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Film Commissioner
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**This package of information has been made available
to assist you with the location filming process in the
City of Toronto.**

**All City of Toronto Parks, Property and Street
Permits are issued by the
Toronto Film and Television office.**

May, 2004

www.toronto.ca/tfto

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Refer to the page indicated for information regarding these subjects or contact staff at the Toronto Film and Television Office.

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The Film Industry in Toronto

Toronto is a major production centre. Toronto's production industry supports 28,800 jobs in the City, and generates over one billion dollars into our local economy annually. Toronto is a cost competitive production centre that is able to provide the industry with a full scope of services and facilities from pre-production to post-production. Toronto also boasts a wide range of contrasting locations from historic to futuristic and from urban to natural. Combine all that Toronto's film, television and commercial production industry has to offer with the exchange rate and labour tax credits available in Ontario and producers will discover that bringing a production to Toronto is a profitable investment.

The Toronto Film and Television Office

The Toronto Film and Television Office was established in 1979 to provide economic development and support to the local production community, and to promote Toronto as a major production centre. It has actively supported the development of initiatives that have become standards for the industry, including a computerized location filming system and progressive location management practices.

In recognition of the importance of Toronto's film industry, City Council established the Film Liaison Industry Committee (FLIC) in 1992. FLIC is an advisory committee that acts on City Council's policy regarding support and encouragement for the film and television industry in Toronto.

Working closely with the film industry to create commercial concentration in Toronto, the TFTO has encouraged the development of major Toronto production centres in the Studio District (Eastern/Lakeshore/Carlaw) and the King/Dufferin and King/Parliament areas. The Toronto Film and Television Office is a member of the AFCI (Association of Film Commissioners International).

Toronto City Council adopted a film related cost recovery policy in 2000. The policy recognizes the City's fiscal realities while continuing to provide support for Toronto's film industry. Departments, agencies, boards and commissions are compensated for direct costs incurred and/or established revenues lost as a result of filming. Production companies are required to pay for the use of metered spots for parking production vehicles; the production company pays the same rate per hour as would a member of the public. When actually filming on City property, a film company is responsible for paying out-of-pocket expenses involved with the filming event (staff overtime, security, etc).

Since its inception, the Toronto Film and Television Office has assisted thousands of productions - feature films, movies for television, mini-series, television specials, television series, television productions, commercials, non-broadcasts, documentaries, music videos, interactive video and student productions. We have a wealth of knowledge and experience. Let us know how we can assist you.

Welcome remarks from Toronto's Film Commissioner

Thank you for choosing Toronto as your location destination. The Toronto Film and Television Office greatly values the varied location resources that Toronto has to offer to its film, television and commercial production community. We appreciate your support in treating the communities that host filming with the same respect and courtesy that you treat your own neighbourhood. For those of you who are familiar with the contents of this book, it is hoped that you will use this guide often as a resource. For those of you who are not familiar with the practices and policies of filming in the City of Toronto, this guide will act as an instructional manual that will assist you through every part of the location filming permitting process.

The Toronto Film and Television Office respectfully requests that you show your appreciation by thanking the City of Toronto in your film credits.

On behalf of the staff of the TFTO, we look forward to working with you to make your production experience here a positive one.

Rhonda Silverstone, Film Commissioner

Welcome remarks from the Film Liaison Industry Committee

Toronto is a wonderful City to film in. Toronto's film industry has grown and expanded over the years to a level where it now competes with jurisdictions worldwide.

The Film Liaison Industry Committee (FLIC) acts on the City of Toronto's policy of support and encouragement of the industry in Toronto. FLIC meets monthly to resolve issues and share information. The Committee's membership includes representation from Toronto City Council, City of Toronto staff, Agencies, Boards and Commissions, Toronto Police Service, Industry Unions and Guilds, production personnel, banks and the legal community, the Provincial and Federal levels of Government and post production companies.

FLIC works closely with the Toronto Film and Television Office. On behalf of the members of FLIC, we look forward to working with you.

Manny Danelon
Co-Chair FLIC

Councillor Michael Feldman
Co-Chair FLIC

FAX ALERT

Sending personal information by fax is not a secure means of transmission.
It is recommended that you complete and return any forms by regular mail to:

Film & Television Office,
Main Floor, Rotunda North,
Toronto City Hall,
100 Queen Street West,
Toronto, ON M5H 2N2.

Physical location and mailing address:

Toronto Film and Television Office
Main Floor
Rotunda North
Toronto City Hall
100 Queen St W
Toronto, ON M5H 2N2

Staff of the Toronto Film and Television Office are extremely knowledgeable about all aspects of filming and are available to guide you through any part of the permitting process. In 2002, the TFTO team issued 5,077 location-filming permits for 1,513 projects.

