

Guidebook & Guidelines for Location Filming in the City Of Toronto

All City of Toronto
Parks, Property & Street Permits
Are Issued By The

Toronto Film & Television Office (TFTO)

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1. Introduction

1.1 Contact Us

Address

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

Telephone

416-338-FILM (3456)

Fax

416-392-0675

Web

www.toronto.ca/tfto

E-mail

filmtoronto@toronto.ca

Staff of the TFTO are knowledgeable about all aspects of filming and are available to guide you through every part of the location filming permit process.

Our one-stop customer service includes advice and contact information about neighbourhoods, community organizations, and business districts, other levels of government and individual properties.

Operating Hours

Monday-Friday: 8:30 AM - 4:30 PM

Staff

Film Commissioner

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Location filming permit application forms can be obtained and submitted at our office, in person, by fax or online at www.toronto.ca/tfto.

1.2 Welcome

Welcome remarks from the TFTO

Thank you for choosing Toronto as your location destination.

The Toronto Film & Television Office greatly values the varied location resources that Toronto has to offer to its film, television and commercial production community. We appreciate your support in treating the communities that host filming with the same respect and courtesy that you treat your own neighbourhood. For those of you who are familiar with the contents of this book, I hope that you will use this guide often as a resource. For those of you who are not familiar with the practices and policies of filming in the City of Toronto, this guide will act as an instructional manual that will assist you through every part of the location filming permitting process.

The TFTO respectfully requests that you show your appreciation by thanking the City of Toronto in your film credits.

On behalf of the staff of the TFTO, we look forward to working with you to make your production experience here a positive one.

Kindest regards,

Peter Finestone
Film Commissioner

1.3 Film Industry in Toronto

The Film Industry in Toronto

Toronto is a major production centre. Toronto's production industry supports 25,000 jobs in the City. Toronto is a cost competitive production centre that is able to provide the industry with a full scope of services and facilities from pre production to post production. Toronto also boasts a wide range of contrasting locations from historic to futuristic and from urban to natural. Combine all that Toronto's film, television and commercial production industry has to offer with the exchange rate and labour tax credits available in Ontario and producers will discover that bringing a production to Toronto is a profitable investment.

The Toronto Film & Television Office (TFTO)

The Toronto Film & Television Office was established in 1979 to provide economic development and support to the local production community, and to promote Toronto as a major production centre. The office has actively supported the development of initiatives that have become standards for the industry, including progressive location management practices and a computerized location filming permit system with on-line application capabilities. The Toronto Film & Television Office is a member of the AFCI (Association of Film Commissioners International).

Toronto City Council adopted a film related cost recovery policy in 2000. The policy recognizes the City's fiscal realities while continuing to provide support for Toronto's film industry. Departments, agencies, boards and commissions are compensated for direct costs incurred and/or established revenues lost as a result of filming. Production companies are required to pay for the use of metered spots for parking production vehicles; the production company pays the same rate per hour as would a member of the public. When filming on City property, a film company is responsible for paying out-of-pocket expenses involved with the filming event (staff overtime, security, etc).

Since its inception, the Toronto Film & Television Office has assisted thousands of productions - feature films, movies for television, mini-series, television specials, television series, television productions, commercials, non-broadcasts, documentaries, music videos, interactive video and student productions. We have a wealth of knowledge and experience. Let us know how we can assist you.

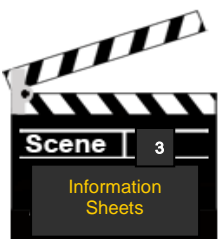
1.4 Scene by Scene (How to Obtain a Location Filming Permit)



Scene 1: Complete an on-line location filming permit application form using our secure site. You can also download a PDF version of the filming permit application form to be faxed to our office at 416-392-0675 **A minimum of 2 business days notice is required. Filming involving road or lane closures will require a site visit and more lead time.**



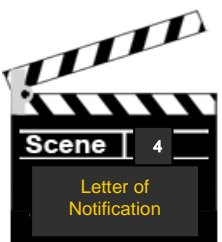
Scene 2: Have your insurance broker email a PDF file of your insurance certificate to filmtoronto@toronto.ca or fax your certificate of insurance to our office at 416-392-0675. We cannot issue a permit until the insurance certificate has been received. Students producing films as part of their school curriculum are covered under the school's insurance policy. Check with your school's risk management or the Toronto Film & Television Office.



Scene 3: You must submit a Production Information Sheet if your production is one of the following productions types:

- Feature Film
- Television Series
- Move of the Week (MOW)
- Any television special (short film, documentary or a variety show)

Music videos have their own form.



Scene 4: Prepare and submit your Letter of Notification to the Toronto Film & Television Office for review and approval before being circulated to residents/businesses where filming is proposed to take place. Please refer to the checklist of details for your Letter of Notification found on page 14



Scene 5: A permit officer will review your application and advise you of any conflicts, concerns or if further notification is required ie: Business Improvement Areas (BIA's) or neighbourhood associations. Permits are generally ready for pick up at the Film Office the day prior to filming. All permits must be signed by an employee of the film company and a TFTO staff member to be valid. Couriers may not sign for a permit on behalf of the film company.



Scene 6: Other considerations include:

- Filming guidelines
- Filming in Toronto Parks
- Toronto Police Services (TPS)

2. Filming

2.1 Filming Guidelines

Guidelines for filming on streets, parks and property under the jurisdiction of the City of Toronto

Adopted by Toronto City Council April 9, 1999.

A copy of the Municipal Code Chapter 459 – Filming - can be obtained at www.toronto.ca/legdocs/municode/1184_459.pdf

- 1. Applicability:** The following guidelines apply to all location filming which takes place in the City of Toronto, except for current affairs and newscasts.
- 2. Permit issuance:** Permits for location filming will be co-ordinated through and issued by the Toronto Film & Television Office (TFTO).
- 3. Timelines for submission of application:** The TFTO will be advised of all location filming requiring a permit, not less than two business days in advance of filming or in city parks, as agreed to between the Parks Division and the TFTO. This does not apply to previously permitted locations where rescheduling is necessary. However, if an alternate shoot date is required and it is not on the permit or is a date other than what is on the permit, a subsequent letter of notification as described in guideline four is required, but the application period is waived. Filming that includes but is not limited to road closures, multi-lane closures and special effects require at least four days notice.

4. Notification:

Community: The film company must notify affected residents, occupants and businesses, in advance of filming and as instructed by the TFTO, of the duration and location of filming, including information about planned special effects, road and lane closures, sidewalk usage without obstructing pedestrians and the time that cones will be placed on the street to restrict parking. Filming in residential areas for a period of seven consecutive days or longer will not be approved unless a majority of affected residents (as determined by the TFTO) have given their approval (written approval where possible, name and address of homeowner / tenant, business owner noted if has no objection but does not wish to sign). Filming involving the use of catastrophic special effects will not be approved unless a majority of affected residents (as determined by the TFTO) have given their approval (written approval where possible, name and address of homeowner/tenant, business owner noted if has no objection but does not wish to sign).

a) Councillors: Councillors will be notified on a daily basis after the permit is signed by the applicant. This notification will include the name of the production manager, title of the production, telephone number of the production office, the location manager and the location assistant if requested.

b) Film companies are to notify, in writing, an affected BIA in advance of filming of the duration and location of filming, including information about special effects, road and lane closures, sidewalk usage, and the time of placing any cones in the street allowance and/or as directed by the TFTO. Notification will include the name of the production manager, title of the production, and a contact telephone number.

5. **Restrictions on hours/days for filming:** Permits authorizing filming in residential areas between 11:00 p.m. and 7:00 a.m. will not be approved unless all affected residents have been notified in advance. Depending on the potential impact on the area, a majority of affected residents (as determined by the TFTO) will have to give their approval (written approval where possible, name and address of homeowner/tenant, business owner noted if has no objection but does not wish to sign) for filming to occur in these circumstances.
6. **Limitations:** Location filming in residential areas will be limited to two occasions/year for each residential block unless approval of a majority of affected residents (as determined by the TFTO) (written approval where possible, name and address of homeowner/tenant noted if has no objection but does not wish to sign) is given for additional occurrences and all notification procedures are followed to the satisfaction of the TFTO. The amount of filming in other areas may also be limited as determined by the TFTO in consultation with ward Councillor(s).
7. **Consideration to residents/occupants/businesses:** These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. specifically:
 - a) *Lighting* for filming should be oriented away from neighbouring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic. Night filming involving intensive lighting between 11:00 p.m. and 7:00 a.m. requires approval of majority of affected residents (written approval where possible, name and address of homeowner/tenant noted if has no objection but does not wish to sign).
 - b) *Noise:* The production company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.
 - c) *Generators:* All generators used on streets in residential areas or in city parks will be “blimped” generators unless otherwise approved.

- 8. Disruption to residents/occupants/businesses:** It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and city employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties. The production company is under no obligation to provide compensation for disruption unless it voluntarily agrees to do so with residents/occupants/businesses or otherwise has legal obligation to do so. Disruption of parking as a result of a film permit is not compensable unless otherwise agreed with the applicable persons. Every effort should be made to ensure that people displaying legitimate credentials such as disabled parking permits are accommodated in recognition of their personal safety.
- 9. Identification of production vehicles:** All vehicles carrying equipment involved in the production will be issued a location filming vehicle permission card which must be displayed on their dashboards and it is the responsibility of the production company to determine in advance, the number of production vehicles requiring such a permit.
- 10. Traffic:**
 - a)** No interference with pedestrian or vehicular traffic is to occur without being noted on the permit. Every opportunity is to be taken to ensure that access, either vehicular or pedestrian, is not restricted to persons with disabilities.
 - b)** Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.
 - c)** All moving vehicles must comply with regulations governing traffic in city parks / properties unless otherwise noted on the permit.
 - d)** Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions unless directed otherwise by a Pay Duty Police Officer.
- 11. Parking and/or Standing:**
 - a)** Production vehicles must not block fire hydrants or be parked in fire routes or within 9 metres of an intersecting street or impede any emergency response vehicles and must also adhere to any other requirements specified on the permit.
 - b)** In city parks, production vehicles and equipment must not block driveways or other access/egress ramps. Production vehicles must leave at least two feet clearance on either side of a driveway, ramp, or other accesses / egresses / ingresses. In all other circumstances, vehicles cannot block driveways or other access ramps without the approval of the owner.
 - c)** No production equipment / vehicles are to be within 30 metres of a subway entrance, a bus or streetcar stop, a pedestrian cross-over or a signalized intersection unless otherwise noted on the permit.

d) 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.

e) Production vehicles must not block parking lot access / egress ramps and accessible parking for persons with disabilities.

