

Municipality of East Ferris

Report to Council

Report No.: COMM-2026-06

Date: February 24, 2026

Originator: Connor Montgomery, Economic Development Officer

Subject: Filming Handbook Update

RECOMMENDATION

That the Council for the Municipality of East Ferris direct staff to draft a By-Law implementing to formalize filming regulations in East Ferris, based on the Filming Handbook, attached as Appendix One to this report.

BACKGROUND

The film, television, music, and video production industry has been an important economic and social sector driver for the Nipissing Region in recent years, including activity in East Ferris. In recent years, municipal staff among the regional municipalities have met and discussed a standardization process for filming activities throughout the region. The filming handbook is intended to provide guidelines and to establish consistent expectations and practices for production crews working in the region. The result of the meetings was the development of a *Filming Handbook* (Appendix One). Since 2019, East Ferris municipal staff have revised the *Filming Handbook* to better fulfil its original objectives.

In 2022, the Municipality of East Ferris updated its Economic Development Strategy. In the updated version, various goals are set that are to be implemented over five years. One such goal, under the heading “Development”, is to “connect with the City of North Bay and other partners actively engaged within the film sector to identify opportunities for regional collaboration. Ensure commercial property owners, entrepreneurs and residents are aware of opportunities to service the film industry.”

Early in 2025, two meetings for economic development officers were convened to review the industry trends as well as to coordinate and update municipal standards to the industry best practice. Participants included representatives from East Ferris, North Bay, Nipissing First Nation, Callander, Powassan, Papineau-Cameron, Mattawa, Chisholm, West Nipissing, Bonfield and Calvin.

The local film industry sees dozens of projects and millions of dollars spent locally every year and a standardized regulatory process for the industry would benefit all municipalities by making it easier for film crews to seamlessly work between regional municipalities.

While there is a clear economic benefit to creating a welcoming environment for the film industry in the broader region, municipalities must also have the ability to enforce these standardized regulations. In order to provide adequate enforcement avenues, it is necessary for municipal councils to pass a by-law giving staff, namely the municipal By-Law Enforcement Officer, the authority to inspect film sites and enforce the requirements of the *Filming Handbook*. Staff recommend that a by-law be drafted to formalize these policies.

OPTIONS

Option 1

That the Council for the Municipality of East Ferris direct staff to draft a by-law to formalize filming regulations in East Ferris, based on the Filming Handbook, attached as Appendix One to this report.

Option 2

That the Council for the Municipality of East Ferris *does not* direct staff to implement formal filming regulations and no further review be taken at this time.

FINANCIAL IMPLICATIONS

There are no financial implications at the present time.

RECOMMENDATION

It is recommended that the Council for the Municipality of East Ferris direct staff to draft a by-law to formalize filming regulations in East Ferris, based on the Filming Handbook, attached as Appendix One to this report.

Respectfully Submitted,



Connor Montgomery
Economic Development Officer

I concur with this report,
and recommendation



Greg Kirton, RPP, MCIP
Director of Community Services



Jason Trottier, HBBA, MPA, CPA, CMA
CAO/Treasurer



Municipality of East Ferris Filming Handbook

A step-by-step guide to filming in the
rural and small urban areas of the
Nipissing District.

Contents

<u>WELCOME</u>	1
<u>1.0. The Film Industry in Rural and Small Urban Areas of Nipissing and East Parry Sound Districts</u>	1
<u>1.1. Community Profile</u>	1
<u>FILM POLICY</u>	1
<u>2.0. Policy Statement</u>	1
<u>2.1. Purpose</u>	2
<u>2.2. Applicability</u>	2
<u>2.3. Municipal Support</u>	2
<u>2.4. Key Contact</u>	3
<u>FILM PERMITS</u>	3
<u>3.0. Application Process</u>	3
<u>FILM PERMIT DETAILS & CONDITIONS</u>	4
<u>4.0. Notification</u>	4
<u>4.1. Quality of Place: Consideration to Citizens, Conduct, & Clean Up</u>	4
<u>4.2. Right-of-Way: Closures and Interruptions</u>	5
<u>4.3. Street Signs, Public Infrastructure, and Fixtures</u>	6
<u>4.4. Parking</u>	6
<u>4.5. Special Effects</u>	6
<u>4.6. Environmental Consideration Using Chemicals</u>	7
<u>4.7. Municipally Owned & Operated Property & Facilities</u>	7
<u>4.8. Restrictions</u>	8
<u>4.9. Safety</u>	8
<u>4.10. Indemnification and Save Harmless</u>	8
<u>4.11. Workplace Safety and Insurance Board (WSIB)</u>	8
<u>4.12. Insurance</u>	8
<u>4.13. Expenses and Permit Fees</u>	9
<u>4.14. Local Sourcing</u>	9
<u>4.15. Freedom of Information</u>	10
<u>4.16. Acknowledgement</u>	10
<u>4.17. Disclaimer</u>	10
<u>FILM PERMIT APPLICATION & TEMPLATES</u>	12
<u>APPENDIX A: Production Information Sheet</u>	12
<u>APPENDIX B: Application for Location Permits to Film</u>	13
<u>APPENDIX C: Sample Parking Plan</u>	15
<u>APPENDIX D: Sample Special Effects Filming Map</u>	16
<u>APPENDIX E: Sample Filming Notification Letter to Businesses and Residents</u>	17
<u>APPENDIX F: Code of Conduct for Cast & Crew</u>	18
<u>APPENDIX G: Chemical Substance or Product use by Film & TV Production</u>	20
<u>APPENDIX H: Road Occupancy Plan</u>	22

WELCOME

1.0. The Film Industry in Rural and Small Urban Areas of Nipissing and East Parry Sound Districts

We welcome the opportunity to work with you on all elements of your film production.

A steering committee was created in the fall of 2019 consisting of representatives from the following municipalities:

- Township of Chisholm
- Municipality of East Ferris**
- Municipality of Powassan
- Town of Mattawa
- Township of Calvin
- Township of Papineau Cameron
- Municipality of Callander

Our goal was to create a filming package that all the municipalities in the rural areas surrounding North Bay could use. Having a similar filming program across the area would provide consistent expectations to film productions working across multiple municipalities.