Our one-stop customer service includes information about neighbourhoods, community organizations, business districts, other levels of government, individual properties, public and private organizations can be obtained by productions applying for permits.

Contact the Toronto Film and Television Office by:

Telephone: 416-392-7570

Fax: 416-392-0675

General e-mail:

filmtoronto@toronto.ca

Individual e-mail addressing:

Film Commissioner

Rhonda Silverstone rsilvers@toronto.ca

Film Coordinators

Pati Coukell pcoukell@toronto.ca

Barbara Broden bbroden@toronto.ca

Film Permit Officers:

Sandro Magnone smagnone@toronto.ca

Margaret Boland mboland@toronto.ca

Sandi Koitsis skoitsi@toronto.ca

Jay Harvey jharvey0@toronto.ca

Roselind Chyrski rchyrsk@toronto.ca

Sandra Graham sgraham1@toronto.ca

Program Assistants:

Diane Harper dharper@toronto.ca

Pamela Akasaka pakasaka@toronto.ca

Location filming permit applications

Location Filming Permit application forms are available at our office, on our website <http://www.to-ontfilm.com> or by fax. Applications can be submitted to our office in person, by fax or on-line at <https://secure.toronto.ca/tfto/filmform2.jsp>

Film Permit Officers are responsible for issuing location-filming permits by the Ward area where each particular location is situated. Areas are rotated amongst the staff quarterly to ensure that each staff person has a full spectrum of knowledge about the entire City of Toronto jurisdiction. Your application will be directed to the appropriate staff person.

**PRODUCTION
INFORMATION SHEET**

The following documentation is required by the TFTO *prior* to any location filming permits being issued:

- ☆ a completed copy of this form - fax to 416-392-0675 or submit it online at www.toronto.ca/tfto
- ☆ a cast list
- ☆ a crew list
- ☆ shooting schedule
- ☆ script
- ☆ insurance (see page 12 for further details)

The TFTO promotes Toronto's production industry and has coordinated location filming throughout Toronto since 1979. The office issues location filming permits to all productions and accumulates confidential data on production activity to promote continued support for the industry at all levels of government. Budgets are reported on a cumulative basis and are provided to our office by productions that use our services. We are not interested in above-the-line expenditures – only what a production intends to spend in Toronto. Production managers and/or production accountants working on features and movies made for television provide this figure to us on a total "money spent in Toronto" basis - including post-production. TV series report either a total per cycle expenditure or an average episodic expenditure – including post-production. This is an accepted practice by both Canadian and U.S. production companies and film commissions worldwide

Title: _____

☆ Feature for <input type="checkbox"/> Cable or <input type="checkbox"/> Theatrical release <input type="checkbox"/> Short	☆ Movie for Television _____ Network	☆ TV Series Cycle _____ _____ Network Episode #'s this cycle: _____ <input type="checkbox"/> 1/2 Hr <input type="checkbox"/> 1 Hr episodes
Distributor: _____		

☆ Mini Series for _____ Network	☆ TV Special <small>*includes drama / variety / docu-drama / TV Pilots / documentaries / interactive videos</small>	☆ Other (please state): _____
------------------------------------	--	-------------------------------

Production Company: _____

Address: _____

Producer(s): _____

Director: _____

Production Manager: _____

Location Manager: _____

Assistant Loc Mgr: _____

Prod Office: Phone No: () _____ - _____ Fax No: () _____ - _____

Start Date dd/mth/yy:

Pre-production: ____/____/____ Camera: ____/____/____ Wrap: ____/____/____

Union(s): _____

Budget Information: Please indicate whether Cdn or US funds

Total Budget: \$ _____ CDN / US Spent in Toronto: \$ _____ CDN / US

TV Series: \$ _____ CDN / US per episode x _____ episodes

Please indicate Country of origin of your production:

Cdn Have you received Canadian content status? Y N

US CDN/US Co-Venture

Co-Production between Canada and _____

Other: (please state): _____

Toronto playing as (specify City): _____

Principal Cast:

**MUSIC VIDEO
INFORMATION SHEET**

The following information must be provided to the TFTO *prior* to any location filming permits being issued for your production.