12. Traffic Stoppages: Intermittent traffic stoppages to a maximum of 3 minutes, unless stated otherwise, shall be under the supervision of a Pay Duty Police Officer. It is the production company's responsibility to arrange for the transportation division to cover, alter, remove and/or reinstall traffic or street signs as may be necessary.

13. Filming activities and relationship to Police / Fire / Ambulance:

a) Appropriate Pay Duty Police Officers are required for the detonation of pyrotechnic special effects. A blast analysis may be required and additional time is needed to arrange for this activity. Qualified Emergency Medical Services personnel (paramedics) be on site during the filming of dangerous situations such as special effects, stunts, and / or detonation of pyrotechnics, as determined by the Toronto Film and Television Office.

b) The Toronto Fire Department must be advised in advance in writing when the use of flammable liquids / materials is being planned.

c) Pay Duty Police Officers are required as determined by the TFTO for such things as permit compliance, intermittent traffic stoppages and traffic control and/or when required to direct pedestrian or vehicular traffic including those instances involving city parks / properties. A copy of the permit is to be supplied to the Pay Duty Officer on duty. All costs associated with these requirements are the expense of the applicant.

14. Clean-up: Production crews must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition, unless otherwise approved by the TFTO or other arrangements are made with an operating division of the city and noted on the permit, in which case the production company will be billed accordingly. Materials and debris are not to be washed into catch basins.

15. Conduct: It is the responsibility of the production company to ensure that their staff operate in a safe and professional manner in the course of their duties and adhere to the City of Toronto Code of Conduct for Cast and Crew.

16. Insurance: All companies filming in the City of Toronto, must present to the Commissioner of Finance, prior to permit issuance, a certificate of comprehensive general liability insurance in the amount of \$2 million per occurrence or such higher limits as the City of Toronto reasonably requires depending on the nature of filming and all such policies shall add the City of Toronto as an additional insured and shall contain a cross liability clause, a severability of interests clause and shall not call into contribution any other insurance available to the City of Toronto. In addition, such policies may not be cancelled or amended without the prior written consent of the City of Toronto via the TFTO.

- 17. Expenses:** The production company is responsible for all out-of-pocket expenses related to the use of city roads, properties, parks or equipment and shall be given an estimate of these costs prior to permitting. Once filming begins or is about to begin, if there are any changes to these arrangements, the production company is to be notified immediately. Whenever expenses are anticipated, the production company will be required to issue a purchase order number to the city to cover these costs and may also be asked to pay in advance.
- 18. Security deposit:** Where deemed necessary by the appropriate city department / agency, a certified security deposit shall be required prior to the issuance of a film permit as stipulated on the permit and this deposit shall not be returned until all invoices, charges and claims have been cleared.
- 19. Safety:**
- a)** Interior safety signs in buildings must not be covered, (e.g. fire exit signs) unless expressly agreed to by the property manager / owner.
 - b)** All production companies must adhere to the Ontario Ministry of Labour Safety Guidelines for the Film & Television Industry in Ontario, 4th Edition - January 1999, and
 - c)** The Ontario Ministry of Transportation's Ontario Traffic Manual Series (OTM). Manuals are available for purchase from the publisher, Ronen House at 1-(800)-856-2196. Information can also be obtained on their web site at <http://www.ronenhouse.com>.
- 20. Restrictions:**
- a)** There may be sensitive areas and / or properties in the City of Toronto in which filming may be restricted. Specifically, no filming of 360 University Avenue (United States Consulate).
 - b)** Filming on controlled access highways such as the Don Valley Parkway and Fred G. Gardiner Expressway requires special consideration.
 - c)** Decisions about the nature and extent of filming in or around a heritage property will be negotiated on a case-by-case basis with the appropriate municipal heritage officials.
 - d)** The TFTO reserves the right to refuse to issue a permit to a production company or individual who has failed in the past, to adhere to these guidelines or any filming guidelines of the former municipalities now forming the City of Toronto.

2.2 Certificate of Insurance

Prior to issuing a location filming permit production companies must submit a certificate of insurance to the Toronto Film & Television Office.

Why do I need insurance?

The City of Toronto requires evidence of insurance, in the form of a certificate of insurance, adding the City as additional insured from all permit applicants. This is to protect the City's interests in the event of a third party claim arising from the permit applicant's operations.

Insurance industry standard definitions are indicated in **bold** text under each requirement. They are provided to assist permit applicants in understanding the City's requirement for insurance certificates. Permit applicants should consult with their insurance advisors for further clarification and explanation.

The following requirements must appear on the certificate:

- a) **General Comprehensive Public Liability** in the amount of two million dollars (\$2,000,000.00).
An insurance policy that covers the insured against liability from a third party claim for bodily injury and or property damage which arise from the insured's business, property or operations. The City of Toronto named as an additional insured.
- b) **The City of Toronto** named as an additional insured.
100 Queen St. W., Toronto, Ontario M5H 2N2
A person or entity, other than the named insured, who is protected by the policy, most often in regard to a specific interest and with respect to the operations of the Named Insured. Your comprehensive general liability policy must add the City of Toronto as an additional insured to protect the City where your actions or operations injure a third party for which a claim may be filed against you and/or the City.
- c) **A Cross Liability / Severability of Interest Clause** which is defined as follows:
A provision in some insurance policies and applications for insurance that each insured or applicant will be treated as if separately covered under the policy. If a claim is made by one insured against another insured, this provision provides coverage for the insured against whom the claim is made in the same manner as if separate policies had been issued. However, it does not operate to increase the insurance company's overall limit of liability. Your comprehensive general liability policy must allow the City of Toronto to file a claim against you if your actions or operations injure the City of Toronto.

2.3 Travelling shot / Grid permits

Travelling shots / grid permits

Toronto Landmarks / Toronto Downtown Core

Private Property

Not Sure? Call us
416 338-FILM(3456)

Travelling grid permits are issued for scenes involving picture vehicles “travelling” on various City of Toronto streets within a specific north, south, east and west boundary (e.g. Bloor St / Lake Front / Parliament St / Bathurst St). Picture vehicles with a camera mount and/ or those mounted on a tow-rig with the director, camera man, lighting and sound crew positioned on the vehicle towing the picture car, require the supervision of Paid Duty Officers.

Unless specific arrangements have been made in advance, travelling grid permits **do not permit** filming in City parks, in residential areas between the hours of 11:00 p.m. and 7:00 a.m. or on highways or expressways.

The phraseology used by the TFTO on the location filming permit is "picture vehicle travel shot, camera on mount / on tow rig, integrated with normal traffic flow in the area bounded by “A” Street / “B” Street / “C” Street & “D” Street, under PDO supervision”.

Travelling shots / grid permits are used primarily for filming that is taking place “on the move”. Should your production require intermittent traffic stoppages (to a maximum of three minutes, also under Paid Duty Officer supervision, and exclusive of posted rush hour / clearway routes) this must be requested on your application and noted on the location filming permit.

These permits are usually issued to tourism type shows that are taking "beauty shots" of Toronto. They usually involve the show's host speaking to a camera that is hand-held or mounted on a tripod. Sometimes a member of Tourism Ontario/Toronto is with the crew. In every case the cast and crew is less than 6 in number and they have a rental vehicle which they park in legal parking spaces or in a public lot.

The location for this type of permit is usually given as “Toronto – Landmarks” or “Toronto – Downtown Core”. As with a travelling grid permit, this permit does not include permission to film in Toronto City Parks; TFTO staff must obtain approval for filming to take place in parks.

With all the above types of location filming permits filming on privately owned property must be negotiated between the production company and the owner of the property.

The general ‘rule of thumb’ is that one location filming permit is issued for each location. If you are not sure if you require a specific location filming permit or if filming can be facilitated with a travelling shot or grid permit or Toronto Landmarks permit, please feel free to contact the TFTO to discuss your shot with staff at 416 338-FILM(3456).

Scouting Permits

Location scouting permits are free of charge **for the use of Locations Department personnel only**; the TFTO must have a valid comprehensive liability insurance certificate on file for the production being scouted in order to issue a location scouting permit (insurance certificate requirements may be found on the TFTO website www.toronto.ca/tfto for download).

The location scouting permit is made up of three parts: a) a permit signed by the locations manager, locations assistant or other representative of the production company b) a Freedom of Information (FOI) copy of the signed permit and c) a red vehicle card specific to the location scouting vehicle (please provide us with plate numbers if possible). Both the FOI permit and the red vehicle card must be displayed on the dashboard of the scouting vehicle to avoid parking tickets. Retain the signed copy for your records.

The location scouting permit and red vehicle card allows vehicle(s) (whether privately owned or rented by the production company) to park **for scouting purposes only**. Use of the permit and vehicle card for reasons other than scouting for a commercial film production constitutes misuse and both permit and vehicle card will be revoked.

A maximum of two red vehicle cards for location scouting will be issued to each filming production; the red vehicle card is valid until the production's final day of shooting. Additional permits may be issued on a case-by-case basis. In the case of scouting for short-format commercial productions, the location scouting permit and red vehicle card will be issued on a month-by-month basis.

The location scouting permit allows for parking of a vehicle in time restricted no parking areas, i.e.: 8 a.m. to 6 p.m. and general no parking anytime areas that display the regulatory no parking sign.