Our area offers a variety of film locations from farms, the countryside, water courses, small town main streets, small businesses, and restaurant locations, as well as sports fields and arenas, small industrial and parking lots.

Our municipalities are anywhere from 3.5 to 4.5 hours north of the GTA and the only city in our area would be the City of North Bay. The City of North Bay is a strong supporter of the Film Industry and has a website for additional area resources at <https://www.investinnorthbay.ca/community/filming-in-north-bay-and-region/> and <https://www.investinnorthbay.ca/industry/film-television/local-resource-directory/>

1.1. Community Profile

A rural, residential community with easy access to urban amenities, the Municipality of East Ferris offers an ideal balance between business opportunities and lifestyle. Located in the Northeastern Ontario just 20 kilometres east of the City of North Bay, the Municipality of East Ferris is situated along the shores of Trout Lake and Lake Nosbonsing and is composed of the Community of Astorville and the Community of Corbeil. As a four-season destination, the Municipality of East Ferris enjoys a variety of outdoor activities for every season throughout the year.



FILM POLICY

2.0. Policy Statement

The Municipality of East Ferris recognizes the important economic and social benefits of film, television, music, and video production in our community. Moreover, the community recognizes the short and long-term impact that the growth of this sector will have in our area.

The rights, safety, and privacy of the citizens and businesses are very important to our community and therefore the Municipality requires all film, television, and video production to be reported and coordinated with the Director of Public Works or designate of the Municipality (see section 2.4).

2.1. Purpose

This *Filming Handbook* has been developed to provide guidelines and outline policies for a coordinated approach to film and television production in the area and on streets and properties falling under the jurisdiction of the Municipality of East Ferris.

2.2. Applicability

The following guidelines apply to all film recording that takes place on **public property** within the Municipality except for current affairs, newscasts, student school projects, and personal recordings *Note: we have recently added student projects as applicable through feedback from college – as the students gain experience through the process. Additionally, we require that all projects that intend to film on **private property** acquire a filming permit. (**Appendix B**)

All filming in the Municipality of East Ferris requires a filming permit for each location, unless the following conditions are met:

1. Studio Filming:

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

2. Small Productions:

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

3. Excluded Productions:

Current affairs, press conferences, newscasts, corporate videos, street interviews, or visual recordings for personal purposes.

EXCEPTIONS

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

1. Nighttime Filming or Vehicle Movement:

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

2. Special Effects, Firearms, Weapons, and Uniforms:

Exterior use of Special effects (SPFX), firearms, weapons (real or replica), uniforms, or pyrotechnics visible to the public.

3. Chemical Special Effects:

Use of chemical special effects (SPFX) inside or outside.

4. Filming or Parking on Municipal Property:

Filming or parking on municipal property, including but not limited to, parks, streets, sidewalks, alleyways, facilities, municipal parking lots, *etc.*

5. Traffic Stoppages and Road/Lane Closures:

Intermittent traffic stoppages and/or road/lane closures on municipal property.

6. Street Signs and Infrastructure:

Removal and/or alteration of municipal street signs and public infrastructure.

For permit inquiries, contact Municipality@eastferris.ca or 705-752-2740, We're here to help.

2.3. Municipal Support

The Director of Public Works or designate may provide assistance on the following, but not limited to:

- Streamlining all necessary permits and approvals by working with other departments
- Assisting with scouting for appropriate site locations
- Facilitating arrangements for facilities
- Accessing the local talent pool and logistics providers

- Liaising with community partners and utilities
- Assisting with regulatory needs

2.4. Key Contact

The production company should contact the Municipality of East Ferris at municipality@eastferris.ca as early as possible to establish the location identification process, in order to better serve and facilitate the project, including the permit application process. Refer to the *Application Process* section below for lead time requirements.

The Municipality of East Ferris Contact:

E: municipality@eastferris.ca
 P: 705-752-2740.

FILM PERMITS

3.0. Application Process

Applications for Location Permits to Film with the Municipality by the production company will be accepted by the Director of Public Works or designate and channeled through the necessary municipal departments for review. The Director of Public Works or designate has the authority to issue **Permits**.

All **Applications for Location Permits to Film** requesting approval for location filming within the Municipality should be submitted in writing to the Director of Public Works or designate according to the lead time requirements below. The following are the Applicant's responsibilities, and the information **must** be on file with the Director of Public Works or designate **prior to any film industry activity**. Detailed instructions and templates are listed in the **Appendices** of this handbook.

Required in all cases:

- Completed **Production Information Sheet (Appendix A)**
- Completed **Application for Location Permits to Film (Appendix B)**, one form per location request)
- Certificate of insurance (refer to section 4.10 for insurance levels)
- Clearance certificate with WSIB
- Shooting locations schedule and notification of any amendments to schedule

Required with this application, if applicable:

- Municipal facilities requests and proof of payment (i.e. facility rentals, building permits, road closures, etc.)
- Parking plan map (**Appendix C**)
- Road occupancy plan (**Appendix H**)
- Special effects filming site map (**Appendix D**)
- Notifications to residents or businesses (**Appendix E**)
- Proof of Paid Duty Police Officer contract
- Proof of permission granted for third party right-of-way interruption (i.e., The Ministry of Transportation)
- Proof of permission from neighbouring municipalities for right of way interruptions

In order to avoid unnecessary delays, the Director of Public Works or designate should be notified as early as possible of all location scouting and filming. The following guidelines cover the estimated time it takes to process your request, notify the relevant departments or stakeholders, and address issues that may arise.

ACTIVITY*	PROCESSING TIME**
Simple commercial filming involving handheld equipment only, maximum five-person crew	Estimated at five business days
All other filming, including but not limited to multiple road and parking permissions, aerial filming, street furniture removal, street lighting control, stunts, or use of special effects. Council approval may be required.	Estimated at up to 15 business days

***Depending on location requirements or potentially hazardous activities, more lead time may be required. This will be determined on a case-by-case basis.**

****Processing time is provided for complete Applications for Location Permits to Film. If information in the application request is missing or changed, staff will require additional time to process requests.**

Your application will be reviewed, and you will be advised regarding any conflicts or concerns, or if further conditions are warranted, e.g., notification to neighbourhood associations. Once approved the **Film Permit** must be signed by an employee of the production company and the Director of Public Works or designate to be valid.