Please fax your completed form to us at 416-392-0675 or submit it online via our website www.toronto.ca/tfto

Thank you

Title: _____

Artist: _____

Production Company: _____

Address: _____

Record Company: _____

Producer(s): _____

Director: _____

Location Manager: _____

Start Date dd/mth/yy:

Pre-production: ____/____/____ Camera: ____/____/____ Wrap: ____/____/____

Budget Information:

Please indicate whether Cdn or US funds

Total Budget: \$ _____ Cdn / US

Spent Here: \$ _____ Cdn / US

Production Office:

Phone No: () _____ - _____ Fax No: () _____ - _____

Please indicate Country of origin of your production:

Cdn US CDN/US Co-Venture

Co-Production between Canada and _____

Other: (please state): _____

**Guidelines for filming
on streets under the
jurisdiction of the
City of Toronto**

1. **Applicability:** The following guidelines apply to all location filming which takes place in the City of Toronto, except for current affairs and newscasts.
2. **Permit Issuance:** Permits for location filming will be co-ordinated through and issued by the Toronto Film and Television Office (TFTO).
3. **Timelines for Submission of Application:** The TFTO will be advised of all location filming requiring a permit, not less than 2 business days in advance of filming or in City Parks, as agreed to between the Parks Division and the TFTO. This does not apply to previously permitted locations where rescheduling is necessary. However, if an alternate shoot date is required and it is not on the permit or is a date other than what is on the permit, a subsequent letter of notification as described in Guideline 4 is required, but the application period is waived. Filming that includes but is not limited to road closures, multi-lane closures and special effects requires at least 4 days notice.
4. **Notification:**
 - i) *Community:* The film company must notify affected residents, occupants and businesses, in advance of filming and as instructed by the TFTO, of the duration and location of filming, including information about planned special effects, road and lane closures, sidewalk usage without obstructing pedestrians and the time that cones will be placed on the street to restrict parking. Filming in residential areas for a period of 7 consecutive days or longer will not be approved unless a majority of affected residents (as determined by the TFTO) have given their approval (written approval where possible, name and address of homeowner / tenant, business owner noted if has no objection but does not wish to sign). Filming involving the use of catastrophic special effects will not be approved unless a majority of affected residents (as determined by the TFTO) have given their approval (written approval where possible, name and address of homeowner/tenant, business owner noted if has no objection but does not wish to sign). A Handbook outlining notification procedures is available from the TFTO.
 - ii) *Councillors:* Councillors will be notified on a daily basis after the permit is signed by the applicant. This notification will include the name of the Production Manager, title of the production, telephone number of the production office, the Location Manager and the Location Assistant if requested.
 - iii) Film Companies are to notify, in writing, an affected BIA in advance of filming of the duration and location of filming, including information about special effects, road and lane closures, sidewalk usage, and the time of placing any cones in the street allowance and/or as directed by the TFTO. Notification will include the name of the production manager, title of the production, and a contact telephone number.

**Guidelines for filming
on streets under the
jurisdiction of the
City of Toronto**

5. **Restrictions on Hrs./Days for Filming:** Permits authorizing filming in residential areas between 11:00 p.m. and 7:00 a.m. will not be approved unless all affected residents have been notified in advance. Depending on the potential impact on the area, a majority of affected residents (as determined by the TFTO) will have to give their approval (written approval where possible, name and address of homeowner/tenant, business owner noted if has no objection but does not wish to sign) for filming to occur in these circumstances.
6. **Limitations:** Location filming in residential areas will be limited to 2 occasions/year for each residential block unless approval of a majority of affected residents (as determined by the TFTO) (written approval where possible, name and address of homeowner/tenant noted if has no objection but does not wish to sign) is given for additional occurrences and all notification procedures are followed to the satisfaction of the TFTO. The amount of filming in other areas may also be limited as determined by the TFTO in consultation with Ward Councillor(s).
7. **Consideration to Residents/Occupants/Businesses:** These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:
 - i) *Lighting:* Lighting for filming should be oriented away from neighbouring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic. Night filming involving intensive lighting between 11 p.m. and 7 a.m. requires approval of majority of affected residents (written approval where possible, name and address of homeowner/tenant noted if has no objection but does not wish to sign).
 - ii) *Noise:* The production company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.
 - iii) *Generators:* All generators used on streets in residential areas or in City Parks will be “blimped” generators unless otherwise approved.
8. **Disruption to Residents/Occupants/Businesses:** It is the production company’s responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring residents, owners and customers access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties. The production company is under no obligation to provide compensation for disruption unless it voluntarily agrees to do so with residents/occupants/businesses or otherwise has legal obligation to do so. Disruption of parking as a result of a film permit is not compensable unless otherwise agreed with the applicable persons. Every effort should be made to ensure that people displaying legitimate credentials such as disabled parking permits are accommodated in recognition of their personal safety.

