

FILMING INFORMATION  
FOR RESIDENTS & BUSINESSES



# NORTHERN BAY

ONTARIO • CANADA

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# THE LOCAL INDUSTRY

North Bay and area has become a destination of choice for the film and television industry due to our attractive incentives, stunning locations, and welcoming community.

Many productions have filmed in and around North Bay. For the past several years, our community has welcomed up to 20 projects per year, which on average, represent 230+ filming days per year, and an annual economic impact of \$30 to \$40 million.

The film and television industry provides significant benefits to the region. Productions create local jobs and inject revenue directly into our economy by utilizing local services and suppliers.

Learn more about local, downtown filming hot spots and what movies have been shot in North Bay by taking a self-guided walking tour.

Scan the QR code in the image to the right to download the app and experience the current tour.

## THE FILM PERMITTING PROCESS

Productions utilize the North Bay Film & Television Production Guidelines to review and follow the city's permitting process.

Filming permits are issued by the City and give consideration to things like parking and traffic, special effects, hours of filming, and notifications to the neighbourhood.

To inquire if a film production requires, and/or has obtained filming permits, you are welcome to reach out to the City of North Bay Economic Development Department, via the following channels:

- email: [filming@northbay.ca](mailto:filming@northbay.ca)
- phone: 705 474 0400 ext. 2318





# OPPORTUNITIES TO WORK WITH THE FILM INDUSTRY

As a resident or business owner, there are many ways to engage with the growing film and television industry in North Bay as a filming location or a product or service.

## EXAMPLES OF LOCAL IN-DEMAND FILMING LOCATIONS:

- **Residential:** Unique or period-style homes, modern designs, rural farmhouses.
- **Commercial Buildings:** Offices, storefronts, restaurants, and bars.
- **Outdoor Spaces:** Parks, wooded areas, lakes, and rural roads.
- **Heritage:** Places of worship, and unique or period style buildings.
- **Industrial Sites:** Unique buildings, warehousing, and transportation hubs.
- **Educational Facilities:** Schools, and campuses.
- **Empty Lots or Parking Lots:** Perfect for setting up base camps.
- **Studio Spaces:** For constructing custom sets, and filming controlled indoor scenes.

## EXAMPLES OF LOCAL IN-DEMAND FILMING PRODUCTS & SERVICES:

- **Cleaning Services:** Post-production cleanup for locations and sets.
- **Catering and Food Services:** Restaurants, catering companies, and food trucks to provide on-set meals.
- **Equipment Rentals:** Camera, lighting, and audio equipment rentals.
- **Wardrobe:** Tailors and stores with costumes, props, or vintage items.
- **Legal and Financial Services:** Law and accounting firms specializing in entertainment law to assist with agreements, permits, and tax credits.
- **Audio and Music Studios:** Recording studios and musicians for voiceovers, soundtracks, and sound effects.
- **Sustainable Products and Services:** Green energy solutions; generators, vehicles, waste management.



# LISTING YOUR PROPERTY AS A FILMING LOCATION

Listing your property as a filming location can enhance your visibility, connect you with industry professionals, and unlock new opportunities. Being featured in directories like the [Ontario Creates Locations Library](#) can attract more clients and grow your presence in the film sector.

Do you have a unique property? Submit the following information via email to [filming@northbay.ca](mailto:filming@northbay.ca) and we will promote your property to productions when relevant to their locations search:

- Pictures of your property
- Preferred contact information (phone # and email)
- Address if you are comfortable sharing (or general location)
- Availability time frame
- Any other considerations to be aware of regarding your property.

Ensure your contact information is kept up to date, and productions will reach out directly to explore opportunities.

## **Ontario Creates - Ontario Film Commission - Ontario Locations Library**

This province-wide locations library hosted by Ontario Creates, the Ontario Film Commission.

It is widely used by productions for location scouting and can be accessed via [OntarioCreates.ca](#), [Film Commission](#), [Ontario Locations Library](#). You are welcome to register and list your property on this website.