FILM PERMIT DETAILS & CONDITIONS

4.0. Notification

Refer to **Appendix E: Sample Notification Letter to Businesses/Residents**.

Community:

The applicant is required to notify affected residents, occupants and businesses three (3) business days in advance of filming. Information such as duration, location of filming, planned special effects, road or lane closures, sidewalk usage, and street parking restrictions in addition to Production Company contact information must be communicated in writing to all areas affected by filming activity. A copy of all notification letters must be submitted to the Director of Public Works or designate for reference and distribution as required. The Director of Public Works or designate may assist the applicant in obtaining a map of those properties within a 60-metre radius (200 feet), or appropriate, of the site that require notification of filming.

Staff:

Senior Staff will be notified by the Director of Public Works or designate three (3) business days prior to all filming activity through internal means of communication.

Police, Fire, Ambulance, and Municipal Departments:

Depending on the nature and requirements of the production, the applicant may require approval from the above-mentioned organizations or municipal departments. Police, Fire, and Ambulance Services must be notified three (3) business days in advance of any approved detonation of special effects or intermittent traffic stoppages or road closures. The Director of Public Works or designate will help facilitate this process.

4.1. Quality of Place: Consideration to Citizens, Conduct, & Clean Up

Residents and area business operators should not experience undue hardship resulting from the production. This includes, but is not limited to:

- Night filming must not proceed between 11:00 pm and 7:00 am without proper notification to residents and businesses.
- The applicant must comply with the municipal by-laws governing noise. As such, all generators used on streets or in public areas must be equipped with silencing attachments as required.
- Lighting for filming should be oriented away from neighbouring residences.
- Alcohol is not to be consumed on designated municipal properties.
- Vehicles are not permitted to idle unnecessarily.
- Smoking is not permitted in municipal parks and associated facilities.
- Plans must be in place to address property, vehicular, pedestrian, and special needs access to adjacent properties. This includes making necessary arrangements and covering the costs if garbage

collection must be rescheduled.

- Removal, alteration, or cutting of vegetation or public infrastructure is prohibited unless approved by the Municipality.
- Production crews are responsible for cleaning the location at the end of the shoot day in order to return the location to its original condition with minimum noise and disruption.
- Materials and debris are not to be washed into area catch basins, if applicable. The production company must arrange for the proper disposal of all waste, hazardous waste (including batteries, medications, paint, etc.), and recyclable materials. Film companies are required to provide appropriate types of solid waste receptacles.
- Standards in place through the Ministry of Natural Resources, Ministry of the Environment, and Department of Fisheries must be followed.

Refer to **Appendix F** for the **Code of Conduct for Cast & Crew**. These expectations of cast and crew conduct are to be included on the reverse side of the film notification letters distributed to affected businesses and residents.

Exceptions to the above conditions require the majority approval of the affected residents and the relevant local departments and Council. In the event of any damage to public or private property, the production company or applicant will be responsible for all fees associated with restoration.

Production companies are also encouraged to join leaders worldwide in greatly reducing their environmental impact with a few simple efforts. The Association of Independent Commercial Producers recommends [these Green Guidelines](#). Reducing the carbon footprint of locally shot film productions is recommended and the applicant should evaluate the impact through the use of [CUT!CO2 The Carbon Film Quote](#), an online app to automatically calculate the carbon dioxide emissions in the production quote and for use in planning effective production alternatives.

SUSTAINABILITY TOOLS

The following tools are available to help support sustainable film and television production in East Ferris:

- [DGC Green](#)
- [Ontario Green Screen](#)
- [Sustainable Production Forum](#)
- [CBC Green Production Resources](#)
- [Creative Green Tools Canada](#)
- [Green Spark Group](#)
- [Scale](#)

4.2. Right-of-Way: Closures and Interruptions

Filming requests that impact municipal right-of-way (sidewalks, roads, and lanes) are to be coordinated through the Director of Public Works or designate and noted on the Film Permit Application. Where safety permits, the applicant is strongly encouraged to maintain the right-of-way with intermittent traffic interruptions over full closures.

Municipal right-of-way closures, temporary traffic light alterations, or traffic pattern changes must be approved and in consultation with Police, Emergency Medical Service, and Fire Prevention.

Traffic and pedestrian control will be carried out by the Paid Duty Officer or equivalent authority and in compliance with the arrangements made in the Film Permit. Production vehicles are to comply with appropriate traffic regulations unless special permissions are outlined on the Film Permit and only as directed by a Paid Duty Officer. Intermittent traffic stoppages should be limited to a maximum of three (3) minutes, unless otherwise stated on the Film Permit. Every opportunity must be allowed to ensure access to vehicle or pedestrian traffic, or people with disabilities.

It is the applicant's responsibility to arrange and cover costs for Paid Duty Police Officers. Additional municipal fees may apply depending on the location, nature and length of road or lane closures, and light

alteration and will be applied on a cost recovery basis.

Road closures on all Provincial Highways are subject to Ministry of Transportation Approval and will not be included as part of municipal approval. Traffic matters involving Provincial Highways under Ontario Provincial Police (OPP) jurisdiction should be referred to the OPP for consultation.

4.3. Street Signs, Public Infrastructure, and Fixtures

Please be advised that if any street signs and fixtures (street names, traffic signs, directional signs, *etc.*) need to be altered, removed, or reinstalled due to filming, changes need to be approved and carried out by the Municipality. Fees may vary depending on the location, nature, and length of road or lane closure, and light alteration and will be applied on a cost recovery basis.

Authorization to dig must be requested at the time of the ***Application for Location Permits to Film***. When digging has been authorized by the Municipality for public property, on-site locates are required. Water, wastewater, and storm water considerations must be vetted through the Municipality and utility considerations should be vetted through [ON1Call](#) by calling 1- 800-400-2255.