**Guidelines for filming
on streets under the
jurisdiction of the
City of Toronto**

9. **Identification of Production Vehicles:** All vehicles carrying equipment involved in the production will be issued a Location Filming Vehicle Permission Card which must be displayed on their dashboards and it is the responsibility of the production company to determine in advance, the number of production vehicles requiring such a permit.
10. **Traffic:**
 - i) No interference with pedestrian or vehicular traffic is to occur without being noted on the permit. Every opportunity is to be taken to ensure that access, either vehicular or pedestrian, is not restricted to persons with disabilities.
 - ii) Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.
 - iii) All moving vehicles must comply with regulations governing traffic in City Parks/Properties unless otherwise noted on the permit.
 - iv) Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions unless directed otherwise by a Pay Duty Police Officer.
11. **Parking and/or Standing:**
 - i) Production vehicles must not block fire hydrants or be parked in fire routes or within 9 metres of an intersecting street or impede any emergency response vehicles and must also adhere to any other requirements specified on the permit.
 - ii) In City Parks, production vehicles and equipment must not block driveways or other access/egress ramps. Production vehicles must leave at least two feet clearance on either side of a driveway, ramp, or other accesses/egresses/ingresses. In all other circumstances, vehicles cannot block driveways or other access ramps without the approval of the owner.
 - iii) No production equipment/vehicles are to be within 30 metres of a subway entrance, a bus or streetcar stop, a pedestrian cross-over or a signalized intersection unless otherwise noted on the permit.
 - iv) It is up to the film company to make alternate parking arrangements for residents in possession of a valid street parking permit for that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
 - v) Production vehicles must not block parking lot access/egress ramps and accessible parking for persons with disabilities.
12. **Traffic Stoppages:** Intermittent traffic stoppages to a maximum of 3 minutes, unless stated otherwise, shall be under the supervision of a Pay Duty Police Officer. It is the production company's responsibility to arrange for the Transportation Division to cover, alter, remove and/or reinstall traffic or street signs as may be necessary.

**Guidelines for filming
on streets under the
jurisdiction of the
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13. Filming Activities and Relationship to Police/Fire/Ambulance:

- i) Appropriate Pay Duty Police Officers are required for the detonation of pyrotechnic special effects. A blast analysis may be required and additional time is needed to arrange for this activity. Qualified Emergency Medical Services personnel (paramedics) be on site during the filming of dangerous situations such as special effects, stunts, and /or detonation of pyrotechnics, as determined by the Toronto Film and Television Office.
- ii) The Toronto Fire Department must be advised in advance in writing when the use of flammable liquids/materials is being planned.
- iii) Pay Duty Police Officers are required as determined by the TFTO for such things as permit compliance, intermittent traffic stoppages and traffic control and/or when required to direct pedestrian or vehicular traffic including those instances involving City Parks/Properties. A copy of the permit is to be supplied to the Pay Duty Officer on duty. All costs associated with these requirements are the expense of the applicant.

14. Clean-up: Production crews must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition, unless otherwise approved by the TFTO or other arrangements are made with an operating Division of the City and noted on the permit, in which case the production company will be billed accordingly. Materials and debris are not to be washed into catch basins.

15. Conduct: It is the responsibility of the production company to ensure that their staff operate in a safe and professional manner in the course of their duties and adhere to the City of Toronto Code of Conduct for Cast and Crew.

16. Insurance: All companies filming in the City of Toronto, must present to the Commissioner of Finance, prior to permit issuance, a certificate of comprehensive general liability insurance in the amount of \$2 Million per occurrence or such higher limits as the City of Toronto reasonably requires depending on the nature of filming and all such policies shall add the City of Toronto as an additional insured and shall contain a cross liability clause, a severability of interests clause and shall not call into contribution any other insurance available to the City of Toronto. In addition, such policies, may not be cancelled or amended without the prior written consent of the City of Toronto via the TFTO.

17. Expenses: The production company is responsible for all out-of-pocket expenses related to the use of City roads, properties, parks or equipment and shall be given an estimate of these costs prior to permitting. Once filming begins or is about to begin, if there are any changes to these arrangements, the production company is to be notified immediately. Whenever expenses are anticipated, the production company will be required to issue a purchase order number to the City to cover these costs and may also be asked to pay in advance.

**Guidelines for filming
on streets under the
jurisdiction of the
City of Toronto**

18. **Security Deposit:** Where deemed necessary by the appropriate City Department/Agency, a certified security deposit shall be required prior to the issuance of a film permit as stipulated on the permit and this deposit shall not be returned until all invoices, charges and claims have been cleared.
19. **Safety:**
 - i) Interior safety signs in buildings must not be covered, (eg., fire exit signs) unless expressly agreed to by the property manager/owner.
 - ii) All production companies must adhere to the Ontario Ministry of Labour Safety Guidelines for the Film & Television Industry in Ontario, 4th Edition - January 1999, and
 - iii) the Ontario Ministry of Transportation's Ontario Traffic Manual Series (OTM). Manuals are available for purchase from the publisher, Ronen House at 1-(800)-856-2196. Information can also be obtained on their web site at <http://www.ronenhouse.com>.
20. **Restrictions:**
 - i) There may be sensitive areas and/or properties in the City of Toronto in which filming may be restricted. Specifically, no filming of 360 University Avenue (United States Consulate).
 - ii) Filming on controlled access highways such as the Don Valley Parkway and Fred G. Gardiner Expressway requires special consideration.
 - iii) Decisions about the nature and extent of filming in or around a heritage property will be negotiated on a case-by-case basis with the appropriate municipal heritage officials.
 - iv) The TFTO reserves the right to refuse to issue a permit to a production company or individual who has failed in the past, to adhere to these guidelines or any filming guidelines of the former municipalities now forming the City of Toronto.

