

**Code of Conduct for Cast & Crew
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 416-338-FILM (3456); MON-FRI between 8:30AM & 4:30PM, e-mail the office at filmtoronto@toronto.ca or send a fax to 416-392-0675.

Production Manager

Title of Production

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 & base camp areas). The filming notice shall include:
 - Name of Production Company, title of production
 - Production type (feature film, movie of the week, mini-series, TV pilot, TV special, etc.)
 - Type, duration & description of activity (i.e. times, dates & number of days, including prep & strike)
 - 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. 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 & crew vehicles are not covered by the location filming permit & shall observe designated parking areas noted by location managers. This shall appear on the call sheet map. Filming only takes place between 7:00AM & 11:00PM unless residents are surveyed & a majority has given their approval (written approval where possible, name & address noted if home owner / tenant / business owner has no objection but does not wish to sign).
4. Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle.
5. Production vehicles shall not block, or park in, driveways without the express permission of the driveway owner.
6. Pedestrian traffic shall not be obstructed at any time. All cables & similar items must be channelled. Cast & crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.
7. No alcoholic beverages are permitted at any time on any set or location.
8. Cast & 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, & coffee cups used in the course of the work day shall be disposed of in the proper receptacles. All catering, crafts service, construction, strike & personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
9. Cast & crew shall observe designated smoking areas & always extinguish cigarettes in appropriate containers.
10. Removing, trimming &/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority (existing City municipal code) 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 – Toronto & East York District (South)

Mike Bosley 416-392-7505 (East of University Avenue)

Henry Chu 416-396-2877 (West of University Avenue)

District 2 – Etobicoke York District (West)

Ian Harvey 416-396-5415

District 3 – North York District (North)

Steve Ratych 416-395-7486

District 4 – Scarborough District (East)

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12. Every member of the cast & crew shall keep noise levels as low as possible at all times. Cast & 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 & 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.
18. The company will comply at all times with the provisions of the filming permit which include adherence to the City of Toronto Municipal code 459 regarding location filming & 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 & 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.