4.4. Parking

Production crews should be conscientious when parking within the Municipality. Production vehicles must adhere to parking regulations of the Municipality and shall not block fire hydrants, including sprinklers and standpipe connections, impede emergency vehicle access, or park within nine meters of an intersecting street. In all circumstances, production vehicles cannot block bus stops, pedestrian crosswalks, signalized intersections, driveways, accesses, egresses, ingresses, ramps, parking lot entrances, accessible parking for persons with disabilities, or interrupt the regular flow of traffic. Exceptions must be identified on the Film Permit. The production company must also comply with any other requirements as specified on Film Permits issued from the requisite department.

Production and crew vehicles should be parked off major municipal road allowances whenever possible.

A parking plan must be submitted to the Director of Public Works or designate along with the Film Permit Application. The plan should include the following information:

- Dates and times of parking restrictions
- Map indicating meter numbers as well as the left and right side of streets
- Number of production vehicles

If the parking plan includes on-street parking that is not in a designated parking lot or at meters, a Road Occupancy Plan may be required.

If required, a review and approval of the proposed plan will then be conducted by the Public Works Department. Police, Fire, and Emergency Services may be consulted.

It is the responsibility of the production company to secure parking spaces, as agreed upon in the above plan. The Municipality will not be responsible for towed or impounded vehicles.

4.5. Special Effects

Applicants must identify their intent to use guns, gunfire, pyrotechnics, bomb mockups, flash powder, detonators, and flammable liquids and material as well as the filming of dangerous stunts as part of the Film Permit application.

A permit is required for the use of any special effects listed above and can be obtained by filling in **Appendix B** with the relevant information. The application must provide a copy of the filming site map, which explains where all special effects will occur. The municipal fire chief will be consulted on all special effects and will approve all plans. Paid Duty Officers, Fire Prevention Officers, and Emergency Medical Services personnel may be required when detonating pyrotechnic special effects or filming dangerous situations on a case-by-case basis. Additional fees may be charged for the Fire Department involvement.

All open-air burning must be approved by the fire chief. The burning must be with clean, organic materials. All pyrotechnic special effects and fireworks handling and discharge shall conform to the [Natural Resources Canada Display Fireworks Manual](#) and the [Natural Resources Canada Standard for Pyrotechnic Special Effects](#). A site inspection must be carried out by Fire Prevention Officers prior to discharge of any pyrotechnics within a building.

Any work in or near water courses regulated by the North Bay Mattawa Conservation Authority may need a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (DIA) permit.

4.6. Environmental Consideration Using Chemicals

This section is intended to ensure the safety and health of the environment and the residents of the Municipality.

Definitions:

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

Qualified Person (QP): is a person who, because of their knowledge, training, and experience, is qualified to make the decision safely and properly. The required qualifications for a QP are: a) the person holds a license, limited license, or temporary license under the Professional Engineers Act; or b) the person holds a certificate of registration under the Professional Geoscientists Act, 2000, and is a practicing member, temporary member, or limited member of the Association of Professional Geoscientists of Ontario.

EPA: Environmental Protection Act

Owner: The Municipality

This section is to be used in the event a film or television production company is interested in releasing a chemical substance in the Municipality. It is the responsibility of the production company to determine what chemical substances or products they will be using for their filming needs. The production company is responsible for ensuring the products being used are safe for the application they are using them in.

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

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

The Owner will not make exhaustive or continuous on-site inspections to check the quality or quantity of product use. The production company has sole responsibility regarding product use or release. The production company will be fully responsible for any adverse effect as defined by the EPA that may result from the release of the proposed substance.

This section is subject to changes and updates without notice.

4.7. Municipally Owned & Operated Property & Facilities

If the applicant wishes to film at a municipal picnic area, sport field, arena, community center, or other property they must rent the facilities accordingly. Requests to film on any municipally owned property should

be communicated concurrently with the Film Permit Application in order to secure the appropriate approvals from the Director of Community Services. The Director of Public Works or designate can facilitate these arrangements.

4.8. Restrictions

There may be sensitive areas or properties in the Municipality where filming is restricted. The appropriate municipal officials will consider decisions about the nature and extent of filming in or around these properties. Each request will be looked at on a case-by-case basis and is subject to the municipal approval.

Priority of use will be granted to prior bookings and based on purpose of use. Access to some facilities may be limited by seasonality and operational commitments.

4.9. Safety

It is the responsibility of the applicant to ensure that the production crew operates in a safe and professional manner in the course of their duties. This applies to filming on public and private property.

The production company must adhere to all applicable laws, regulations, rules, and by-laws of the federal, provincial, and municipal governments including but not limited to:

- The Ontario Ministry of Labour [Safety Guidelines for the Film & Television Industry in Ontario](#).
- The Ontario Ministry of Transportation Traffic Manual, in particular as [Book #7](#), relates to temporary conditions of roadway operations.
- The [Ontario Fire Code](#) (the production may be subjected to a fire safety inspection and be asked to produce a fire safety plan to the satisfaction of the Municipality).
- The [Ontario Electrical Safety Code](#), in particular all electrical work and electrical equipment must be inspected and approved by the Electrical Safety Authority's Inspection and interior signs on buildings must not be covered (*i.e.*, fire exit signs) unless agreed upon prior to filming. The covering of fire exits is permitted only if all people in the area have been advised of location exits in case of emergency.
- Grounding film equipment to fire hydrants is not permitted.

The applicant shall promptly report to the Director of Public Works or designate and to the [Ministry of Labour](#) any potentially serious accidents or claims for liability or loss with respect to these policies.

4.10. Indemnification and Save Harmless

The applicant shall indemnify and save harmless the Municipality from and against all claims, actions, damages, injuries, costs, expenses, or losses whatsoever, which may arise or be brought against the Municipality because of or in connection with the use of said locations by the applicant, its employees, contractors, agents, or representatives. The Municipality will not be responsible for any liability arising from these activities with respect to advertising, copyright, or trademark infringements.

4.11. Workplace Safety and Insurance Board (WSIB)

The applicant shall provide proof of WSIB coverage in good standing prior to commencing the work and upon request from time to time during the term of the agreement. The applicant shall maintain proper WSIB coverage throughout the course of the work. The Municipality reserves the right to impose a condition on the release of any payments requiring the presentation of a WSIB clearance certificate.

