



A Guidebook for Film and Television Production

January 21, 2014

Welcome, Cast and Crew!

The Town of Parry Sound is a film-friendly community, recognizing the positive economic and social impacts this industry contributes. Town staff will work with you to ensure that you are aware of and in compliance with Town by-laws and policies. We will also help you network with local businesses.

Hugging the shores of Georgian Bay and just a short 2 hour drive from Greater Toronto on Hwy 400, the Town of Parry Sound is your ideal location for film and television production.

Designated a World UNESCO Biosphere Reserve, the Georgian Bay Biosphere Reserve is the world's largest freshwater archipelago. Resplendent with unique natural landscapes, cultural and historical landmarks, the Parry Sound District encompasses 9,323 square kilometers.

The area held tremendous appeal for Tom Thomson, the inspiration for the Group of Seven. While on a visit to Parry Sound in July of 1914, he stopped at the mouth of the Seguin River to capture the CPR Trestle and the Parry Sound Lumber Company. Drawing his canoe up on the Georgian Bay shore, he captured shores, clouds and waves on a windy day. Other members of the Group of Seven painted in Parry Sound in later years.

Northern Ontario

Parry Sound is the southern-most, small urban centre in Northern Ontario. Production companies and their projects are potentially eligible for the Northern Ontario Heritage Fund's Business Opportunity Program: Film and Television Industry Projects. Information and eligibility criteria can be found on their web site at <http://nohfc.ca/en/programs/northern-business-opportunity-program-film-television-industry-projects>

Town of Parry Sound Municipal Contacts:

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Film Location Policy

Film Location Permit Application

To ensure public safety and privacy for our residents, all film, television and production must be co-ordinated through the Town Office. A 'Film and Location Permit Application' must be completed and submitted to the Leisure Services Co-ordinator at least 10 business days prior to the film activity for all location filming taking place on municipal property (ie: parks, streets, road allowances, recreation facilities, bridges, etc.). The Town of Parry Sound's Leisure Services Co-ordinator will accept permit applications and distribute to the necessary Town Departments for review (ie: Public Works, Fire/EMS, By-law, etc.) Permit applications will be approved by the Director of Development & Leisure Services within 5 days of receipt of completed application. Permit application may be obtained from the Town of Parry Sound web page at www.townofparrysound.com

A copy of the 'Film Permit', if approved, must be on location with the production manager. A copy must also be displayed in the window of all production vehicles.

The Town reserves the right to refuse to issue a permit to a production company if the project does not comply with Municipal By-laws, Provincial or Federal Laws, or if the project may be considered socially sensitive or distasteful to the general public.

Filming activity shall not commence until the Film Location Permit Application has been approved by the Town of Parry Sound.

Safety Plan

The production company must include a safety plan with the application, identifying the number and placement of marshals/off-duty OPP officers (if road/laneway/sidewalk closures are required). This plan will also detail how emergency services (Police, Fire, EMS) will access the closed area if necessary.

All intersections must be attended by an off-duty OPP officer unless otherwise approved by the Town.

Municipal Support

No Film Location Permit fee

The Development and Leisure Services Department provides assistance by:

- ◇ Streamlining all necessary permits and approvals

- ◇ May provide scouting support for appropriate site locations
- ◇ Arrangements for facilities/Accessing Talent Pool
- ◇ Liaison with community partners

Public Notice

The production company will be responsible for notifying residents and businesses who may be affected by the location filming, a minimum of 5 business days prior to filming. Notification is to be delivered to each individual business/household and include information such as: specific location(s) of filming, use of any special affects, notification of any road/lane/sidewalk closures and duration of same, parking restrictions, dates and times of filming. Notice is also to include key contact information for the production manager and title of the production. For all filming in the downtown, the notice is also to be provided to the Downtown Business Association, c/o 52 Seguin Street, Parry Sound, ON P2A 1B4. A copy of the letter of notification must be provided to the Town of Parry Sound, Attn: April McNamara.

The production company is also responsible for notifying EMS/Fire/Police of location filming a minimum of 5 business days prior to filming. Notice is to include the following information: duration of filming, specific location(s), use of any special affects, road/lane/sidewalk closures and duration of same, date and time of filming, parking restrictions.

It is the production company's responsibility to notify the public transit service, and local school bus companies regarding any possible lane closures.

Should the Town determine that in addition to the delivery of notices, public notification is required through local media, the production company will be responsible for this notification and any and all associated costs.

Municipal By-laws and Fees

All film production must comply with the Town of Parry Sound Municipal By-laws (ie: Parking Meter By-law, Special Events on Municipal Roads By-law, etc.). Municipal staff will work with you to inform you of applicable by-laws and any related fees (ie: applicable parking fees).

The production company must comply with the Town of Parry Sound Noise By- law
Lighting should be oriented away from neighbouring residences.
Filming will not proceed between 11:00 pm and 7:00 am without prior approval from the Town and prior notification to residents.

All generators used in public areas will be equipped with silencing mechanisms as required.

Municipal Facilities and Property

If the production company wishes to film at a Town of Parry Sound park, sport field, arena, performing arts centre, picnic area they must rent the facilities accordingly through the Leisure Services Co-ordinator.

The Leisure Services Co-ordinator will advise you of the 'Smoke Free' By-law for municipal parks/properties.

Occupational Health & Safety Act

The production company is responsible to ensure that company staff and contract personnel operate in a safe and professional manner throughout the filming activity

Further, the product company must adhere to the Ontario Ministry of Labour Safety Guidelines for the Film & Television Industry in Ontario and the Ontario Ministry of Transportation Manual of Uniform Traffic Control Devices for Temporary Work Sites.

