

x.xx Hydrant Access & Permit Policy

Effective June 1, 2009

the City of Toronto will have a new process for issuing hydrant permits which will require having hydrant equipment approved by the City of Toronto.

Effects companies and personnel should obtain the most current by-law documents by contacting the City of Toronto Film & Television Office.

Visit the Toronto Film & Television Office website at www.toronto.ca/tfto or contact staff at 416-338-FILM (3456).

Each special effect professional and the various special effects companies working in Toronto are required to have all key and back flow equipment inspected by the City of Toronto. Any person or company using this equipment must have it inspected and approved before being able to participate in the program.

The City of Toronto will issue a meter to be attached to the equipment and an approval/registration number. Backflow requirements changed effective January 1, 2008. All effects companies and staff should inform themselves of these changes. Further amendments will be made over the next few years that effects personnel should make themselves aware.

For further information please visit the City of Toronto weblink : http://www.toronto.ca/water/protecting_quality/backflow_prevention/index.htm

Procedure: The meter must be taken in to the District Operations Office annually for a reading. The meter will be read and billing will go to the owner of the equipment. The rate charged will be the same rate that is charged to all businesses are charged. At the time of annual meter reading, the equipment will be inspected and approved for the following year. **Meter pick up/readings and equipment inspections will take place at 545 Commissioners Street, District Operations Office, 1st floor (north-west side of building). The contact person is Shelly Costa 416-397-4944.**

On-set effects staff and/or companies will be responsible to read the meter on a per use basis and bill back to the production company using a purchase order (PO) process (or a predetermined method that has been mutually agreed upon). In this way, no effects company or individual will ever be required to pay cash. In essence, effects personnel are banking funds and will have them available to pay the City bill on an annual basis.

1. When a show begins prep, the effects company or individual must inform the locations department of the equipment registration number and inspection expiry.
2. When a hydrant is required, effects and locations crew members will determine the appropriate hydrant(s) required and advise staff of the TFTO.
3. The location manager must also advise the TFTO staff of the registration number of the water meter reader.
4. The hydrants in use and the water meter reader registration number will be noted on the final copy of the signed location filming permit.

Last minute changes of actual hydrant locations or schedule changes requiring hydrants quickly can be accommodated by advising the Toronto Film & Television Office staff who will note it on the location filming permit and will advise Water Division staff.

Communication is key for this process to work. The City must know of hydrant use in advance to ensure the integrity of the City's hydrants and water supply. This system has been set up to simplify the process and remove the travel time associated with picking up permits from several different water permit offices