4.12. Insurance

The applicant shall, at its own expense, including the cost of deductibles, provide and maintain insurance coverage from an insurance company registered to do business in the Province of Ontario. A certificate of insurance shall be provided to the Director of Public Works or designate and be acceptable prior to issuance of the Film Permit. In all policies the Municipality must be named as an additional insured and a cross-liability clause must be included.

- A comprehensive general liability policy or commercial general liability policy in the amount of not less than \$2,000,000 (two million dollars) inclusive limit for any occurrence is required. Where a Road Occupancy Permit is required, this must be in the amount of \$5,000,000 (five million dollars).

- Automobile third-party liability insurance in the amount of not less than \$1,000,000 (one million dollars) inclusive limit covering all vehicles used in connection with the filmmaking activities is required.
- Tenants' legal liability coverage in the amount of not less than \$100,000 (one hundred thousand dollars) is required, which may be increased based on the value of the building occupied during filming.
- Additional insurance (*i.e.*, Aircraft Liability, Pyrotechnics Liability, Fire, Legal Liability, *etc.*) may be required depending on other specific activities, in which case the amount will be determined by the Director of Public Works or designate in consultation with their insurance company.
- It is the responsibility of the production company to maintain insurance coverage for contents and equipment, rentals, liability for all activities, business interruption, automotive exposures, and other risks and to limits of coverage amounts usual to that of a prudent company in the filming business operating at the same capacity.

A thirty (30) day notification prior to the cancellation of policy must be included.

4.13. Expenses and Permit Fees

All out-of-pocket expenses and fees related to the use of municipal properties and services are the responsibility of the production company. These may relate to parking, roads, facilities, parks, equipment, or additional staffing such as janitorial, security, and site preparation.

Fees related to the permitting process are as follows:

- **Film Permit \$75 at submission of application, non-refundable**

Upon receipt of the Film Permit application, the company shall be provided with an estimate of costs prior to permitting and film activity. Total fees will be estimated according to plan, time permitting, subject to change upon actual usage.

If municipal facilities are being used, the municipal rental agreement process will be followed.

The applicant may be required to provide a certified cheque or letter of credit as deemed necessary by the Director of Public Works or designate commensurate with the scale and scope of the production. The deposit shall be returned when all conditions, including location restoration and payments as applicable, have been met. Should the scale and scope of the production change mid-production, the security deposit may be increased.

When filming takes place on municipal property, if the Municipality must incur additional costs to restore the location to its original state, such costs will be subtracted from the security deposit, and if the deposit is insufficient to cover the costs of restoration or damages the applicant shall be required to provide any balance owing to the Municipality forthwith. If expenses include staffing, cost adjustments will be dealt with after the fact by deducting the balance from the security deposit. This process takes approximately thirty (30) days. If a shoot wraps earlier than scheduled, this will not necessarily result in a reimbursement adjustment.

4.14. Local Sourcing

The production company will make every effort to utilize certified local businesses and services throughout the course of production activity, including pre- and post-production work. Visit the municipal website at <https://eastferris.ca> or the City of North Bay Film Portal at <https://www.investinnorthbay.ca/film-portal/services/> <https://www.investinnorthbay.ca/industry/film-television/local-resource-directory/> for information on industry resources in the area.

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

- [North Bay Film & TV Business Guide](#)
- [Ontario Creates Ontario Production Guide](#)

- [CION Crew Database](#)
- [CION Regional Resources](#)

4.15. Freedom of Information

Submissions received by the Municipality are confidential because they contain third party information. However, since *The Municipal Freedom of Information and Protection of Privacy Act* applies to municipalities and sets out certain rules regarding the release of third-party information held by the Municipality, this is not a guarantee that information submitted will not be released.

To assist the Municipality in maintaining Submissions as confidential documents, it is the responsibility of the Proponent to include a written notice within the Submission as to which specific components of the Submission are submitted in confidence. The notice must also include the nature of the confidential information and what harms would result from the release of this information. Reasons for confidentiality under the *Act* include trade secrets, scientific, technical, commercial, financial, labour relations, or human resources information. The Submission should also be clearly marked "CONTAINS CONFIDENTIAL COMPONENTS". Under no circumstances can the entire Submission be identified as confidential by the Proponent, unless identified in advance by the Municipality for security reasons, *etc.*

Once an application process has been closed, pricing and specification information will be made available to the public. There may be a charge for this information. Requests for additional information may be subject to a fee as per the Fees By-law.

4.16. Acknowledgement

The Municipality wishes to enhance its ability to attract commercial, video, and film production. To promote our Municipality, we ask for:

- Confirmation that the Municipality will be mentioned in the credits, including the municipal logo.
- Confirmation to use the film title and production company in any promotional information used by the Municipality

PRODUCTION REQUIREMENTS

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

INFORMATION & ACKNOWLEDGEMENT

- Complete confidential budget details in the **Production Information Form** to be used as aggregate data for economic impact figures.
- Screen credit stating: "Filmed on location in East Ferris, Ontario, Canada."
- Project debrief with Economic Development Department to discuss experience in East Ferris.

VISUAL MATERIALS

- Share stills or clips filmed in East Ferris for promotional purposes.

FEEDBACK & ENDORSEMENT

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

4.17. Disclaimer

The Municipality reserves the right to refuse to allow filming or issuance of a Permit to an applicant that does not comply with or satisfy the criteria outlined in these guidelines, or to terminate the Permit. Decisions will be made on an individual basis.

BUILDING PERMITS AND FILM SET CONSTRUCTION

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

- Site inspections.
- Technical engineer stamped drawings.
- Completed **building permit application**.

To ascertain whether a Building Permit is necessary, productions are advised to promptly contact the Chief Building Official at tekpreet.singh@eastferris.ca or call 705-752-2740 ext. 222 as soon as possible. It's essential to ensure compliance with our Chief Building Official's requirements before a filming permit can be issued. Your cooperation in this matter is greatly appreciated.