FAX ALERT

Sending personal information by fax is not a secure means of transmission. It is recommended that you complete and return the form by regular mail to:

Film & Television Office,
Main Floor, Rotunda North,
Toronto City Hall,
100 Queen Street West,
Toronto, ON M5H 2N2.

Code of Conduct For Cast and Crew

Film and television productions are all guests in residential and commercial areas and shall treat all locations, as well as the members of the public, with courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct. Please observe the following and act accordingly.

Note:

A single page version of this document can be obtained from the Toronto Film and Television Office. Call 416-392-7570.

To the Public

If you find this production company is not adhering to this Code of Conduct, please call the Toronto Film & Television Office at 416-392-7570; Fax No.: 416-392-0675; E-Mail: filmtoronto@toronto.ca Monday to Friday between 8:30 a.m. and 4:30 p.m. or :

_____ of _____

Production Manager

Title of Production

at _____
Telephone No.

1. When filming in a neighbourhood or business district, proper notification (at least two working days notice) 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:

- name of production company, title of production
- kind of production (e. g. feature film, movie of the week, tv pilot, etc.)
- type and duration, and description of activity (i.e. times, dates and number of days, including prep and strike
- company contact _____,

Location Manager

Location Assistant

The Code of Conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.

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 between 7:00 a.m. and 11:00 p.m. unless residents are surveyed and a majority have 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.
4. Production vehicles shall not block, or park in, driveways without the express permission of the driveway owner.
5. Pedestrian traffic not to be obstructed at any time. All cables and similar items to be channelled

**Code of conduct for cast
and crew...**

6. Do not trespass on residents' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
7. No alcoholic beverages permitted at any time on any set or location.
8. 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.
9. Observe designated smoking areas and always extinguish cigarettes in appropriate containers.
10. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the relevant municipal authority (existing City by-laws) or property owner.
11. Film crew shall not remove City street signs. This must be done by City Transportation Services staff. Contact the director of the Transportation Services Division in the appropriate district to arrange for this service: District 1 (East York, Toronto & York Community Council areas) Andrew Koropeski 392-7714; District 2 (Etobicoke Community Council area) John Thomas 394-8341; District 3 (North York Community Council area) Roberto Stopnicki 395-7480; District 4 (Scarborough Community Council area) Gary Welsh 396-7842.
12. 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.
13. Film company employees shall wear appropriate clothing while on location (i.e., t-shirts with offensive slogans or logos are not acceptable).
14. Crew members 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).
15. Every member of the crew shall wear a production pass (badge) when required by the location.
16. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
17. It is up to the film company to make alternate parking arrangements for residents in possession of a valid street parking permit for that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.

**Code of conduct for cast
and crew...**

18. The company will comply at all times with the provisions of the filming permit which include adherence to the City of Toronto By-law regarding location filming and the Guidelines for Filming in the City of Toronto. A copy of the filming permit shall be on location at all times with the location department.

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.

INSURANCE DOCUMENTATION

Prior to issuing a Location Filming Permit the following documentation must be submitted to our office:

The City of Toronto

1. A certificate of insurance is needed with the following requirements appearing on the certificate:
 - a) **General Comprehensive Public Liability** in the amount of two million dollars (\$2,000,000.00).
 - b) **The City of Toronto** named as an additional insured.
 - c) **A Cross Liability / Severability of Interest Clause** which is defined as follows:

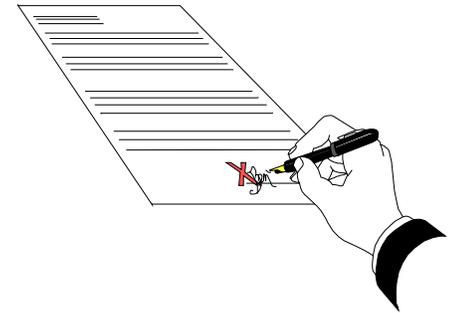
The Insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. Any breach of a condition of the policy by any Insured shall not affect the protection given by the policy to any other insured. The inclusion herein of more than one Insured shall not operate to increase the limit of liability under this policy.