# CONSIDERATIONS: WORKING WITH THE FILM INDUSTRY AS A LOCATION

Working with the film industry can be exciting and rewarding, but it's important for location owners to be prepared and informed. Here's a list of things to consider:

**1. Pre-Filming Activities:** Productions may visit your site multiple times to assess suitability prior to your location being chosen. Be available or appoint someone to communicate any restrictions, and understand the nature of filming to ensure you are comfortable. If selected, expect a tech scout with 25-50 crew members to finalize logistics.

**2. Filming Schedule:** Confirm the dates, times, and duration production will need your location, incl setup, filming, and wrap.

**3. Fees and Insurance:** Negotiate fees upfront and consider requesting a customary damage deposit. Request a proof of insurance, and consult with your insurance provider.

**4. Property Modifications:** Approve any alterations to your property in advance and confirm with the City if any building permits are required. Consider requesting a location agreement and taking before photos. See [Example Location Release and Agreement](#).

**5. Crew, Equipment, and Vehicles:** Confirm the number of crew, cast, extras, vehicles, and equipment that will be on-site, and plan for parking.

**6. Electrical Requirements:** Determine if production will use their generators or your power, and how that will be arranged.

**7. Staffing and Security:** Appoint a site representative with decision-making authority. Agree on security measures and protocols (e.g., alarms, electrical panels). Discuss security concerns with production if needed.

**8. Clean-up:** Confirm who will handle site cleanup; your team or the productions.

**9. Post-Filming:** Arranging a site visit post-filming with the Location Manager will allow for a debriefing and review of any damages, issues, feedback, and relationship building.



# LISTING YOUR BUSINESS AS A FILMING RESOURCE

Listing your business as a resource for film can boost your visibility, connect you with industry professionals, and open up new opportunities. By being featured in directories like the [North Bay Filming Resource Directory](#), [Ontario Creates Production Guide](#), and [CION Regional Resources](#), you can attract more clients and grow your business in the film sector.

To list your business as a resource for the film industry, you can do so via the following channels:

## City of North Bay Filming Resource Directory

This is an external facing list that the City of North Bay shares with producers. To get started, send an email to [filming@northbay.ca](mailto:filming@northbay.ca) with the following information about your business:

- Business name
- Website link
- Logo
- Description of your business and how it services the industry
- Preferred contact information (phone # and email)

Ensure your contact information is kept up to date, and productions will reach out directly to explore opportunities.

## Ontario Creates Production Guide

This is an Ontario-wide guide to goods and services for Ontario's film industry hosted by Ontario Creates, the Ontario Film Commission. It is widely used by productions for resources for film.

This can be accessed via [OntarioCreates.ca](#), [Film Commission](#), [Production Guide](#). You are welcome to register and list your business on this website.

## CION Regional Resources

This is a Northern Ontario regional directory for businesses working with the film industry hosted by CION Cultural Industries Ontario North. This can be accessed via [Cionorth.ca](#), [Film & TV](#), [Regional Resources](#). You are welcome to register and list your business on this website.



# CONSIDERATIONS: WORKING WITH THE FILM INDUSTRY AS A BUSINESS

Partnering with the film industry can be a growth opportunity for businesses that provide goods or services. However, it's essential to be prepared and understand the unique aspects of working with productions. Here are some key considerations:

**1. Communication:** Designate a primary contact for the production team to handle requests, updates, and issues. Clear, open communication helps minimize disruptions and ensures smooth operations.

**2. Flexibility and Responsiveness:**

Film productions often operate on tight and shifting schedules. Be ready to adapt and respond to changes and urgent needs by ensuring decision-makers are available to approve adjustments or resolve issues promptly.