The location scouting permit **does not provide for free parking in metered parking spots on city streets**, Toronto Parking Authority lots or on private property; parking in Accessible Permit Parking (formerly known as Disabled Person Parking) spots; or parking in signed rush hour routes, Clearways or overnight parking on residential permit-parking streets). **The Production Company is responsible to pay applicable meter fees on site.**

Vehicle(s) used for scouting purposes must follow the parking restrictions as set out in Guideline #11) *Parking and/or Standing* of the "Guidelines for filming on streets under the jurisdiction of the City of Toronto" and as set out in the table of traffic prohibitions on page 32 of The Toronto Film & Television Filming Guidebook (available on the TFTO website www.toronto.ca/tfto for download).

Should a scouting vehicle be issued a parking ticket, please submit a copy of your location scouting permit and a scanned copy of the ticket by email (filmtoronto@toronto.ca), fax (416-392-0675), or in person to our office and we will try to rectify the situation. If no resolution can be made you will be responsible for parking ticket fee

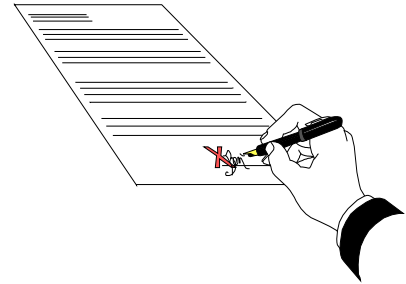
2.4 Letters of Notification

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and describe what the location filming activity entails.

Note:

Location filming permits cover parking for production vehicles only, not crew vehicles.

Letters of notification must be forwarded to the Toronto Film & Television Office for review and approval before the letter is delivered by film company personnel to the neighbourhood(s) where filming is proposed to take place. TFTO staff will review letters to ensure that variances to the guidelines are clearly stated.



Letters must be received by the resident in advance of filming to provide area residents and businesses a chance to respond if they want to. Please fax letters to TFTO staff at 416-392-0675.

Please use the following checklist to ensure that your letter includes all relevant details:

- Letter is on film company letterhead.
- Film company, title and type of production are identified.
- Name and telephone number of production manager and location manager are provided.
- Telephone number of the Toronto Film & Television Office 416 338-FILM(3456) is provided. Please DO NOT refer to individual staff of the TFTO.
- Duration of filming is given (one day, two consecutive days, recurring location for [] number of days over [] number of months).
- Date(s) and time of day that production vehicles will arrive at the location, as well as wrap time and day have been included.
- Street dressing, gunfire or special effects have been detailed.
- Proposed parking locations of production unit, including street name, side of street and parameters are clearly stated.
- Specifics regarding proposed alternate parking arrangements for permit parkers have been included. It is up to the film company to find alternative parking arrangements suitable to the residents.
- If applicable, the letter should identify that the film company is requesting an exemption to a particular guideline. For example, if a residential city block has been used twice in one calendar year, the letter should state that the film company is requesting an exemption to guideline number six "limitations" and that the film company will canvass the neighbourhood for signed / verbal permission to obtain a variance.
- A copy of the guidelines for filming and code of conduct for cast and crew is attached.

Include the following in your letter:

To obtain further information regarding the guidelines for filming contact the Toronto Film & Television Office at 416 338-FILM(3456).

2.5 Sample Letter for Signatures

Production Company Name
Address, Phone number

Date: _____

I have received and read the notification letter dated _____.
Please sign below if you have no objection to the above named production company receiving an exemption to guideline number _____.

Name: _____ Signature: _____
please print

Address: _____

- No Objection Vacant House No Answer
 Signature Refused/No Objection Signature Refused Objection: reason _____

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone # 416 338-FILM(3456).

.....

Date: _____

I have received and read the notification letter dated _____.
Please sign below if you have no objection to the above named production company receiving an exemption to guideline number _____.

Name: _____ Signature: _____
please print

Address: _____

- No Objection Vacant House No Answer
 Signature Refused/No Objection Signature Refused Objection: reason _____

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone # 416 338-FILM(3456).

.....

Date: _____

I have received and read the notification letter dated _____.
Please sign below if you have no objection to the above named production company receiving an exemption to guideline number _____.

Name: _____ Signature: _____
please print

Address: _____

- No Objection Vacant House No Answer
 Signature Refused/No Objection Signature Refused Objection: reason _____

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone # 416 338-FILM(3456).

2.6 Code of Conduct for Cast and Crew

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 & Television Office.
Call:
416 338-FILM(3456).

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act, 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone 416 338-FILM(3456) .

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); Monday to Friday between 8:30 a.m. and 4:30 p.m. or e-mail the office at filmtoronto@toronto.ca or send a fax to 416-392-0675.

_____ of _____
Production Manager *Title of Production*

at _____ *telephone 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 and base camp areas). The filming notice shall include:
 - name of production company, title of production
 - production type (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 has 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 shall not be obstructed at any time. All cables and similar items must be channelled.
6. 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.

7. No alcoholic beverages are 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. Cast and crew shall 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 municipal code) or property owner.
11. Film crew shall not remove city street signs. This must be done by City Transportation Services staff.
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.
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 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.

2.7 Traffic Prohibitions

Production vehicles must be parked on City of Toronto streets in compliance with the following Traffic Prohibitions	
Object	No Stopping, No Standing, No Parking ¹ Within:
Bridge / Underpass	No Stopping, No Standing, No Parking
Bus Stop ²	18.5 metres prior to Bus Stop - in direction of travel 30.5 metres beyond Bus Stop - in opposite direction of travel
TTC Streetcar Stop ³	15 metres prior to Streetcar Stop – in direction of travel
Road width 16.5 metres or less	36.5 metres beyond Streetcar Stop – in opposite direction of travel
Road width 16.5 metres or more	24.5 metres beyond Streetcar Stop – in opposite direction of travel
Corner	9 metres - if not signed 15 metres - if signed
Pedestrian Cross Walk	18.5 metres prior to Cross Walk - in direction of travel 30.5 metres beyond Cross Walk - in opposite direction of travel
Dead End	9 metres - if not posted metres - if posted
Fire Hall ⁴	7.5 metres from entrance – same side of street 30.5 metres - opposite side of street (to permit turning radius)
Fire Hydrant	3 metres
Ramp	0.6 metres
Railway Tracks (Not TTC)	15 metres
Safety Zone (TTC Island)	15 metres
Traffic Lights	15 metres - with a Paid Duty Officer in intersection 30.5 metres - without Paid Duty Officer in intersection
Tee-Type Intersection	Minimum 9 metres or as signed

¹ Unless otherwise currently signed/posted to the contrary by City of Toronto Works & Emergency Services

² TTC / Go Transit may approve exceptions or may elect to relocate Bus Stop at the expense of Production

³ TTC may approve exceptions or may elect to relocate Streetcar Stop at the expense of Production

⁴ Fire Department may approve exceptions

2.8 Production Vehicle Parking

These conditions were agreed upon in consultation with the Film, TV & Commercial production industry

1. Absolutely no crew or cast vehicles shall be parked within the permitted area.
2. Long format productions shall be limited to 25 (red) vehicle permits per production unit. e.g. main and / or 2nd unit
3. Short format productions shall be limited to 12 (red) vehicle permits per production.
4. Usable road allowance will be left to the discretion of TFTO staff in consultation with Works & Emergency Services (WES) staff and the Toronto Police Service (TPS).
5. No vehicles or trailers with a 'pop out' or 'slider' shall be permitted to extend these devices into traffic, or in the direction of the skip / delineation line.
6. Sliders may be extended toward the sidewalk, provided that the vehicle remains entirely in the curb lane and does not park beyond the skip / delineation line. Further, that the 'slider' does not occupy, obstruct or unreasonably interfere with pedestrian traffic. Should 'sliders' be used, they must leave a minimum of 5 feet or 1.5 metre of unobstructed sidewalk space and may at no time occupy or obstruct greater than half of the available sidewalk.
7. Additional location filming vehicle permits (red cards) are on occasion required due to special needs of a production. Where additional permit cards are deemed to be required the film company should make the request in writing, including the rationale, to the assigned Film Permit Officer.



2.9 Determining the Costs for Filming/Calculating Parking Meter Fees

In order to remain competitive, City Council decided at the December, 2004 meeting on a new city initiative of a fixed exchange rate at 78¢ on all fees and charges assessed to the industry, by City of Toronto departments and ABC's. Council implement this policy to support the film industry and the fixed dollar rate applies to any service that a production company might incur when their filming involves the use of City of Toronto equipment or staff are required. For instance, should a production film in City Hall (which is a City-owned property) overnight, and require a City of Toronto security officer, electrician and housekeeping staff, time will be charged to the production company at their normal rate of time and a half and the department involved will then invoice the production company showing the actual costs and show the charges at the pegged rate. The production company will pay the pegged rate. This pegged rate applies only to City charges

You may be considering filming that involves the use of City of Toronto-owned property or requires support from City services. Examples of typical uses include:

- Parking film vehicles on the street at metered parking spaces
- Filming in a City park
- Filming in a City building (civic centre, recreation centre, City-owned historic buildings)
- Filming involving City streets, sidewalks and traffic signals

Toronto City Council adopted a film-related cost recovery policy in 2000. The policy recognizes the City's fiscal realities while continuing to encourage and support Toronto's film industry. Departments, agencies, boards and commissions are compensated for direct costs incurred and/or established revenues lost as a result of filming. If City staff are needed to carry out specific tasks (e.g. security, electricians, labourers etc.) staff time is calculated at hourly wage rates plus an allowance for benefits. If overtime is involved, the wage rate is calculated at time and a half plus benefits. No charges will be included for general administration or overhead - the work associated with administering services is part of the City's commitment and service to the film industry. Costs vary based on the type of facility being used, the areas of the City where you may be filming (e.g. parking rates vary across the City), and the type of staff necessary to support your needs. You should always contact the Toronto Film and Television Office first and they will work with the appropriate department or agency to develop an accurate cost estimate for you.

