR

2. Small Productions:

Crew consists of 10 or less cast and crew members and involves 3 or less production vehicles, OR

3. Excluded Productions:

The production is a current affair, press conference, news cast, corporate video, street interview, or filming for personal purposes.

Exceptions

Even if the above criteria are met, filming permits are still mandatory if filming includes:

1. Nighttime Filming or Vehicle Movement:

Exterior shots or vehicle movement between 11 pm and 7 am.

2. **Special Effects, Firearms, Weapons, and Uniforms:**
Exterior use of Special effects (SPFX), firearms, weapons (real or replica), uniforms, or pyrotechnics visible to the public.
3. **Chemical Special Effects:**
Use of chemical special effects (SPFX) inside or outside.
4. **Filming or Parking on Municipal Property:**
Filming or parking on municipal property, including but not limited to, parks, streets, sidewalks, alleyways, facilities, municipal parking lots, etc.
5. **Traffic Stoppages and Road/Lane Closures:**
Intermittent traffic stoppages and/or road/lane closures on municipal property.
6. **Street Signs and Infrastructure:**
Removal and/or alteration of municipal street signs and public infrastructure.

Still Unsure?

For permit inquiries, contact filming@northbay.ca. We're here to help.

MUNICIPAL PARKS AND FACILITIES

If the Applicant wishes to film at a municipal park, picnic area, sports field, or arena they must submit the [Facility Permit Request Form, and initialed Terms and Conditions](#) to filming@northbay.ca. If the chosen location is available for filming, a rental agreement will be drafted, and fees will vary depending on the location.

PARKING

If parking more than **five (5)** production vehicles at one location production must indicate the parking on the [Filming Permit Application](#) and include a map with the location of production and crew vehicles, and the number of spaces requested.

Production Vehicle Requirements:

- Must not block fire hydrants/connections, fire routes, sprinklers, intersections (within 9 meters), bus stops, crosswalks, sidewalks, driveways, accesses/egresses/ingresses, ramps, any municipal infrastructure, parking lot entrances, accessible parking, and emergency vehicle access.
- Approval is needed for moving production vehicles between 11 pm and 7 am.
- Requests for relocating bus stops and shelters, accessible parking and loading zones can be coordinated through filming@northbay.ca at the time of application.
- Keep the filming permit on-site and display Parking Permits in vehicle windows.
- Cast and crew parking is not permitted in the downtown area, please have crew park offsite and shuttle to set.
- Fees are location-dependent and based on cost-recovery.
- Overnight filming/parking requests must be submitted as part of the filming permit application process.

- Refunds of monthly parking will be processed only after the return of the rental tag and for full months only. Partial months will not be refunded.

Winter Overnight Parking Ban

Overnight on-street parking bans are in effect from November 1 to April 15. By-Law 2014-37 prohibits the parking of vehicles:

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

Overnight municipal lot parking bans are in effect from November 1 to March 31. By-Law 2011-234, Part 7 prohibits the overnight parking of vehicles on any municipal parking lot between the hours of 12 p.m. midnight and 8 a.m. except for:

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

STREET SIGNS AND PUBLIC INFRASTRUCTURE

Productions must provide a map highlighting requested modifications to street signs (e.g., street names, traffic signs) and public infrastructure (e.g., flowerpots, garbage cans, fire hydrants, traffic signals, light changes) needed for filming through the [Filming Permit Application](#) process.

For public property excavation, on-site locates are required, contact [Ontario One Call](#) at 1-800-400-2255. Call 3-1-1 for water, wastewater, and stormwater checks.

Fees may vary and will be charged on a cost-recovery basis. Unauthorized sign alteration and removal is not permitted, and charges or fees will apply.

STREET FILMING AND TRAFFIC MANAGEMENT

Sidewalk and Street Filming

- All filming with equipment or personnel positioned on a road, sidewalk, or boulevard requires a [Street Work Permit Application](#), and traffic control map indicating the location of equipment, and traffic or pedestrian interruptions to be submitted with the [Filming Permit Application](#).

Intermittent Traffic Stoppages (ITS)

- All ITS details must be submitted on the [Filming Permit Application](#) along with a traffic control plan map, and intended traffic control method (Paid Duty Officers,

or Book 7 etc.) with a confirmation of PDO, or certification credentials for Book 7 crew.

- The City of North Bay internal departments will determine if the traffic control method is sufficient or requires changes before approval.

Road and Lane Closures

- Road or lane closures require a traffic control plan map, [Street Work Permit Application](#), [Road Closure Application](#), and intended traffic control method (Paid Duty Officers, or Book 7) with a confirmation of PDO, or certification credentials for Book 7 crew.
- The City's internal departments will determine if the traffic control method is sufficient or requires changes before approval.
- Fees vary based on closure specifics and are cost-recovery based.

