



Community Affairs Office

Code of Conduct for Cast and Crew

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or resident directly affected by filming activity (this includes parking, base camps and filming areas). The filming notice shall include:
 - Name of Production Company
 - Kind of Production (e.g. Feature film, movie of the week, TV Pilot, series etc.)
 - Type and duration, and description of activity (i.e. Times, dates and number of days, including preparation and strike.)
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 during the times listed on the permit. Extensions of Municipal Noise Bylaw require the 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, unless it is parked in contravention of parking restrictions.
4. It is up to the Film Company to make alternate arrangements for residents in possession of a valid street parking permit for that area whose vehicles are displaced by filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
5. Production vehicles shall not block, or park in driveways without the express permission of the driveway owner and Municipal Administrator.
6. Pedestrian traffic may not be obstructed at any time unless stipulated in the permit. All cables and similar items are to be channeled neatly and safely.
7. 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.
8. No beverages containing alcohol will be consumed on public property.
9. 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. All trash must be disposed of properly upon completion of the meal. All catering craft service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
10. Cast and crew shall observe designated smoking area and always extinguish cigarettes in the appropriate containers.

11. Removing, trimming and/or cutting of vegetation are prohibited unless approved by the relevant municipal authority, or property owner.
12. Film crew shall not remove City street signs without the expressed permission of relevant municipal authority. In some cases only municipal staff can do this.
13. 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.
14. Film company employees shall wear appropriate clothing while on location (i.e. T-shirts with offensive slogans or logos are not acceptable).
15. Crew 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).
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 production company.
18. The company will comply at all times with the provision of the filming permit that includes adherence to the Municipal By-law or Guidelines regarding location filming. A copy of the filming permit (where issued) shall be on location at all times with the Location Department.

The Production Company and General Public appreciate 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 Municipality, Production Company, or union, guild or association.