Use of Parking Meter Spaces

Production companies are required to pay for the use of all metered spaces used for parking production vehicles; the production company pays the same rate per hour as would a member of the public. An example is shown below that will help you determine the costs:

Parking Example:

If you required 12 parking spots from 7:00 a.m. to 11:00 p.m. the charge is:

7 a.m. – 9 a.m.: no charge
9 a.m. – 6 p.m.: \$1.50 per hour X 9 hours X 12 spots = \$162.00
6 p.m. – 9 p.m.: \$1.00 per hour X 3 hours X 12 spots = \$36.00
9 p.m. – 11 p.m.: no charge
Total cost: \$198.00

Parking rates in off-street parking lots operated by the Toronto Parking Authority vary across the City.

2.10 Helicopter Filming

Arrangements must be made for helicopter filming involving landings, take-offs and/or flying at altitudes less than 1,000 feet in the City of Toronto.

Transport Canada requires two weeks notice prior to filming.

1. The helicopter company must take out insurance. The following requirements must appear on the certificate:
 - a) General comprehensive public liability in the amount of ten million (\$10,000,000.00)
 - b) The City of Toronto and the film company named as additional insured
 - c) A cross liability / severability of interest clause.
2. The helicopter company conducting the flight is responsible for making the necessary arrangements with Transport Canada for flights in accordance with the altitudes and distances required by the Canadian Aviation Regulations (CARs).
3. Transport Canada will conduct a site inspection of the film location and advise the Toronto Film & Television Office of its suitability.
4. The Toronto Film & Television Office will advise Transport Canada and the helicopter company by letter that the City of Toronto has no objection to the low altitude flight.
5. Transport Canada charges the air carrier a \$325.00 fee for application submission as outlined in the Civil Aviation Regulatory Fees, Air Operations Schedule VIII for Commercial Air Services. The fee is charged when the application is submitted whether authorization is granted or denied. The air carrier charges this fee back to the production company.

Transport Canada

Transport Canada
Air Carrier Section, Rotorcraft Division
4900 Yonge Street, Suite 300
Willowdale, Ontario M2N 6A5

Phone 416-952-0011
Fax 416-952-0050

Contacts

Wayne Martin (acting)
Richard Pearce
Oskar Binder
Rick Kirkwood
Del Duchin

Phone 905-477-8613
Phone 905-477-4834
Phone 905-477-0371
Phone 905-477-0263
Phone 905-477-5920

www.tc.gc.ca/CivilAviation/RegServ/affairs/cars/menu.htm

2.11 Unmanned Air Vehicles

Transport Canada requests a minimum of 20 days notice prior to filming using unmanned air vehicles

Contact

Transport Canada approves the use of unmanned air vehicles (UAVs) for filming purposes through the issuance of a special flight operations certificate.

The UAV operator makes application to Transport Canada – Special Flight Operations to obtain the certificate. Transport Canada requests a minimum of twenty (20) working days notice prior to the date of the proposed flight.

Laird Gillespie	Telephone	416-952-0217
	Email	gillesl@tc.gc.ca
Lindsay Cadenhead	Telephone	416-952-0216

For more information on the process of applying for a special flight operations certificate please visit the Transport Canada website at

www.tc.gc.ca/civilaviation/general/recavi/instructions/unmanned/men_u.htm

Once the film company informs the Toronto Film & Television Office that a UAV will be used in a film shoot, our office will arrange a site meeting between Transport Canada, Toronto police and fire services, Toronto hydro and street lighting to discuss details of the proposed flight.

The film company must notify area residents and businesses in its letter of notification that filming will involve use of a UAV.

2.12 On Location Filming (What You Need to Know)

This is a general guideline for location managers to provide as a handout to property owners / property managers.

The following are points to note and ask about when a production company requests permission to film on-location at your property.

- Filming dates** What are the actual shooting days with cast and crew?
- Dress dates** Are additional dates required to prepare the location for the shoot in advance of the filming dates?
- Clean dates** Are additional dates required to wrap and cleanup and restore the location to its original condition after shooting has completed?
- Personnel** How many film production personnel will be involved?
Crew – actual shoot crew
Cast – actors
Extras – background performers
- Vehicles** How many vehicles will require parking? How many production trucks? How many crew and extra vehicles?
*note location filming permits do not provide parking for crew/extras
- Set Dressing** What modifications or changes to the site will be required?
Will any restoration be needed?
- Insurance** Ask for your site to be named as the additional insured on the production companies insurance policy. A cross liability clause should be included. Ask for a copy of the certificate prior to commencement of filming.
- Fees** Ask for the fee to be paid in advance. A damage deposit (by certified cheque, to be held – not cashed) should be issued to the location and held until all film related activity is completed. Once a satisfactory inspection by the location contact and location manager is done, the certified cheque is then returned to the production company.
- Staffing** Have a representative of your site “on set” or available during filming, preparation and strike. The cost of this person can be charged back to the production company. Your site representative should be knowledgeable about your site (i.e. alarms, sprinkler systems, electrical panels, etc.).
- Security** Is security required “on set”?
- Lunch** Will you be asked to supply a space for lunch? (usually production company caters in lunch but will require space to seat crew/cast/extras).
- Electrical** Will the production company be using your power or their own? (usually the production company provides it’s own generators but if using your electricity, you should factor in cost recovery).

What the production company requires:

Special effects Will there be any special effects done on your site? (fire, smoke, gunfire).

Communication To avoid confusion, it is very important to maintain good lines of communication between the site representative and the location department.

Prior to actually choosing the location, two or three site visits with minimum personnel:

Producer

Director

Production Designer and/or Art Director

Location Manager

Assistant Director

Once your site is chosen, a technical survey will take place (usually 20-25 people in attendance).

Location fees will need to be agreed upon.

Managerial / security costs will need to be outlined.

Rules and regulations pertaining to your site need to be communicated to the Production Company.

Designated site representative(s) need to be identified.

2.13 Safety Guidelines

Safety work practice guidelines for the Ontario film and television industry

Contact

Section 21 Film and Television Health and Safety Committee

The Joint Health and Safety Committee has completed a set of safety work procedures and guidelines that has been accepted by the Ministry of Labour as being reasonable precautions to be taken to protect the health and safety of workers in the Film and Television Industry. All production companies should obtain a copy of this booklet for reference prior to the commencement of production.

Copies can be obtained from the following sources:

Don Brown
Ontario Ministry of Labour
Industrial Health and Safety Program
400 University Avenue, 7th Floor
Toronto, Ontario M7A 1T7
Telephone 416-326-7906
Fax 416-326-7761

Toronto Film & Television Office
Toronto City Hall, Rotunda North
Toronto, Ontario
M5H 2N2
Telephone 416 338-FILM(3456)
Fax 416-392-0675

Section 21 Film and Television Health and Safety Committee
www.filmsafety.ca

3. City Services

3.1 Filming in Toronto Parks

Fax your location filming permit application to 416-392-0675 or submit an on-line application at www.toronto.ca/tfto

Grounding

*.pdf files showing park map information can be found on the film safety web page at www.filmsafety.ca click on bulletin then choose grounding electrode locations in city parks.

The Electrical Safety Authority publishes a useful document entitled "Film, television, live performance and live event electrical guidelines". It is also available on the safety bulletin site. If you do not have access to the internet a copy can be obtained from the TFTO.

When making a request to film at a Toronto Park please provide staff of the Toronto Film & Television office with the following information to arrange for permission.

- Submit your application within a minimum of 2 business days prior to the date of filming for small format; 3 days for large format.
- A site meeting may be required based on the requirements of the scene to be shot.
- Provide a brief description of what the scene involves.
- Indicate date of filming (it is suggested that you also choose a rain date).
- Indicate where exactly in the Park you will be filming.
- State all equipment you will be bringing into the park.
- Provide the total number of cast and crew.
- Provide the total number of production vehicles involved and parking location.
- Indicate the start time (include prep) and wrap time.
- Provide any other relevant details (i.e. SPFX, picture vehicles, etc.).

No staking or digging is permitted in any park at any time unless prior stake-out clearance has been obtained from the appropriate utilities and parks staff.

Grounding in parks is never permitted unless facilities exist for this purpose and permission has been granted by the parks supervisor and it appears on your location filming permit.

Grounding facilities exist in the following city of Toronto parks:

Bay Adelaide Park	Pantry Park
Beaches Park	Riverdale Park West
Berczy Park	Rosedale Park
Budapest Park	St James Park
Cherry Beach	Sir Casimir Gzowski east & west
Christie Pits	Sunnyside Park
Clarke Beach	Toronto Harbour Commissioners Park (west)
Cloud Gardens	Trinity Bellwoods Park
David Crombie Park	Whitney Park
High Park	Woodbine Beach Park
Moss Park	

Please ask the TFTO for a copy of IATSE's City of Toronto parks department permanent generator grounding sites directory.

3.2 Emergency Medical Services (EMS)

Service Representatives

Toronto EMS is the sole ambulance provider within the City of Toronto boundaries licensed under the Ambulance Act of Ontario to transport patients in an emergency situation. (License #491). Requests for Paid Duty medical coverage should be made through our EMS Community Liaison Officers (Media & Communications Unit).

Service Representatives (EMS Liaison Officer)

John Ardern	416 397-0781	Pager 416 245-5544 ID# 416 390-4070
Jim McCullough	416 397-0780	Pager 416 245-5544 ID# 416 390-4097

Rates are as of January, 2010.



Primary Care Paramedic (PCP) unit **\$191.00 hr**

This includes two Level I Paramedics and one fully equipped, ready to treat and transport ambulance.



Advanced Care Paramedics (ACP) unit **\$209.00 hr**

This includes a Level 2 and a Level 3 Paramedic crew with a fully equipped, ready to treat and transport ambulance.



Mountain Bike Paramedic **\$108.00 hr**

This includes a single Level 1, 2 or 3 Paramedic and a fully equipped Mountain bike ready to treat on scene. (see Toronto EMS Mountain Bike Program)



EMS Operations Supervisor **\$140.00 hr**

Mandatory with events requiring three or more Paramedic units.