Additional Requests

- Any requests for traffic signal, light, or pattern changes require an email to filming@northbay.ca
- Road closures on all Provincial Highways (HWYs 11, 17 and 63 even within North Bay's geographical limits) are subject to Ministry of Transportation approval which can be contacted at 705.497.5442 or visit: [Ministry of Transportation](#).
- Any amendments to the schedule must be communicated to filming@northbay.ca, and the North Bay Police Traffic Section at 705.497.5555 standardize formatting or visit: [North Bay Police](#) a minimum of **forty-eight (48)** hours prior to filming.

SPECIAL EFFECTS (SPFX), FIREARMS, AND PYROTECHNICS

Productions must indicate on the [Filming Permit Application](#) the intent to use firearms, explosives, pyrotechnics, hazardous materials, and prop weapons along with a map outlining proposed locations of use, and a copy of the professional credentials required to operate or perform the activities.

The following special items must also be included with the [Filming Permit Application](#):

- A completed [Blasting Permit](#) is required for explosives use.
- For chemical use, the **Chemical Substance/Product Use Request Form (Appendix B)** form and associated Environmental Management Plan for Chemicals must be submitted and accessible for all cast and crew during filming. The City may also assign an inspector for a mix test, or on-set compliance.
- All pyrotechnic special effects require the following items:
 - Copy of the pyrotechnician certificate.
 - NRCAN Display Fireworks Manual and NRCAN Pyrotechnics Special Effects Manual compliance.
 - Arranged fire inspection by the City's Fire Prevention for indoor use.
 - Paid Duty Police Officer(s) acquired for the detonation of pyrotechnic special effects and dangerous situations.

- A completed [Burning Permit](#) is required for open-air burning.

Approval for the use of substances may be weather dependent as there may be pedestrian and vehicular safety concerns on sidewalks and roadways. Once the Economic Development Department receives the completed permit application and supporting documentation listed above, the decision to allow the use of such substances will be approved on a case-by-case basis.

COMMERCIAL DRONES AND AERIAL PHOTOGRAPHY

The use of remote-controlled devices, or remotely piloted aircraft systems (RPAS), including aerial drones, requires the following documents and final approval from the North Bay Jack Garland Airport Corporation to be facilitated through the Economic Development Department.

- [Transport Canada Drone Pilot Certificate or Special Flight Operations Certificate \(SFOC\) for Remotely Piloted Aircraft System \(RPAS\).](#)
- [Nav Canada RPAS Flight Authorization](#)
- Description and flight plan for drone or RPAS flight activities.
- \$5,000,000 (Five Million Dollars) and additional Aviation Liability insurance naming the Corporation of the City of North Bay and the North Bay Jack Garland Airport Corporation as additional insured. Insurers must notify the Corporation of the City of North Bay 30 days before policy changes.
- Waiver of subrogation for the Corporation of the City of North Bay and the North Bay Jack Garland Airport Corporation.

Please note that the airspace around North Bay and surrounding communities encompasses the North Bay Jack Garland Airport, a hospital helipad, and a water aerodrome; as such you must be aware of the specific requirements for a specific location. Refer to the [Drone Site Selection Tool](#) of the National Research Council Canada to learn more about the airspace classifications and operational requirements throughout North Bay. Drone pilots must follow the rules in the *Canadian Aviation Regulations* (CARs). [Part IX – Remotely Piloted Aircraft Systems](#) contains the rules that apply to drones up to 25 kilograms. You are responsible to read these regulations in full before you fly your drone.

NOTIFICATION LETTERS AND SIGNATURES

Community Notification

The Applicant must notify affected residents and businesses within 200m of filming location, or as deemed appropriate by the Economic Development Department, three (3) business days in advance of filming. Notification must include duration, location, special effects, chemicals, road/lane closures, sidewalk usage, parking, and contact info. Chemical-related notifications must follow **Appendix A** policy.

Economic Development Department Notification

Submit notification letters to filming@northbay.ca for review and approval in advance of distribution. The production can use **Appendix C and D** sample notification letters and signature sheets. Improper notice may result in withheld permits. Once a notification letter is received, the Economic Development Department will review the letter for accuracy and advise of the need for signatures. Production representative should send records of all signatures, and objections to filming@northbay.ca.

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

The Corporation of the City of North
Bay
Environmental Services Department

Safety is...No Accident!



POLICY for:

Chemical product use by the Film & TV industry

Revision Date: February 25, 2019

Objective

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

Definitions:

Chemical substance / product: is a form of matter that has constant chemical composition and characteristic properties. These can be chemical elements, chemical compounds, ions or alloys.

Qualified Person (QP): is a person who, because of their knowledge, training and experience, is qualified to make the decision safely and properly. The required qualifications for a QP are:

- a) the person holds a license, limited license or temporary license under the *Professional Engineers Act*, or
- b) the person holds a certificate of registration under the *Professional Geoscientists Act, 2000*, and is a practicing member, temporary member or limited member of the Association of Professional Geoscientists of Ontario.