**3. Contracts and Fees:** Negotiate fees and payment terms upfront. Since film is a fast paced industry, be prompt with billing. A well-drafted contract should clearly outline items such as:

- Scope of work or services provided
- Delivery deadlines
- Payment terms
- Deposits
- Any specific terms and conditions requirements from the production

**4. Insurance:** Consult with your insurance provider to confirm you have the appropriate coverage for working with film productions. You may need special endorsements or additional policies depending on the nature of your product or service.

**5. Post-Filming:** Hold a follow-up meeting to discuss future collaborations and resolve any outstanding issues. This helps build long-term relationships and provides valuable feedback.





# USEFUL FILM TERMS

## Crew Members

- **Location Manager:** Oversees all aspects of the filming location, from securing permissions to managing the location during the shoot.
- **Assistant Location Manager:** Supports the Location Manager, often coordinating on-site logistics and crew activities.
- **Location Scout:** A professional responsible for identifying and evaluating potential filming locations, ensuring they meet the production's needs and requirements.
- **Production Coordinator:** Manages logistics, coordinates schedules, and serves as a communication hub between departments and the location owner.
- **Production Designer:** Responsible for the visual concept of a film, including the overall look of sets and locations.
- **Extra's or Background:** Non-speaking actors who appear in scenes to fill out the environment and create a realistic setting, such as people in a crowd or pedestrians.

## Documents

- **Location Agreement:** A contract between the production company and property owner outlining terms for using the location, including duration, fees, and responsibilities.
- **Insurance Certificate:** A document provided by the production company proving liability insurance to cover damages or accidents during filming.
- **Filming Permit:** Official authorization from local authorities to film at a specific location, ensuring compliance with regulations.
- **Non-Disclosure Agreement (NDA):** A legal agreement that restricts parties from sharing confidential information about the production.

## Pre-Production (Prep)

- **Tech Scout:** A detailed visit by key crew members to evaluate the location, plan logistics, and determine equipment placement prior to filming.

## Production Logistics

- **Basecamp:** The main organizational hub for equipment, supplies, and personnel during filming; includes crew facilities and catering.
- **Holding Area:** A designated space where extras or background actors wait until they are needed on set.
- **Call Sheet:** A daily schedule provided to the cast and crew detailing the scenes being filmed, call times, and location details.

## On-Set Terms

- **Set Dressing:** Temporary changes made to a location by adding or rearranging furniture, props, and decor to achieve the desired look.
- **Hot Set:** A set that is fully dressed and ready for filming, meaning no one should touch or rearrange anything.
- **Strike/Wrap:** The process of removing set dressing and restoring the location to its original state after filming concludes.
- **Craft Services:** offer on-set snacks, drinks, and essentials to keep the cast and crew fueled throughout the day.

# KEY CONTACTS

Below is a list of key contacts you can reach out to if you have any questions or concerns with filming in or around your property and/or business:

KEY CONTACT	CONTACT INFORMATION	WHEN TO CONTACT
<b>Location Manager and/or Assistant Location Manager</b>	Contact information can be obtained from the production team, or from a location scouting or filming notification letter	Your first point of contact for any questions or concerns
<b>City of North Bay</b>	Economic Development Officer <a href="mailto:filming@northbay.ca">filming@northbay.ca</a> 705 474 0400 ext. 2318	For any questions about filming in and around neighbourhoods, or concerns brought up with the production team, but not sufficiently addressed
<b>Downtown North Bay &amp; Waterfront</b>	Executive Director <a href="mailto:yourdowntownnorthbay@gmail.com">yourdowntownnorthbay@gmail.com</a> 705 472 8480 ext. 233	For any downtown specific questions or concerns
<b>Emergency Services</b>	Emergency: 9-1-1 General Inquiries: 705-497-5555 TTY (for the deaf/hard of hearing) 705-497-5581 <a href="#">Collision Reporting Centre</a> 705-497-1600 Media Relations 705-497-5555 ext. 7277 <a href="#">Near North Crime Stoppers</a> 800-222-8477 (TIPS)	Any and all emergency situations



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