Emergency Medical Dispatcher **\$95.00 hr**

Required for events involving numerous EMS resources

General Information

Other Specialized Resources

Gator Ambulance Crew (cart-style ambulance) **\$214.00 hr**

Emergency Support Units (ambulance bus or support truck) **\$214.00 hr**

Marine Paramedic (works on a Toronto Police Marine Unit boat) **\$108.00 hr**

Dedicated coverage will be provided to your event. In the event that we transport a patient from your Toronto location, we will provide a back-fill crew at no charge. This service may also be possible for locations outside Toronto. Pricing is subject to change without notice; please call for a current quote. We will provide quotes and assist you in choosing the right EMS medical coverage for your special needs. No additional charges will apply on evenings, weekends, or holidays. **A minimum 24 hours notice is requested for all bookings. We reserve the right to decline or not guarantee service on bookings accepted under that minimum.** A \$75.00 surcharge will apply to all bookings with less than 24 hours notice, or those placed after normal business hours of 8:00 a.m. to 4:00 p.m. All services have a 4 hour minimum and a 2 hour preparation and travel time charge. All charges apply to the nearest half-hour. Cancellations made with less than 12 hours notice are subject to a 4-hour service charge. We are required to charge 5% GST on all services. The City of Toronto will invoice all charges and cheques are payable to "Treasurer, City of Toronto".

3.3 Toronto Police Services (TPS)

Address and phone number

Central Paid Duty Office
75 Eglinton Avenue West
Telephone 416-808-7880
Fax 416-808-5042
Central Paid Duty Office hours 0600 to 2400 Monday to Friday
0700 to 2300 Saturday/Sunday

Conditions of Permit

Film crews will ensure that they comply with any and all conditions stated on the location filming permit.

Film companies will not unnecessarily impede the normal movement of motor vehicles and/or pedestrian traffic.

Unless authorized under a location filming permit, traffic flow will not be held up for a period longer than three (3) minutes to complete a filming sequence. Traffic must completely clear before the next stoppage is allowed.

Unless a lane closure is specified on the permit under PDO supervision, film crews, will not park, stop or stand vehicles in rush hour routes, no standing or no stopping zones. Production vehicles will never park in wheelchair / handicapped / tow away zones; within 9 metres of intersections; 30 metres of signalized intersections and 3 metres of fire hydrants. The location filming permit does not apply to crew vehicle parking.

Relocating vehicles by towing to accommodate filming or parking is not permitted.

Signatures

All location filming permits must be signed by two parties in order to be valid; an official of the City of Toronto Film & Television Office and an employee of the film company.

An employee of the film company must come in to the Toronto Film & Television Office to sign the permit. Staff of the Toronto Film and Television Office will provide the original copy of the permit to the film company, retain a copy on file and fax a copy to the Toronto Police Service.

The location filming permit will be accompanied by a specific predetermined number of red location filming vehicle cards. A copy of the "red vehicle card" and the FOI version of the location filming permit must be placed in the window of each production vehicle for the duration of the shoot. To obtain red location filming vehicle cards the location manager may be requested to submit a typed list of their vehicle requirements to the TFTO.

The issued location filming vehicle card "red card" must be clearly displayed on all vehicles along with the FOI version of the location filming permit.

Use of firearms and SPFX

It is the responsibility of the film company to ensure that any time firearms, explosive devices or flammable liquids are used or any potentially dangerous stunts are attempted that Traffic Services is consulted to ensure public safety.

Permits for carrying and use of prop firearms must be obtained. Inquiries regarding firearms permits may be made to the:

Toronto Police Services Firearms Registration Unit

Toronto Police Service Firearms Registration Unit,
799 Islington Avenue
416-808-3786.

Paid Duty Officers (PDO)

It is requested that only one person from the locations department be authorized to order/request PDOs from the Central Paid Duty Office, in order to prevent duplication and associated costs.

Rates

Rates are subject to change annually. To determine the current rate call the Central Paid Duty Office at 416-808-7880.

Cancelling Pay Duty Officers

Unless permission has first been granted by the Deputy Chief of Field Operations, film company representatives will not be permitted to:

1. Accompany Police Officers on patrol.
2. Film in police buildings.
3. Borrow or use police uniforms or equipment.
4. Include police officers in a film production.

Requests for all Paid Duty Officers are made by calling the Central Paid Duty Office at 416-808-5048. The TFTO determines the number of officers to be assigned (in consultation with TPS) according to the need for traffic control and public safety. If special effects are involved it may be necessary to assign an officer from the Emergency Task Force - Explosives Disposal Unit.

TPS has advised, due to operational requirements, motorcycles are no longer available for use by paid duty officers. If a Paid Duty Officer is required from the Emergency Task Force, Explosives Disposal Section 24 hours notice is required. Failing to provide sufficient notice may result in the non-availability of Paid Duty Officers.

Paid Duty Officers are hired on an hourly basis, with a three (3) hour minimum; i.e. even if required for only one hour, the minimum of three (3) hours pay will be paid.

Rates as of January, 2009

Police Constable	\$60.00 per hour with a 3 hr minimum = \$180.00 (all classifications ie. ETF, Marine Unit)
Police Sergeant	\$68.00 per hour with a 3 hr minimum = \$204.00 If four (4) or more police constables are hired, a Sergeant will also be required.
Staff Sergeant	\$75.00 per hour with a 3 hr minimum = \$225.00 If a total of ten to 14 (10-14) police constables are hired, a Police Sergeant and a Staff Sergeant will also be required.
Staff Sergeant	\$77.00 per hour with a 3 hr minimum = \$231.00 If a total of fifteen (15) or more police constables are hired, a Police Sergeant and a Staff Sergeant will also be required and the Staff Sergeant will be paid at \$75.00 per hour rate.

If any equipment is used on a paid duty (i.e. cars, boats, horse, bicycle) the film company will be billed by the Toronto Police Service at the end of the month. Please refer to the OMDC Ontario Production Guide for the current rates.

The Paid Duty Officer's unit or division must be notified of cancellation twelve (12) hours prior to the scheduled paid duty starting time. The film company will be required to pay the officer(s) involved the minimum payment of three (3) hours if there is insufficient notification, i.e. less than twelve (12) hours.

3.4 Pay Duty Guidelines for Police Explosive Technicians (ETF)

Location personnel may make arrangements for ETF pay duty officers by going directly to the ETF to file a pay duty request or fax a request to the Toronto Police Service Film Liaison at fax number 416-808-5052.

For further information or to obtain a Pay Duty Request form call Toronto Police Services at 416-808-7880.

Only officers who are qualified police explosives technicians shall do film industry pay duties involving the supervision of explosives or the use of firearms.

In certain circumstances, rather than requiring a bomb technician, officers commonly known as P.E.T.A.'s (Police Explosive Technician Assistant) might attend certain film sites where benzyl peroxide is not being used. P.E.T.A.'s are officers who have not been fully trained as bomb technicians however are trained in proving firearms safe and using small squib devices. Under no circumstances shall a P.E.T.A. do a pay duty involving the use of high explosives including detonation "det" cord.

It is the responsibility of the Production Company to indicate at the time they make a pay duty request for ETF personnel what type of equipment is being used.

Rates are standard for all pay duty officers.

When arriving on set, it is the responsibility of the pay duty officer to ensure a valid permit has been issued and the production is operating within the permit parameters.

When arriving on set it is the responsibility of the pay duty officer to ensure that all pyrotechnicians have the appropriate licensing for the effect(s) to be performed.

If a pyrotechnic plan has been submitted it is the responsibility of the pay duty officer to ensure that the plan is adhered to.

The pay duty officer must ensure that all explosives on set are properly stored and appropriate safety measures are used.

All set up and rigging of SPFX must be thoroughly checked by the pay duty officer. Any safety concerns must be brought to the attention of the SPFX pyrotechnician. Appropriate safety equipment and safe distances must be maintained during rigging of the effect. Use of portable radios near electric initiation devices must be closely monitored and prevented if it becomes a safety issue.

If a safety issue arises and the SPFX pyrotechnician refuses to address your concerns he/she should be cautioned regarding the repercussions of both criminal and civil liability. Further your concerns should be brought to the attention of the 1st A.D. and the on set safety officer or union rep.

The pay duty officer must be satisfied that the gun handler has all the appropriate permits and licences for any weapons he/she brings on set. All firearms and ammunition must be checked by the pay duty officer before being used on set. Improper use of weapons on set must be addressed immediately by the pay duty officer.

When a firearm is being used, cast and crew must use all necessary protective equipment.

Prior to gunfire or explosions going off, the police radio room must be notified. In the case of an explosion Toronto Fire Services must also be notified.

The pay duty officer must ensure that adequate safety equipment and/or personnel are on set to handle any emergency situation arising from the use of firearms, explosives or pyrotechnics on set.

If an accident occurs on set the pay duty officer shall ensure that prompt medical attention is provided.

If there is personal injury or property damage resulting from the use of firearms, pyrotechnics or explosives the scene should be treated as a crime scene. The on-call explosive technician must be notified and will attend if the circumstances dictate. For all serious injury or fatality the O.I.C. (Officer in Charge) of the explosive section must be notified.

If criminal charges are warranted the divisional C.I.B. (Criminal Investigation Branch) should be contacted and requested to attend the scene.

A full TPS 649 (Toronto Police Services) must be completed in addition to any other reports outlining the details of the occurrence and submitted to the Unit Commander ETF. An Incident report must be submitted and the appropriate agencies notified for any on set accident.

It is strongly recommended that when on set Pay Duty Officers are readily recognisable as a police officer.

If there is a problem with the ETF attending or not attending the set, then the location manager should deal directly with ETF.

3.5 Parking Tickets



Parking tickets issued to film company vehicles where there is a valid Location Film Vehicle Permit, should be submitted to the TFTO for review and action.

Parking infractions can only be withdrawn by the City of Toronto if there is an obvious error on the face of the ticket such as a problem with the date, location, type of offence, or licence plate number.