EPA: Environmental Protection Act

Owner: The Corporation of the City of North Bay

Policy

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

It is the responsibility of the production company to determine what chemical substances and/or products they will be using for their filming needs. The production company is responsible to ensure the product(s) being used are safe for the application they are using them in.

The production company shall provide confirmation that the proposed substance/approach has been reviewed and approved by a Qualified Person (QP). The Chemical Substance/Product Use Request Form (Appendix B) must be completed and submitted to the Owner's Economic Development Department along with any additional supporting information. Production company will need to provide this form along with supporting documentation ten (10) working days in advance of permitting to allow for review of the Owner's staff. A filming permit will not be released until the Owner's staff have reviewed the proposed substance and approved its use.

The QP review / approval must address impacts of the planned usage and address issues including but not limited to: solution mix, frequency of use, application method, conditions, procedures, clean-up plan, contamination mitigation plan, restricted areas where no releases are allowed (for example: no releases directly into waterways). Please note that the QP review/approval can be for the entire production and is not required to be site specific.

The Owner will not make exhaustive or continuous on-site inspections to check the quality or quantity of product use. The production company has sole responsibility in regards to product use/release.

The production company will be fully responsible for any adverse effect as defined by the EPA that may result from the release of the proposed substance.

Policy subject to changes and updates without notice.

APPENDIX B: CHEMICAL SUBSTANCE/PRODUCT USE REQUEST FORM

Production Company Name: _____

Address: _____

Contact Person: _____ Tel: _____

Email: _____

Parent Production Company Name: _____

Address: _____

Special Effects Company: _____

Address: _____

Contact Person: _____ Tel: _____

Email: _____

Permission is hereby requested to release the following chemical product/substance onto City of North Bay owned property:

Chemical Substance/Product Name: _____

The following documents **MUST** be submitted with this application a minimum of ten (10) days prior to the filming date (please check which apply):

- MSDS / SDS Sheet for specific substance/product
- Qualified Person Review and Approval
- Site map showing chemical substance use locations
- Solution mix
- Frequency of Use
- Application Method
- Environmental impact mitigation procedures
- Clean up Procedures
- QA/QC Procedures

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

filming@northbay.ca

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

APPENDIX C: SAMPLE FILM NOTIFICATION TO RESIDENTS/BUSINESSES

Place your logo and
company information here

FILMING NOTIFICATION

Dear Property Owner,

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

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

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

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

Thank you in advance for your cooperation and understanding.

For further information please contact:

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

Should you have any questions about filming in North Bay, please contact the Economic Development Department at 705.474.0400 ext. 2318 or via email at filming@northbay.ca

APPENDIX E: CODE OF CONDUCT FOR CAST AND CREW

TO THE PUBLIC

If you find this Production company is not adhering to the Code of Conduct, please call the City's Economic Development Department at 705.474.0626 ext. 2318, Monday – Friday between 8:30 a.m. and 4:30 p.m. or email: filming@northbay.ca.

Production Manager	Title of Production	Phone Number
<p>1. When filming in a residential 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: Name of the Production company and title of the Production, Production type (feature film, movie of the week, mini-series, TV pilot, etc.), Type, duration and description of activity (e.g. times, dates and number of days including prep and strike) and Company contact details:</p>		
Location Manager:	Assistant Location Manager:	
<p>2. The Code of Conduct shall be attached to every filming notification which is distributed in the neighborhood or business district.</p>		
<p>3. 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 otherwise approved and stipulated on the permit.</p>		
<p>4. Tampering, moving or towing of any vehicle is prohibited without the express permission of the owner.</p>		
<p>5. Production vehicles shall not block or park in driveways without the express permission of the driveway owner.</p>		
<p>6. Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled.</p>		
<p>7. 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.</p>		
<p>8. No alcoholic beverages or illicit drugs are permitted at any time on any set or location.</p>		
<p>9. 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, craft services, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.</p>		
<p>10. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.</p>		
<p>11. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant authority (the <i>Municipal Act</i>) or property owner.</p>		
<p>12. Film crew shall not remove City street signs. This must be done by City staff.</p>		
<p>13. 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.</p>		
<p>14. Film company employees shall wear appropriate clothing while on location (i.e. t-shirts with offensive slogans or logos are not acceptable).</p>		
<p>15. 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).</p>		
<p>16. Every member of the crew shall wear a Production pass (badge) when required by the location.</p>		
<p>17. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.</p>		
<p>18. 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 vehicle are displaced by the filming activity. Relocation vehicles by towing to accommodate filming or parking will not be permitted.</p>		
<p>19. The company will comply at all times with the provisions of the filming permit; a copy of the filming permit shall be on location at all times with the location department.</p>		
<p>20. The production company appreciates your cooperation and assistance in upholding the Code of Conduct. Failure to comply with the Code of Conduct can result in disciplinary action by the Production Company or Union, Guild or Association.</p>		