Interior signs in buildings must not be covered (ie: fire exit signs), unless agreed upon prior to filming.

AODA

The application must include an accessibility plan detailing how individuals with accessibility issues will be able to access businesses/services that may not be accessible as a result of the film activity being held on a road/sidewalk/laneway/bridge (ie: if you are filming on a week day, how will those with accessibility issues be able to access the banks, stores, doctors' offices, etc.). Such mitigating measures may include the installation of ramps, signage, etc., all of which will be at the production company's expense.

Access to Private Property

Should the production company wish to film on private property, the production company is responsible for seeking permission.

During the filming activity, the production company must ensure access for residents to private property.

Location Clean-up

At the end of each filming day, the production company is responsible for clean-up of all debris created from the filming activity. This includes all debris that may have blown onto neighbouring properties. Upon shoot completion, the film company shall return the location to its original condition. Materials and debris are not to be washed into area catch basins. The production company must arrange for the proper disposal of all waste and recyclable materials at their cost.

Vegetation

The production company shall not remove, trim and/or cut vegetation or trees.

Damage

In the event of damage to private or public property, the production company shall be responsible for all fees associated with restoration.

Vehicular/Pedestrian Traffic Disruption

When vehicular or pedestrian traffic will be affected by filming, the production company is required to secure the services of an off-duty OPP Officer(s). All costs incurred are at the expense of the production company.

Traffic and Road Closures

Production vehicles are to comply with appropriate traffic regulations. If the production requires a road/laneway/sidewalk closure, this request must be identified on the 'Film Location Permit Application.' Except where a road has been closed for filming, all moving vehicles are to adhere to the posted speed limits and to other applicable laws.

All road closures must be supported by an off-duty OPP Officer(s).

Where a road closure has been approved and parking meters are located on that road, the production company will be responsible for parking meter fees.

At all times, site lines are to be maintained during filming activity.

Parking

Production vehicles must adhere to the Town of Parry Sound parking regulations. Fire hydrants including sprinkler and standpipe connections are to remain clear and accessible (no parking within 3 metres), and must not park within fire route or within 9 metres of an intersection street.

Production vehicles will not block bus stops, pedestrian crossovers, signalized intersections, driveways, accesses/egresses/ingresses, ramps, parking lot entrances and accessible parking for persons with disabilities. Exceptions may be identified on the permit.

The 'Film Location Permit Application' must also include a Parking Plan if more than five production vehicles are used at any one filming location. Production and crew vehicles are encouraged to park off major municipal road allowances when filming occurs.

The Town will provide the production company with a map identifying possible parking locations.

Railway Tracks

Both CN and CP railway tracks run through the Town of Parry Sound. No film activity/parking is to occur within 13 metres of all railway tracks.

Building Structures

Should your film activity require the construction of temporary structures or the use of outdoor garden tents, you must speak with the Town of Parry Sound's Chief Building Official to determine if a Building Permit is required.

Special Effects

It is the production company's responsibility to identify their intent to use guns, gunfire, pyrotechnics, bomb/mock ups, flash power, detonators, and flammable liquids/material including the filming of dangerous stunts on the 'Film Location Application.' If the application is approved, the production company must identify their intent to use the above to the OPP, Fire and EMS Services. Explosives will not be permitted within the Town of Parry Sound limits. Notification of the location of use of special effects must include a site map.

Intent to have open air burning must be identified on the application. If approved, all open air burning must be with clean, organic material.

All pyrotechnic special effects and fireworks handling and discharge shall confirm to NRCAN Display Fireworks Manual and NRCAN Pyrotechnics Special Effects Manual.

The production company must provide the Town with certification that the individual(s) handling and discharging the pyrotechnic special effects and fireworks is qualified to do so. This must be accompanied with the application and approved by the Fire Chief through the Film Location Permit Application process.

Insurance

If the application is approved and a permit is issued, the permit holder must provide and maintain Comprehensive General Liability Insurance in the amount of \$2,000,000 per occurrence for bodily injury, death and damage to property, naming the Town of Parry Sound as an additional insured. The Town of Parry Sound shall be provided with a Certificate of Insurance prior to film activity taking place. If the Certificate of Insurance has not been received, the film activity will not take place.

Indemnification

An indemnity clause will form part of the permit application process.

The production company or applicant shall indemnify and save harmless the Town of Parry Sound from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the Town of Parry Sound as a result of or in connection with the use of said location(s) by the applicant, its employees, contractors, agents or representatives. The Town of Parry Sound will not accept responsibility for any liability arising from these activities with respect to advertising, copyright or trademark infractions.

Local Sourcing

The production company will make every effort to utilize local businesses and services throughout the course of production activity. Town of Parry Sound staff is a source of information for local services and businesses.

Acknowledgement

The Town of Parry Sound wishes to enhance its ability to attract commercial, video and film production and promote our Town and asks for:

A letter confirming that the Town of Parry Sound will receive a screen credit on the final film/video.

An economic impact statement outlining the dollars spent by the production company in Parry Sound.

Any stills/clips/etc., filmed in Parry Sound to be utilized by the Town of Parry Sound for promotional activities.

Revocation of Permit

In the event the applicant does not comply with municipal, provincial or federal laws, the permit may be revoked. If the applicant has provided inaccurate information, the permit may be revoked. Should the applicant fail to comply with all of the guidelines established in the Film Location Guidebook, the permit will be revoked.