If it is confirmed that such tickets have been issued in error they will be considered for cancellation. However, if it is the opinion of the City representative reviewing the ticket(s) that the ticket was properly issued, the film company will be required to pay the ticket(s) or pursue the matter through the courts.

To ensure that you do not receive a parking ticket make sure that your location filming vehicle permit (red card) and FOI location filming permit are both clearly on display on the driver's side dashboard of each production vehicle.

If your vehicle has properly displayed the Red Location Film Vehicle Permit and FOI location film permit on the dash, and a ticket has been issued in contravention of your permission, bring a copy of the ticket immediately to the TFTO. Staff will review, and if found to be in error, submit a request for revocation to the Parking Tags Operation. The film company will be notified if their request for revocation has been approved.

General Inquiries

When a ticket is determined to be valid a payment must be made or a court date set accordingly to the process outlined on the back of the ticket. For further information please contact the Toronto Parking Tag Operations at 416 397-TAGS (8247) or visit their website at: <http://www.toronto.ca/pay-toronto-tickets/parkingtickets/index.htm>

Please retain the original parking ticket for your records.

3.6 Toronto Parking Authority (TPA)

The Toronto Parking Authority is a public corporation owned by the City of Toronto. It provides safe, attractive, conveniently located and competitively priced off and on-street public parking.

The Council of the City of Toronto appoints a seven-member board of Directors whose job it is to set the policies of the Parking Authority and oversees its operation. The City's senior transportation member is a non-voting member of the Board. The Authority also manages, on behalf of the Toronto Transit Commission, 12,500 spaces at their park and ride facilities and parking areas on behalf of the City's Parks and Recreation Department serving the waterfront parks during the summer season. The Toronto Parking Authority is the largest municipal parking operator in North America.

Keep in mind that when you park entirely on private property or in paid parking lots, this reduces the amount of available parking in the surrounding area for residents and customers.

Green P Parking Lots

For a list of Green "P" parking lots in the City of Toronto, please visit the Toronto Parking Authority website:
www.greenp.com

For any enquiries regarding Green "P" parking lots please contact:

Contact

Tyrone Banavage,
On Street Co-ordinator
Toronto Parking Authority
416-393-7397
Email tbanava@toronto.ca

3.7 Removal of Parking Meters

The Toronto Parking Authority operates approximately 17,500 metered parking spaces on City of Toronto Streets. The spaces are in the core commercial areas and in the city's retail strips. Paid on-street parking is metered by one of two devices:

- Pay and display machines, or
- Single space meters.

There may be situations when a scene calls for a pay and display or parking meter to be temporarily removed, decorated or covered.

Fee

The fee for temporary removal and replacement is \$1,500.00 + GST and is payable by cash or certified cheque to The Toronto Parking Authority. Payment may be made at the Toronto Film Television Office for forwarding to the Toronto Parking Authority.

To obtain approval and make the necessary arrangements, the location manager must contact:

Contact

Tyrone Banavage,
On Street Co-ordinator
Toronto Parking Authority
416-393-7397
Email tbanava@toronto.ca

Please also state this request on your location filming permit application.

3.8 Idling Control Bylaw

Idling and Air Quality

Contaminants from vehicle exhaust are major contributors to deteriorating air quality in Toronto. Recent studies by Health Canada and other agencies link a number of contaminants from vehicle emissions to significant respiratory health effects. Reducing these contaminants in Toronto's air by restricting unnecessary idling is part of a comprehensive air quality strategy for the City. The goal of this strategy is to improve air quality and respiratory health.

What is the purpose of the by-law?

The by-law is intended to reduce unnecessary idling in the City. It limits idling to no more than three minutes in a given 60 minute period. The by-law allows transit vehicles to idle when picking up or discharging passengers and also allows limited idling when transit vehicles are waiting for passengers. As well, the by-law provides for idling during extreme outdoor temperatures to ensure heating or cooling inside a vehicle.

How will the by-law be enforced?

The City's intention is to achieve compliance with the by-law through voluntary measures. If these measures are not successful, the by-law provides for a fine of up to a maximum of \$5,000 for infractions of the by-law. For further information about issuing a complaint, by-law compliance or by-law enforcement, you may contact:

Inquiries

Permit Parking
City Hall
100 Queen Street West
Main Floor, West Tower
Toronto, Ontario M5H 2N2
Telephone 416-392-7873
Fax 416-392-1911
Email pparking@toronto.ca



3.9 Street Signs

Removal/replacement /covering and marking of street signs and pavement for filming purposes.

Rates

Contacts

When it is necessary for street signs or traffic signs to be removed, replaced or covered or for signs and pavement to be marked, the work must be done by City of Toronto Works and Emergency Services (WES) personnel.



An hourly rate will be charged and a field investigation by WES personnel may be required.

Below are the Signs & Markings Unit Supervisors and service area/contact numbers for each of the four districts within the City of Toronto:

DISTRICT 1 - Toronto & East York District (SOUTH)

Patrick McKenzie (East of University Avenue)
416-392-7505 direct
416-392-0789 main office
pmckenzi@toronto.ca

Jerry Artymyshyn (West of University Avenue)
416-392-7077 direct
416-392-0789 main office
jartymys@toronto.ca

DISTRICT 2 - Etobicoke York District (WEST)

Ian Harvey
416-394-8396 direct
416-394-8423 main office
iharvey@toronto.ca

DISTRICT 3 - North York District (NORTH)

Steve Ratych
416-395-7486 direct
416-395-7496 main office
SRATYCH@toronto.ca

DISTRICT 4 - Scarborough District (EAST)

Roy Collings
416-395-7428 direct
416-395-7496 main office
rcollin@toronto.ca

3.10 Streetlights

If approval is granted for your request Toronto Hydro will take the necessary steps to complete your request.

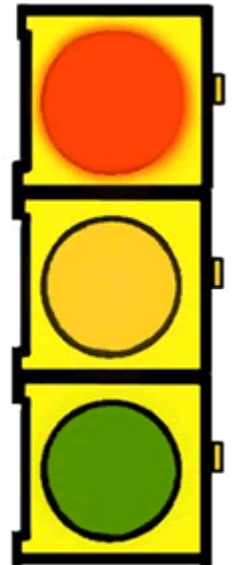
Contact

If streetlights need to be controlled, please make a list of the hydro pole numbers. These numbers can be found on a yellow metal plate located approximately 20 feet from the ground on each pole. If you cannot locate the pole numbers, make sure to get accurate addresses and any landmarks that will help with the identification of which lights will be affected. The bagging of streetlights can only be done if approval has been given by Toronto Hydro Street Lighting.

To make requests, contact:

Toronto Hydro Street Lighting
Telephone 416-542-3195
www.theenergyservices.com/streetlighting

Please also state this request on your location filming permit application.



3.11 Trees

Urban Forestry By-Laws regulate the injury and destruction of trees on both City and privately owned lands.

City owned trees

Tree by-law (city trees)

Privately owned trees Tree by-law (private trees)

If you do not have online access and would like a copy of a tree by-law please call the TFTO at 416 338-FILM(3456).

The City of Toronto Urban Forestry Services maintains all City owned trees including trees that grow on city road allowances and in parks.

An online version of the tree by-law can be viewed at:

www.toronto.ca/trees/city_trees.htm



While the majority of Toronto's trees grow on private property, they are an important part of the urban forest that is nurtured and protected by Urban Forestry Services. In some cases, trees on private property are protected and regulated under the provisions of municipal by-laws.

Effective September 30, 2004, Toronto City Council enacted a city-wide by-law to protect trees situated on private property. This by-law is known as City of Toronto municipal code, chapter 813, article III, 'Tree Protection' and is commonly referred to as the city's "private tree by-law". This by-law regulates injury or removal of privately owned trees which measure 30 cm in diameter or more as measured at 1.4 m above ground level.

An online version of the private tree by-law can be viewed at:

www.toronto.ca/trees/private_trees.htm

3.12 Toronto Water Facilities

Toronto Water Filming Policy and Procedures

Contacts

No filming will be allowed inside any of the facility buildings belonging to the Water and Wastewater Division of the City of Toronto.

First contact is the TFTO
Telephone - 416 338-FILM(3456)

Roxanne Krause
Senior Security Officer, Corporate Security
Telephone 416-396-5324
Fax 416-396-2865

Policy and Guidelines

The following steps should be taken in relation to any film/television shoot on the exterior or grounds of any of the facilities belonging to the Water and Wastewater Division:

1. When a request is received for filming at a Water and Wastewater facility, the Toronto Film Television Office will forward a copy of this request to a designated contact in the City's Corporate Security Unit. The City's Water or Wastewater facilities require at least ten business days notice in advance of the proposed filming. It is noted that it may not be feasible in all cases to prepare the Health and Safety/Risk Management Plans now required for filming at Water and Wastewater Treatment facilities in as little as ten days, therefore this time may be reduced to less than ten days. Once received, the Corporate Security Representative will schedule a meeting at the requested filming location. At this meeting there will be a representative(s) present from the Corporate Security Unit, Water and Wastewater Division, Toronto Film Television Office staff, and the requesting Film Company. The representative from the Film Company will outline the area that they are requesting for the film shoot and all activities in relation to this film shoot. In turn, the representatives from Corporate Security, Toronto Film & Television Office staff, and the Water and Wastewater Division will outline all of their concerns that will need to be addressed by the Film Company, and Health and Safety and Risk Management Plans will be discussed and verbally agreed to by all parties. The representatives from the City of Toronto will also outline what staff from the Water and Wastewater Division, Corporate Security Unit, and others as may be determined, should be present during the actual filming and determine the estimated charge-back amounts.
2. The Film Company will confirm the understanding reached at the site meeting by preparing and submitting written Health and Safety, and Risk Management Plans to the Corporate Security Unit. The Corporate Security Unit and Water and Wastewater Division will both sign off on the document if they are satisfied with the contents, or will send it back identifying where additions or changes are required. The Film Company will present a list of all their staff that will be on site for the film shoot. Based on the list of staff provided to Corporate Security by the Film Company, self-expiring identification badges will be issued by Corporate Security for every person on the list. This identification badge must be worn at all times while on the property. The cost for these badges will be charged back to the Film Company. Criminal background checks will not be required for any exterior locations.

