

assigning Officers.

- Cancellation notice is required 24 hours prior to the scheduled duty.
- Payment is required prior to the scheduled duty and any scheduling adjustments will be dealt with after the fact.

Road closures on all Provincial Highways are subject to Ministry of Transportation 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/Fixtures**

Please be advised that if any street signs and fixtures (street names, traffic signs, directional signs, etc.) need to be altered, removed and/or reinstalled due to filming, changes need to be approved and carried out by the City of Greater Sudbury Roads and Transportation Division. Fees may vary depending on the location, nature and length of road/lane closure and/or 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 City for public property, on-site locates are required. Water, waste water and storm water considerations must be vetted by calling 3-1-1 and utility considerations should be vetted through [ON1Call](#) by calling 1-800-400-2255.

### **4.4. Parking**

Production vehicles must adhere to parking regulations of the City of Greater Sudbury as outlined in the [Traffic and Parking By-law 2010-1](#) 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 and accessible parking for persons with disabilities. 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 of the City of Greater Sudbury.

Production and crew vehicles should be parked off major municipal road allowances whenever possible and a copy of the Film Permit must be displayed in the window of all production vehicles along with the Red Film Parking Cards.

Parking plans that involve taking up downtown parking spaces during business hours (Monday through Friday from 9:00 am until 6:00 pm for both municipal parking meters and lots) will be assessed on a case-by-case basis and in consultation with the [Downtown Business Improvement Association](#). Click [here](#) for municipal parking rates in Downtown Sudbury. Click [here](#) for a map of private parking areas.

A parking plan must be submitted to the Film Liaison along with the Film Permit Application. The plan should include the following information:

- Dates and times of parking restrictions
- Map indicating meter numbers and left/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 Permit may be required.

If required, a review and approval of the proposed plan will then be conducted by the Transit, Roads, Fire and Emergency Services Divisions as well as the Greater Sudbury Police Service, to be coordinated by the Film Liaison.

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

### **4.5. Special Effects**

Applicants must identify their intent to use guns, gunfire, pyrotechnics, bomb/mock ups, flash powder, detonators, and

flammable liquids/material including the filming of dangerous stunts as part of the Film Permit application.

A permit is required for the use of explosives within the City of Greater Sudbury 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. Paid Duty Officers and/or Fire Prevention Officers and/or Emergency Medical Services personnel may be required when detonating pyrotechnic special effects or filming dangerous situations on a case-by-case basis.

All open air burning must be approved. 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.

## **4.6. Municipally-Owned & Operated Property & Facilities**

If the applicant wishes to film at a Greater Sudbury park, picnic area, sport field, arena, community centre or other property they must rent the facilities accordingly. Requests to film on other municipally owned property should be communicated at the time of Film Permit Application in order to secure the appropriate approvals from the respective departments. The Film Liaison can facilitate these arrangements.

## **4.7. Restrictions**

There may be sensitive areas and/or properties in Greater Sudbury 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 approvals of Greater Sudbury City officials.

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.

## **4.8. 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](#), and may be subjected to a fire safety inspection and be asked to produce a fire safety plan to the satisfaction of the Greater Sudbury Fire Prevention Officer.
- The [Ontario Electrical Safety Code](#), in particular all electrical work and electrical equipment must be inspected and/or 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. 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 Film Liaison and to the [Ministry of Labour](#) any potentially serious accidents or claims for liability or loss with respect to these policies.

## **4.9. Indemnification/Save Harmless**

The applicant shall indemnify and save harmless the City of Greater Sudbury from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the City of Greater Sudbury as a result of or in connection with the use of said location(s) by the applicant, its employees, contractors,