WATER AND WASTE DISPENSING

The Municipality of East Ferris does not have bulk water or sewer disposal stations. However, the City of North Bay has bulk water and sewer disposal stations both located on Patton Street. Services can be purchased by creating an account with the City and paying a deposit. To create an account, the applicant must submit the **Portalogic Application Form** to filming@northbay.ca.

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

COMMERCIAL DRONES AND AERIAL PHOTOGRAPHY

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

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

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

FILM PERMIT APPLICATION & TEMPLATES

APPENDIX A: Production Information Sheet

Applicant Information		
Production company:		Production Title:
Date:		
Name of Applicant:		Position/Title:
Production Company:		Parent Production Company:
Name of Producer:		Name of Director:
Name of Locations Manager:		Name of Production Manager:
Locations Manager Cell:		Locations Manager e-mail:
Local Production Office Address:		
Local Production Office Phone:		Local production Office Fax:
Billing Address (if different from above):		
Production Information		
Production Title:		
Production type:	<input type="checkbox"/> TV movie <input type="checkbox"/> Student Project	<input type="checkbox"/> TV Series <input type="checkbox"/> Music Video <input type="checkbox"/> Other (specify)
<input type="checkbox"/> Feature Film <input type="checkbox"/> Commercial		
Production's Country of Origin:	<input type="checkbox"/> Canadian <input type="checkbox"/> US	<input type="checkbox"/> Canadian/US co-venture <input type="checkbox"/> Other (specify)
Total Budget (\$):	Spent in the Municipality (\$):	
Is this project NOHFC funded?	How much funding was received?	
Date it Will Air:	Channel/Broadcaster:	
Pre-Production Date:	Camera Date:	Wrap Date:
Total # of Days (prep, camera, wrap):	Total # of Different Locations:	
Number of Cast and Crew (total):	Number of Cast and Crew (local):	
What is the Perceived Economic/Financial Impact for the Municipality?	List Any Other Benefits to the Municipality.	
Brief Plot Synopsis		

I certify that all the information above is to the best of my knowledge true, correct, and complete. I have read and understand the *Filming Handbook* and remitted the payment of \$75 with this application. I also understand that the Municipality will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

Signature: _____

APPENDIX B: Application for Location Permits to Film

Additionally, we ask # of cast and crew and production vehicles on location, and if exterior or interior filming. We ask if drones are to be used. We moved to a form system following City of Hamilton, where specific questions are asked to determine what is needed. All intended parking needs a map, SPFX asks if explosives, smoke, snow foam, etc. This way folks will give us all info more readily.

Applicant Information		
Production Company:		Production Title:
Name of Applicant:		Position/Title:
Billing Address:		
City:	Province:	Postal Code:
Cell Phone:	Production Office Phone:	E-mail:
Location Sites		
A completed Appendix B is required for each shooting location.		
Location Sites (All public roads and properties – attach extra pages as required):		
1)		
2)		
3)		
4)		
Date – commencement of prep work:	Time:	<input type="checkbox"/> A M
Date – completion of filming:	Time:	<input type="checkbox"/> A M
Date – completion of restoration:	Time:	<input type="checkbox"/> A M
ACTIVITY DESCRIPTION		
(State purpose of property use – attach extra pages or maps as required)		
<p>Check as appropriate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Intermittent traffic stoppages (PDO required) <input type="checkbox"/> Road closure required (PDO required) <input type="checkbox"/> Travelling shot (PDO required) <input type="checkbox"/> Other reason for PDO required (specify) <input type="checkbox"/> Sidewalk or other right-of-way occupancy (specify) <input type="checkbox"/> Parking plan required <input type="checkbox"/> Use of municipal facilities/property (specify) <input type="checkbox"/> Special effects (specify) <input type="checkbox"/> Alteration or construction of temporary structures, including signage (specify) <input type="checkbox"/> Modification of municipal infrastructure (specify) <input type="checkbox"/> Noise by-law exemption or filming at unusual hours (specify) <input type="checkbox"/> Utility and site locates required (specify) 		
CHECKLIST of applicant's responsibilities		
The following are the applicant's responsibility and the information must be on file with the Municipality prior to filming according to the required lead time. Detailed instructions and required lead times are listed in the <i>Filming Handbook</i> .		

Required in all cases:

- Completed Production Information Sheet (Appendix A)
- Production Information Sheet(s) (Appendix B)
- Certificate of insurance and insurance claims contact information
- Clearance Certificate with WSIB
- Shooting locations schedule

Required if applicable:

- Municipal facilities requests and proof of payment (i.e. facility rental, building permits, road closures, etc.)
- Parking plan for production vehicles (Appendix C)
- Special effects filming site map (Appendix D)
- Copy of all notifications to residents/businesses with Code of Conduct for Cast and Crew (Appendix E and F)
- Proof of Paid Duty Police Officer contract
- Proof of permission granted for right-of-way interruption
- Proof of permission from neighbouring municipalities for right of way interruptions
- Proof of building permits for temporary structures
- Chemical Substance/Product use by Film & TV Production (Appendix G)
- Road Occupancy Plan (Appendix H)

OFFICE USE ONLY – Special conditions

I certify that all of the information above is to the best of my knowledge true, correct and complete. I understand that the Municipality will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