3. If the film crew is not in compliance with all aspects of the film permit, Health and Safety Plan, and Risk Management Plan, or should an unforeseen emergency situation develop, the film permit will be revoked and filming will be terminated immediately. Any representative from the City's Corporate Security or Water and Wastewater Division and/or Toronto Film and Television Office has the right to exercise this option.
4. All filming at Water and Wastewater facilities in the City of Toronto must be given special considerations. All filming must be negotiated on a case-by-case basis with the appropriate representatives from the Water and Wastewater Division and Corporate Security Unit.

3.13 Boring

South District Contact

Requests to bore holes on the City right-of-way for South District should be directed to:

Right-of-Way Management Section, Construction Activities
416-392-7877.

All details and drawings need to be submitted by the film company.

Other District Contact

For other districts please contact the TFTO at 416 338-FILM(3456).

3.14 Bicycle Racks

Bicycle Rack / Ring Removal and Replacement



One of the most visible symbols of the City's support for cycling is the post-and-ring bicycle stand. Beginning as a small program in 1984 with the first 25 installations, the program has expanded to meet the growing demand for bicycle parking. To date 6,800 post-and-ring stands have been installed on city sidewalks and that number is growing everyday, largely in response to requests from cyclists and businesses.

Contact

For temporary removal of bicycle racks or rings please contact:

Dave McKay
Road Operations Superintendent
Transportation Services
Telephone 416 392-5554
Fax 416 397-0904

Rates

The cost for removal of bicycle racks or rings on city streets is \$150.00 per ring and post or per rack which includes removal and re-installation. If just the ring needs to be removed and the post left in place the cost is \$50.00 per ring. Sufficient notice and payment in advance is required for this work.

4. Forms

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and *Municipal Act, 2001*. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone 416 338-FILM(3456).

4.1 Location Filming Permit Application

4.2 Location Filming Grid Permit Application

4.3 Production Information Sheet

The following documentation is required by the TFTO *prior* to any location filming permit being issued:

- ☆ cast list
- ☆ crew list
- ☆ shooting schedule
- ☆ insurance (see section 2.2 of guide)

☆ electronic copies are acceptable and can be emailed to filmtoronto@toronto.ca or fax a completed copy of this form to (416) 392-0675.

Budgets are reported on a cumulative basis. Production managers and accountants provide this figure to us on total money spent in Toronto basis including post production. TV series report a total per cycle expenditure or an average episodic expenditure including post production. This is an accepted practice by both Canadian and U.S. production companies and film commissions worldwide.

4.4 Music Video Sheet

Budgets are reported on a cumulative basis. Production managers and accountants provide this figure to us on total money spent in Toronto basis including post production. TV series report a total per cycle expenditure or an average episodic expenditure including post production. This is an accepted practice by both Canadian and U.S. production companies and film commissions worldwide.

4.5 Fax Cover Sheet for SPFX / Pyrotechnics / Firearms & Gunfire / Squibs

4.6 SPFX Squibs Only / Letter of Intent

This form must be filled out by Pyrotechnician when squibs for bullet hits only are used on film sets in the City of Toronto.

4.7 SPFX Firearms and Blank Gunfire/Letter of Intent Form

This form must be filled out by the gun handler when Firearms and blank gunfire is used on film sets in the City of Toronto.

4.8 SPFX Pyrotechnics / Letter of Intent Form

This form must be filled out by the Pyrotechnician when using SPFX explosives / pyrotechnics on film sets in the City of Toronto.

4.9 Fire Hydrant Tracking Form

This form must be filled out by the Generator Operator for each hydrant and given to the Location Manager or Assistant Location Manager when grounding to a hydrant for film shoots in the City of Toronto.

4.10 Production List Registry Request Form

4.2 Location Filming Grid Permit Application

Toronto City Hall
100 Queen Street West
Main Floor, North Rotunda
Toronto, ON M5H 2N2
P. 416-338-FILM (3456)
F. 416-392-0675

SEND COMPLETED APPLICATION :

BY FAX : 416-392-0675

BY E-MAIL : filmtoronto@toronto.ca

DATE OF APPLICATION :

(OFFICE USE) PERMIT # :

Film Company :	Company Phone :
Address :	Company Fax :
Project Title (Song Title if Music Video):	Production Type : <input type="checkbox"/> Feature <input type="checkbox"/> Commercial <input type="checkbox"/> TV Series <input type="checkbox"/> TV Movie <input type="checkbox"/> Miniseries <input type="checkbox"/> Music Video <input type="checkbox"/> Student <input type="checkbox"/> Other (describe): _____ <input type="checkbox"/> TV Special (TV Pilot / New Media / Short Drama / Short Film / TV Pilot / Documentary)
Episode # if a TV Series :	# of Production Vehicles :
Location Manager :	Location Manager Cell :

Film Location : <input type="checkbox"/> GRID Permit Application Filming in the area bounded by:	From	Date & Time	To
To the N: _____ To the S: _____			
To the E: _____ To the W: _____			
Involving _____ production vehicle(s) &/or _____ picture vehicle(s)			

Staging Area :	From	Date & Time	To

Special Instructions: Provide a brief description of scene. Attach sketch when necessary. Check all items below which will apply to your film shoot.
<input type="checkbox"/> Residents / businesses to be notified (Please attach your letter of notification)
<input type="checkbox"/> Camera / dolly track / equip on N / S / E / W side of sidewalk and/or curb lane _____
<input type="checkbox"/> Picture vehicle (_____) pull up / pull away / pass-by shots on _____ street(s) under PDO supervision
<input type="checkbox"/> Travelling shot with normal traffic flow on _____ <input type="checkbox"/> Camera in car <input type="checkbox"/> Involving tow rig
<input type="checkbox"/> Intermittent traffic stoppages on _____ under PDO supervision
<input type="checkbox"/> SPFX (Please complete the SPFX fax cover page & appropriate SPFX form. See section 4.4 of TFTO Guidebook.
<input type="checkbox"/> All delivery / business / pedestrian / traffic / TTC / and emergency vehicle accesses to be maintained
<input type="checkbox"/> Number of cast & crew (if filming in a City of Toronto park) _____
<input type="checkbox"/> Professor contact info (if student production) _____

The personal information on this form is collected under the authority of the City of Toronto Act 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film & Television Office, Rotunda North, Toronto City Hall, Toronto ON M5H 2N2, 416-338-FILM (3456)

4.3 Production Information Sheet

The following documentation is required by the TFTO prior to any location filming permit being issued:

- ★ cast list
- ★ crew list
- ★ shooting schedule
- ★ insurance

★ email this form to filmtoronto@toronto.ca or fax a completed copy to (416) 392-0675

Budgets are reported on a cumulative basis. Production managers and accountants provide this figure to us on total money spent in Toronto basis including post production. TV series report a total per cycle expenditure or an average episodic expenditure including post production. This is an accepted practice by both Canadian and U.S. production companies and film commissions worldwide.

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and *Municipal Act, 2001*. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone 416 338-FILM(3456)

Project Title: _____

☆ Feature for <input type="checkbox"/> Cable <input type="checkbox"/> Theatrical release <input type="checkbox"/> Short <input type="checkbox"/> Direct to video	☆ Movie for Television _____ Network	☆ TV Series Cycle _____ _____ Network Episode #'s this cycle: _____ <input type="checkbox"/> 1/2 Hr <input type="checkbox"/> 1 Hr episodes
Distributor: _____ Network	☆ TV Special includes drama / variety / docu-drama / TV pilots / documentaries / interactive videos	☆ Other (please state): _____

Production Company: _____

Address: _____

Producer(s): _____

Director: _____

Production Manager: _____

Location Manager: _____

Assistant Location Manager: _____

Production Office: Phone no: () _____ - _____ Fax no: () _____ - _____

Start Date dd/mth/yy: -

Pre-production: ____/____/____ Camera: ____/____/____ Wrap: ____/____/____

Union(s):

Budget Information: Please indicate whether Cdn or US funds

Total Budget: \$ _____ Cdn / US **Spent in Toronto:** \$ _____ Cdn / US

Post Production Spent in Toronto: \$ _____

TV Series: \$ _____ Cdn / US per episode x _____ episodes

Budget Information provided by: _____
 (Name/Title)

Number of Cast & Crew _____

Filming location		# shooting days
How many days are you filming in studio? Name of Studio?		
Are you filming outside of Toronto? Where?		

Please indicate Country of origin of your production: Cdn US Cdn / US Co-Venture
 Have you received Canadian content status? Y N

Co-Production between Canada and _____

Other: (please state): _____

Toronto playing as (specify City): _____

Principal Cast: _____

4.4 Music Video Sheet

The following information must be provided to the TFTO *prior* to any location filming permits being issued for your production.

Please email your completed form to filmtoronto@toronto.ca or fax to 416-392-0675
Thank you.