Letters of Notification

The purpose of writing a letter to Residents and Businesses is to give advance notification of your arrival and describe what the location filming activity entails.

NOTE:
Location filming permits cover parking for production vehicles only, not crew vehicles.

Letters of notification must be forwarded to the Toronto Film and Television Office for review and approval before the letter is delivered by film company personnel to the neighbourhood(s) where filming is proposed to take place. TFTO staff will review letters to ensure that variances to the guidelines are clearly stated.



Letters must be received by the resident in advance of filming to provide area residents and businesses a chance to respond, if they want to. Please fax letters to TFTO staff at 416-392-0675 within sufficient time to avoid delays.

Please use the following checklist to ensure that your letter includes all relevant details:

- Letter is on Film Company letterhead.
- Film Company, title and type of production are identified.
- Name and telephone number of Production Manager and Location Manager is provided.
- Telephone number of the Toronto Film and Television Office (416-392-7570) is provided. DO NOT refer to individual staff of the TFTO.
- Duration of filming (one day, two consecutive days, recurring location for [n] number of days over [n] number of months).
- Date(s) and time of day that production vehicles will arrive at the location, as well as wrap time and day has been included.
- Street dressing, gunfire or special effects have been detailed.
- Proposed parking locations of production unit, including street name, side of street and parameters are clearly stated.
- Specifics regarding proposed alternate parking arrangements for permit parkers has been included. It is up to the Film Company to find alternative parking arrangements suitable to the residents.
- Letter has identified that the Film Company is requesting an exemption to a particular guideline. For example if a City block has already been used twice this year, letter to state that the film company is requesting permission / signature for third use.
- A copy of the guidelines for filming and code of conduct for cast and crew is attached.

Include the following in your letter:

To obtain further information regarding the Guidelines for Filming contact the Toronto Film and Television Office at 416-392-7570.

**Production Company Name
Address, Phone number
SAMPLE**

Date _____

Please be advised ABC Production Company will be filming "The Test" a feature film at 123 Main St. on March 31 between 8:00 am – 4:00 pm. The scene will involve our 2 actors driving down the street in a car, pulling up in front of a house and running inside.

We will be parking our production vehicles on the north side of Main St. between Any Ave and Other Blvd from 7:00 am -12:01 am.

By signing below you have no objection to the above named production company receiving an exemption to this particular filming activity.

Name: _____ No Objection Signature Refused
 Please Print: _____ Signature Refused/No Objection
 Signature: _____ Vacant House No Answer
 Objection: reason _____

Address: _____
 The personal information on this form is collected under the authority of the City of Toronto Act, 1997, By-law #965-2000, and Ch. 459, of the Municipal Code. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone # 416 392-7570.

Name: _____ No Objection Signature Refused
 Please Print: _____ Signature Refused/No Objection
 Signature: _____ Vacant House No Answer
 Objection: reason _____

Address: _____
 The personal information on this form is collected under the authority of the City of Toronto Act, 1997, By-law #965-2000, and Ch. 459, of the Municipal Code. The information is used to obtain consent for filming to process location film permit applications and aggregate statistical reporting. Questions about this collection can be directed to: Manager, Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, Telephone # 416 392-7570.

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Filming in Toronto Parks

When making a request to film at a Toronto Park please provide staff of the Toronto Film and Television office with the following information to arrange for permission.

Fax your location filming permit application to the Toronto Film and Television Office at 416-392-0675 or submit it on-line at www.toronto.ca/tfto

- ◆ **A minimum of 2 days notice** prior to the date of filming for small format and 3 days for large format. A site meeting may be required based on the requirements of the scene to be shot.
- ◆ A brief description of what the scene involves.
- ◆ The date of filming (it is suggested that you also choose a rain date).
- ◆ What equipment you will be bringing into the park.
- ◆ Total number of cast and crew.
- ◆ Total number of production vehicles involved and parking location.
- ◆ The start time (include prep) and wrap time.
- ◆ Any other relevant details (i.e. SPFX, picture vehicles, etc.).

PLEASE NOTE:

No staking or digging including the use of grounding stakes is permitted in any Park at any time unless prior stake-out clearance has been obtained from the appropriate Utilities and Parks staff.

GROUNDING in Parks is NEVER permitted unless facilities exist for this purpose AND, permission has been granted by the Parks Supervisor AND it appears on your location filming permit.

If any permits are issued for the following Parks please ask for a copy of IATSE's City of Toronto Parks Department Permanent Generator Grounding Sites directory.