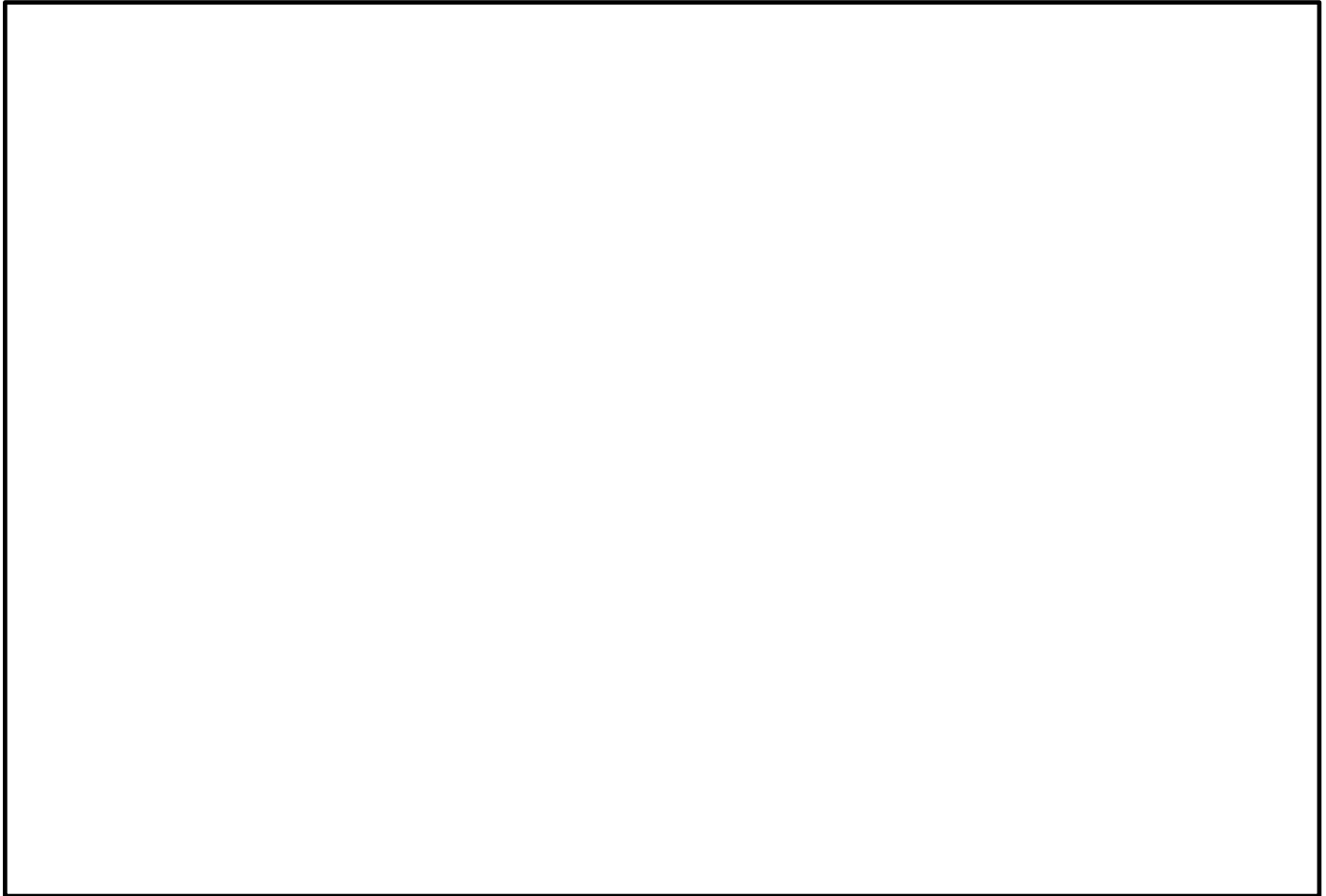
Signature

APPENDIX C: Sample Parking Plan

A parking plan must be submitted when production vehicles and/or trailers are used at each filming location. If required, a review and approval of parking will then be conducted by the Municipality and related municipal department representatives in association with the Police Service, Fire and Ambulance Services.

Sketches to Include:

- Identify North direction
- Identify existing landmarks/infrastructure (i.e. bus stops, traffic lights, etc.)
- Identify street names
- Identify location and number of production vehicles
- Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify parking meter numbers and/or parking lot names as applicable



I certify that all of the information above is to the best of my knowledge true, correct and complete. I understand that the Municipality will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

Signature

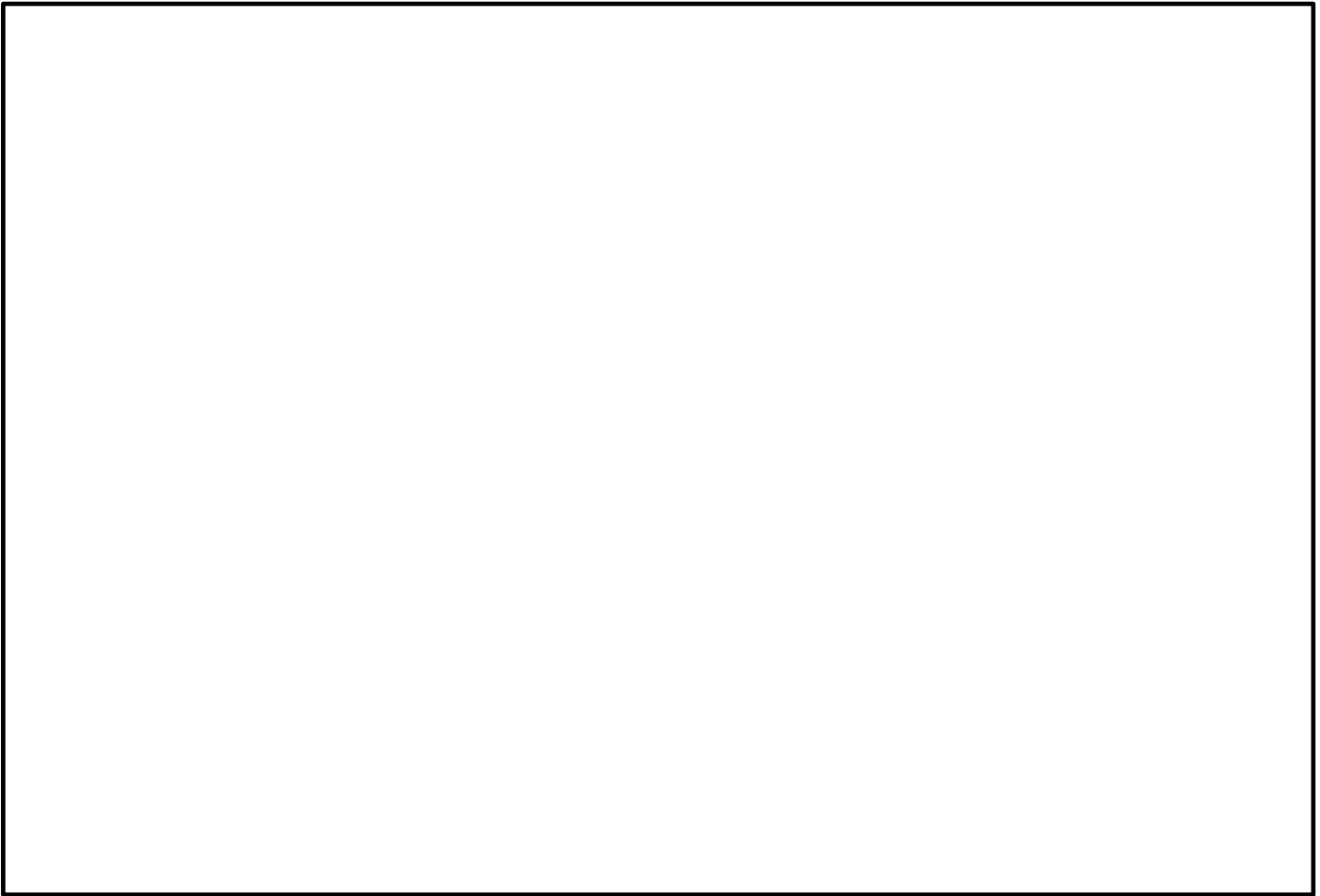
APPENDIX D: Sample Special Effects Filming Map