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone 416 338-FILM(3456)

Song Title: _____

Artist: _____

Album: _____

Production Company: _____

Address: _____

Record Company: _____

Producer(s): _____

Director: _____

Location Manager: _____

Start Date dd/mth/yy: _____

Pre-production: ___/___/___ Camera: ___/___/___ Wrap: ___/___/___

Budget Information:

Please indicate whether Cdn or US funds

Total Budget: \$ _____ Cdn / US

Spent Here: \$ _____ Cdn / US

Budget information completed by: _____
(Name/Title)

Production Office:

Phone No: () _____ - _____ Fax No: () _____ - _____

Please indicate Country of origin of your production:

Cdn US CDN/US Co-Venture

Co-Production between Canada and _____

Other: (please state): _____

4.5 Fax Cover Sheet for SPFX / Pyrotechnics / Firearms & Gunfire / Squibs

DATE: _____

FROM: Name: _____ Telephone: _____

Project Title: _____ Fax: _____

Location of SPFX: _____ Cell: _____

PYROTECHNICS: FAX TO TFTO, FIRE AND ETF SQUIBS ONLY , FIREARMS & GUNFIRE ONLY : FAX TO TFTO, ETF ONLY

Date of SPFX: _____ Time of SPFX: _____ am pm

TO:

TORONTO FIRE SERVICES FAX: 416-338-9527

- Captain Tim Dobney
tdobney@toronto.ca
416-338-9513 Approved _____

Conditions: _____

- ETF – Emergency Task Force FAX: 416-808-3802
Attn: EDU office TEL: 416-808-3800
 Approved By: P.C. / Sgt. _____ Badge # _____

Conditions: _____

Has central paid duty office been notified and requested? Yes No

Tel: 416-808-7880 Fax: 416-808-5042

- TORONTO FILM OFFICE FAX: 416-392-0675
(Please select the Film Officer working on project)

- | | | |
|---|--|--------------|
| <input type="checkbox"/> Margaret Boland | mboland@toronto.ca | 416-392-0612 |
| <input type="checkbox"/> Roselind Chyrski | rchyrsk@toronto.ca | 416-392-1314 |
| <input type="checkbox"/> Sandra Graham | sgraham1@toronto.ca | 416-392-1331 |
| <input type="checkbox"/> Sandi Koitsis | skoitsi@toronto.ca | 416 392-1312 |
| <input type="checkbox"/> Anna Marcopoulos | amarcop@toronto.ca | 416 392-1315 |

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone #416 338-FILM(3456).

4.6 SPFX Squibs Only / Letter of Intent

This form must be filled out by Pyrotechnician when squibs for bullet hits only are used on film sets in the City of Toronto.

Please fax to TFTO & ETF only:

☛ Toronto Film & Television Office
Fax: 416-392-0675

☛ ETF Fax: 416-808-3802

If any large format work is requested, application should be submitted 72 hours before filming is to begin.

Sufficient lead time is essential.

Applications submitted without sufficient lead time may be denied without recourse.

All Paid Duty requests must be processed through the Central Paid Duty Office at 416 808-7880

Date of application:	
Production Information	
Project title:	Production office phone no:
Production company:	
FX location rep:	On site contact phone no:
FX supervisor: _____ Phone: _____	
Pyrotechnician certificate #: _____	
Class: _____	
Will squibs be used with anything else (e.g. Black Powder)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, <u>do not use this form.</u> Use the pyrotechnics form & submit to Fire & TFTA	
If no, continue with this form.	
Squibs Only	
Film location: _____	
Date(s) of filming: _____	
Projected set-up date: _____	
Projected initiation times: _____	
Planned number of resets: _____	
Bullet hits (positioned on a person): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Form completed by: _____ Pyrotechnician	
On behalf of: _____ Production Company	

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone #416 338-FILM(3456)

4.7 SPFX Firearms and Blank Gunfire/Letter of Intent Form

This form must be filled out by the gun handler when Firearms and blank gunfire is used on film sets in the City of Toronto.

Please fax this form, to:

☛ Toronto Film & Television Office Fax: 416-392-0675

☛ ETF Fax: 416-808-3802

You may also be requested to fax a site plan and MSDS sheet(s). ETF will advise you.

If any large format work is requested, application should be submitted 72 hours before filming is to begin.

Sufficient lead time is essential.

Applications submitted without sufficient lead time may be denied without recourse

Date of application:	
Production Information	
Project title:	Production office phone no:
Production company:	
FX location rep:	On site contact phone no:
FX supervisor: _____ Phone: _____	
PAL (Possession Acquisition Licence) #: _____	
<p>Note: A Special Authority to Posses Licence must be in effect (attachment to business licence) for motion picture, theatrical production when handling replica guns with actors, stunt people or designated wardrobe person(s).</p>	
Will any scene(s) filmed involve use of replica guns with actors, stunt people or designated wardrobe person(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your Special Authority to Possess Licence in effect? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Firearms and Blank Gunfire	
Film location: _____	
Synopsis: _____ _____ _____	
Date(s) of filming: _____	
Projected set-up date: _____	
Projected initiation times: _____	
Number of rounds: _____ Planned number of resets: _____	
What is being fired at: <input type="checkbox"/> vehicle <input type="checkbox"/> prop <input type="checkbox"/> person	
<input type="checkbox"/> other: _____	

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone # 416 338-FILM(3456).

Demonstration
of the effect
for gunfire
may be
required prior
to a permit
being issued

All Paid Duty
requests must
be processed
through the
Central
Paid Duty
Office at,
416-808-7880

Will an air capsule gun be used: (e.g. Sweeney gun) <input type="checkbox"/> Yes <input type="checkbox"/> No
Air capsule gun rounds containing: _____
The decision on the need for ETF supervision when an air capsule gun is used will be determined on a case-by-case basis by ETF.
<i>Safety measures</i>
Please state place and method of firearms storage on site: _____ _____ _____
↳ Prop replica firearms MUST be secured in the same way as actual firearms.
Letter of intent attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Please note: A site plan MAY be requested by ETF If requested, your site plan must be submitted on 8 x 11 bond paper detailing the description of the effect including safe distances between all personnel, objects and the effect. Symbols must be used to identify street furniture, trees, buildings etc. Using an HB pencil and pressing firmly rather than using a pen when creating your drawing may ensure that the fax copy is legible and will expedite your request. If your drawing is illegible it will be returned without approvals for resubmission.
Form completed by _____ Gun Handler
on behalf of _____ Production Company

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone # 416 338-FILM(3456).

4.8 SPFX Pyrotechnics / Letter of Intent Form

This form must be filled out by the Pyrotechnician when using SPFX explosives / pyrotechnics on film sets in the City of Toronto.

Please fax this form, your site plan and MSDS sheet(s) to:

☛Toronto Film & Television Office
Fax:
416-392-0675

☛Toronto Fire Service Fax:
416-338-9527

☛ ETF Fax:
416-808-3802

If any large format pyro work is requested, application should be submitted 72 hours before filming is to begin.

Sufficient lead time is essential.

Applications submitted without sufficient lead time may be denied without recourse.

Date of application: _____	
Production Information	
Project title: _____	Production office phone no: _____
Production company: _____	
FX location rep: _____	On site contact phone no: _____
FX supervisor: _____ Phone: _____	
Pyrotechnician certificate number: _____	
Class: _____	Det Cord inclusions: Yes <input type="checkbox"/> No <input type="checkbox"/>
Pyrotechnics	
Film location: _____	
Date(s) of filming: _____	
Projected pyro set-up date: _____	
Projected pyro initiation times: _____	
Planned number of resets: _____	
Materials used, including quantities: 	
<p>Your site plan must be submitted with your application on 8 x 11 bond paper detailing the description of the effect including safe distances between all personnel, objects and the effect. Symbols must be used to identify street furniture, trees, buildings etc.</p> <p>Using an HB pencil and pressing firmly rather than using a pen when creating your drawing may ensure that the fax copy is legible and will expedite your request. If your drawing is illegible it will be returned without approvals for resubmission.</p>	

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, and Municipal Act 2001. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone #416 338-FILM(3456) .

Blast pressure
analysis or
demonstration of
the effect for
SPFX/
pyrotechnics or
gunfire may be
required prior to a
permit being
issued

All Paid Duty
requests must be
processed
through the
Central
Paid Duty Office
at,
416-808-7880

Place and method of pyrotechnic storage on site:
Do you intend to have the fire protection equipment disconnected for this effect? <input type="checkbox"/> Yes <input type="checkbox"/> No * Must be approved by Toronto Fire Service Safety measures to be taken: Number of extinguishers: _____ type(s): _____ Size: _____ Number of trained staff trained to use extinguishers on set: _____ Have you hired a private fire safety service? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state company name and telephone number _____
Pyro effects plan or letter of intent attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Squibs: If squibs are to be used please use the Squibs Only form and fax to the TFTO & ETF only. Will squibs be used with anything else (e.g. Black Powder)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, this pyrotechnic form must be submitted to Fire, ETF & the TFTO. Please state product squibs will be used with and method of use: _____ _____
Form completed by _____ Pyrotechnician on behalf of _____ Production Company

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4.9 Fire Hydrant Tracking Form

This form must be filled out by the Generator Operator for each hydrant and given to the Location Manager or Assistant Location Manager when grounding to a hydrant for film shoots in the City of Toronto.

Location Managers / Assistant Location Managers: Please fax the completed form to the Toronto Film & Television Office Fax: 416-392-0675 prior to your wrap date.

This form is required to track for possible repairs resulting from grounding.

Date: _____	
Production Information	
Project title: _____	Production office phone no: _____
Production company: _____	
Set cell phone no: _____	
Generator Operator: _____	
Details	
Film location: _____	
Hydrant location: _____	

Please provide a municipal street address that the hydrant is in front of or other details such as Name of street; side of street; street parameters.	
Date(s) of filming: _____	
Please note any visible pre-existing damage to hydrant: (optional: send photo to filmtoronto@toronto.ca)	
Form submitted by _____ Name / Location Manager or Assistant Location Manager	
on behalf of _____ Production Company	

4.10 Production List Registry Request Form

Please provide your information on this form then email to filmtoronto@toronto.ca or fax it to: 416-392-0675.

Once the Toronto Film & Television Office receives your completed form, your information will be added to our registry and you will begin to receive the TFTO production list on a regular basis.

Production lists are updated bi-monthly.

If records indicate that transmissions to your fax number or e-mail account fail on 3 separate attempts, your information will be removed from the registry and you will be required to submit a new form to begin receiving updates once again.

To be removed from the automated list, send an e-mail to filmtoronto@toronto.ca or fax a request to 416-392-0675

Date:
Name / Title:
Company:
Address:
Telephone number:
Fax Number:
I would prefer to receive updates via: <input type="checkbox"/> Fax this service is not recommended if you do not have a dedicated fax line <input type="checkbox"/> E-mail
E-mail address:
<i>We are interested in knowing why individuals enjoy receiving our production list on a regular basis. Please provide a brief description below.</i>
<i>How did you hear about the Toronto Film & Television Office?</i>