Bay Adelaide Park	Christie Pits	Sculpture Garden
Beaches Park	David Crombie Park	Sir Casimir Gzowski
Berczy Park	Moss Park	St James Park
Budapest Park	Pantry Park	SunnysidePark
Cherry Beach aka	Riverdale Park West	Trinity Bellwoods Park
Toronto Harbour	Rosedale Park	Whitney Park
Commissioners Park (west)		Woodbine Beach Park

Please note that *.pdf files showing Park map information can also be found on the film safety web page at <http://www.filmsafety.ca> Click on Bulletin then choose Electrical Safety Awareness. Along with the above noted directory, there is another useful document put out by the Electrical Safety Authority entitled "Film, Television, Live Performance and Live Event Electrical Guidelines" also available on the safety bulletin site. A diagram showing Ground Proving lay out and operation is attached.

Toronto Police Service

Requirements concerning location filming permits and locations.

Address and phone number

Toronto Police Service

Traffic Services
45 Strachan Avenue (Just South of King St W)
(416) 808-1939 or (416) 808-1986

Hours of operation:
Monday to Friday
7:00 am to 3:00 pm

Conditions of Permit

Film crews will ensure that any and all conditions stated on the film permit(s) are complied with.

Film companies will not unnecessarily impede the normal movement of motor vehicles and/or pedestrian traffic.

Unless authorized under a location filming permit traffic flow will not be held up for a period longer than three (3) minutes to complete a filming sequence. Traffic must completely clear before the next stoppage will be allowed.

Unless a lane closure is specified on the permit under PDO supervision, film crews, will not park, stop or stand vehicles in rush hour routes, no standing or no stopping zones. Production vehicles will NEVER park in wheelchair/handicapped/tow away zones; within 9 metres of intersections; 30 metres of signalized intersections and 3 metres of fire hydrants. The location filming permit does not apply to crew vehicle parking.

Relocating vehicles by towing to accommodate filming or parking will not be permitted.

An employee of the film company must come in to the Toronto Film and Television Office to sign the permit. Staff of the Toronto Film and Television Office will provide the original copy of the permit to the Film Company, retain a copy on file and fax a copy to the Toronto Police Service.

The permit will be accompanied by a specific predetermined number of red Location Filming Vehicle Cards. The "red cards" should be placed in the window of each production vehicle for the duration of the shoot. To obtain the red "Location Filming Vehicle Cards" the location manager may be requested to submit a typed list of their vehicle requirements to the TFTO.

Copies of the issued Location Filming Permit Vehicle Card (red card) and Location Filming Permit must be clearly displayed on all vehicles.

**All location filming permits must be signed by two parties in order to be valid. These are:
An official of the City of Toronto Film and Television Office and an employee of the Film Company.**

**Use of Special effects
Firearms Explosive Devices and
Flammable Liquids**

It is the responsibility of the film company to ensure that any time firearms, explosive devices or flammable liquids are used or any potentially dangerous stunts are attempted that Traffic Services are consulted to ensure public safety.

Permits for carrying and use of prop firearms must be obtained. Inquiries regarding firearms permits may be made to the Toronto Police Service Firearms Registration Unit, 799 Islington Avenue at (416) 808-3786.

Unless permission has first been granted by the Deputy Chief of Field Operations, film company representatives will not be permitted to:

1. Accompany Police Officers on patrol.
2. Film in Police buildings.
3. Borrow or use Police uniforms or equipment.
4. Include Police Officers in a film production.

Toronto Police continued...

Pay Duty Officers

Pay Duty Officers are hired through the Traffic Services of the Toronto Police Service. The number of officers to be assigned will be determined according to the need for traffic control and public safety by the TFTO. If special effects are involved it may be required that an officer from the Emergency Task Force - Explosives Disposal Unit be assigned.

Requests for all Pay Duty Officers will be made through Traffic Services of the Toronto Police Service, 45 Strachan Avenue, (416) 808-1937, Monday to Friday, between the hours of 7:00 a.m. and 3:00 p.m. To obtain a Pay Duty Request Form, call (416) 808-1937 or (416) 808-1900 (after hours). This form should be filled out by the location manager and faxed back to Traffic Services at (416) 808-1922 or (416) 808-1902 after hours.

Due to the limited availability of motorcycles for pay duties, 24 hours notice is required. The same rule also applies if a Pay Duty Officer is required from the Emergency Task Force, Explosives Disposal Section. Failing to provide sufficient notice may result in the non-availability of Pay Duty Officers.

Pay Duty Rates

Rates are subject to change annually. To determine the current rate call Traffic Services at (416) 808-1937 or (416) 808-1939.

Pay Duty Officers are hired on an hourly basis. However, they must be paid for a minimum of three (3) hours, i.e.: (even if required for only one hour, the minimum of three (3) hours pay will be paid).

