

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