A special effects filming site map must be submitted when guns, gunfire, explosives, bomb/mockups, flash powder, detonators, and flammable liquids/materials will be used and/or other dangerous stunts will be performed.

The applicant must provide a copy of the map, which explains where all special effects will occur, to the Municipality who will work with the Police, Fire and Ambulance Services on necessary approvals.

Sketches to Include:

- Identify North direction Identify existing infrastructure (i.e. hydrants, traffic lights, etc.)
- Identify street names Identify location of production vehicles Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify location and type of special effect(s)
- Name and contact information of on-site Certified Special Effects Supervisor



I certify that all of the information above is to the best of my knowledge true, correct and complete. I understand that the Municipality will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

Signature: _____

APPENDIX E: Sample Filming Notification Letter to Businesses and Residents

(Insert your logo and company information here)

FILMING NOTIFICATION

Dear Property Owner,

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

Production crews will be operating at film location *(insert address and/or location description)* during this

period. The filming of this production will include: *(insert appropriate activities and descriptions as*

appropriate)

- ✓ Temporary street closures
- ✓ Intermittent traffic interruptions
- ✓ Parked production crew vehicles
- ✓ Alterations to the neighbourhood
- ✓ Costumed cast and props
- ✓ Controlled special effects including: *(insert nature of special effect i.e. explosion)*

Thank you in advance for your cooperation and understanding. *(Insert production company name)* has been working with the Municipality in order to minimize disruption while filming in the community. Please see the Cast & Crew Conduct expectations on the reverse of this letter.

We appreciate your generous support and welcome you to observe filming from a safe distance without compromising the set.

For further information please contact:

(Insert Production Crew contact name and phone number/e-mail address), or your local Municipal Office.



APPENDIX F: Code of Conduct for Cast & Crew TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct, please call the municipal office.

Title of Production	Production Manager	Phone Number
---------------------	--------------------	--------------

- 1) When filming in a neighbourhood or business district, proper notification is to be provided to each merchant or resident directly affected by filming activity (this includes parking and base camp areas). The filming notice shall include:
 - a. Name of production company, title of production
 - b. Production type (feature film, movie of the week, mini-series, TV pilot, TV special, etc.)
 - c. Type, duration and description of activity (i.e. times, dates and number of days, including prep and strike)
 - d. Company contact:

Location Manager (LM)

Assistant Location Manager (ALM)

- 2) The code of conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.
- 3) Any production company intending to film on public property must first obtain approval from the Municipality.
- 4) 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. Filming only takes place between 7:00 am and 11:00 pm unless there is proper notification to the residents.
- 5) Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle or the Municipality.
- 6) Production vehicles shall not block, or park in, driveways without the expressed permission of the driveway owner.
- 7) Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled. Approved traffic interruptions must not exceed 3-minute intervals.
- 8) 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.
- 9) No alcoholic beverages or banned substances are permitted at any time on any set or location.
- 10) 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.
- 11) Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.

- 12) Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority or property owner.
- 13) Film crew shall not remove City street signs. This must be done by municipal staff.
- 14) Use of any municipal infrastructure, such as fire hydrants, is not permitted unless explicitly approved by the Municipality.
- 15) 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.
- 16) Every member of the crew shall wear a production pass (badge) when required by the location.
- 17) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
- 18) It is up to the film company to make alternative parking arrangements for residents whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
- 19) The company will comply at all times with the provisions of the *Filming Handbook*. A copy of the *Filming Handbook* shall be on location at all times with the location department.
- 20) 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.

APPENDIX G: Chemical Substance or Product use by Film & TV Production

Production Company Name _____

Address: _____

Contact Person: _____

Tel: _____

Email: _____

Parent Production Company Name: _____

Address: _____

Special Effects Company: _____

Address: _____

Contact Person: _____

Tel: _____

Email: _____

Permission is hereby requested to release the following chemical product/substance onto municipal owned property:

Chemical Substance or Product Name:

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

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

I certify that all of the information above is to the best of my knowledge true, correct and complete. I understand that the Municipality will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

Signature

APPENDIX H: Road Occupancy Plan

A Road Occupancy Plan is required when any work, regardless of impacting traffic or not, is completed within municipal Right-of-Way (ROW). The ROW includes the asphalt/gravel roadway surface, gravel or paved shoulders, sidewalks, curb and open ditches.

Location:

Start date:

End date:

1. Include a Sketch/Diagram/Map indicating the location of the Road Occupancy. If submitting permit application by email, drawing may be submitted as an attachment to the email in pdf., tiff., or jpg. format.
2. Include a Traffic Control Plan that meets Ontario Traffic Manual (OTM) Book 7 Temporary Conditions, describing the traffic impact (i.e. Lane Shift, Lane Closure, etc.) and procedures for implementing the Traffic Control Plan.

I certify that all of the information above is to the best of my knowledge true, correct and complete. I understand that the Municipality will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

Signature