Rates at the time of this printing:

Police Constable	\$49.00 per hour with a 3 hr minimum = \$147.00 (all classifications ie. ETF, Marine Unit)
Police Sergeant	\$55.00 per hour with a 3 hr minimum = \$165.00 If four (4) or more police constables are hired, a Sergeant will also be required.
Staff Sergeant	\$60.00 per hour with a 3 hr minimum = \$180.00 If a total of nine (9) or more police constables are hired, a Police Sergeant and a Staff Sergeant will also be required.
Staff Sergeant	\$62.00 per hour with a 3 hr minimum = \$186.00 If a total of fourteen (14) police constables are hired, a Police Sergeant and a Staff Sergeant will also be required and the Staff Sergeant will be paid at \$62.00 per hour

If any equipment is used on a pay duty (ie motorcycle, cars, boats, horse, bicycle) the film company will be billed by the Toronto Police Service at the end of the month.

Should it become necessary to cancel a Pay Duty Officer, his unit or division must be notified eight (8) hours prior to the scheduled starting time for the pay duty. Failure to give sufficient notification, i.e.: (less than the eight [8] hours), will result in the film company being required to pay the officer(s) involved the minimum payment of three (3) hours.

Any parking tickets issued to film company vehicles in error should be submitted to Parking Tag Operations.

PARKING TICKETS

Parking infractions will only be withdrawn by the City of Toronto if there is an obvious error on the face of the ticket such as a problem with the date, location, type of offence, or licence plate number.

If it is confirmed that such tickets have been issued in error they will be considered for cancellation. However, if it is the opinion of the City representative reviewing the ticket(s) that the same was properly issued, the film company will be required to pay the ticket(s) or pursue the matter through the courts.

TO ENSURE THAT YOU DO NOT RECEIVE A PARKING TICKET MAKE SURE THAT YOUR RED LOCATION FILMING VEHICLE PERMIT AND LOCATION FILMING PERMIT ARE BOTH CLEARLY ON DISPLAY ON THE DASHBOARD OF EACH PRODUCTION VEHICLE.

Tickets and a copy of the location filming permit should be taken to:

Toronto Parking Tag Operations:

1500 Don Mills Road
Main Floor
Don Mills, Ontario

2700 Eglinton Ave West
Main Floor
North York, Ontario

Metro Hall
55 John Street
3rd Floor

General Inquiries:
Phone: (416) 397-TAGS [8247]

Please retain a copy of the parking ticket for your records.

Pay Duty Guidelines for Police Explosive Technicians

Location personnel may make arrangements for ETF pay duty officers by going directly to the ETF to file a pay duty request or fax a request to the Toronto Police Service Film Co-ordinator at fax number 416-808-1922.

For further information or to obtain a Pay Duty Request form call Toronto Police Services at 416-808-1937 Monday to Friday 8:00 am to 4:00 pm

Only officers who are qualified police explosives technicians shall do film industry pay duties involving the supervision of explosives or the use of firearms.

In certain circumstances, rather than requiring a bomb technician, officers commonly known as P.E.T.A.'s (Police Explosive Technician Assistant) might attend certain film sites where benzoyl peroxide is not being used. P.E.T.A.'s are officers who have not been fully trained as bomb technicians however are trained in proving firearms safe and using small squib devices. Under no circumstances shall a P.E.T.A. do a pay duty involving the use of high explosives including detonation "det" cord.

It is the responsibility of the Production Company to indicate at the time they make a pay duty request for ETF personnel what type of equipment is being used.

Rates are standard for all pay duty officers.

When arriving on set, it is the responsibility of the pay duty officer to ensure a valid permit has been issued and the production is operating within the permit parameters.

When arriving on set it is the responsibility of the pay duty officer to ensure that all pyro-technicians have the appropriate licensing for the effect(s) to be performed.

If a pyrotechnic plan has been submitted it is the responsibility of the pay duty officer to ensure that the plan is adhered to.

The pay duty officer must ensure that all explosives on set are properly stored and appropriate safety measures are used.

All set up and rigging of SPFX must be thoroughly checked by the pay duty officer. Any safety concerns must be brought to the attention of the SPFX pyro-technician. Appropriate safety equipment and safe distances must be maintained during rigging of the effect. Use of portable radios near electric initiation devices must be closely monitored and prevented if it becomes a safety issue.

If a safety issue arises and the SPFX pyro-technician refuses to address your concerns he/she should be cautioned regarding the repercussions of both criminal and civil liability. Further your concerns should be brought to the attention of the 1st A.D. and the on set safety officer or union rep.

The pay duty officer must be satisfied that the gun handler has all the appropriate permits and licences for any weapons he/she brings on set.

**Pay Duty Guidelines for
Police Explosive
Technicians continued...**

All firearms and ammunition must be checked by the pay duty officer before being used on set. Improper use of weapons on set must be addressed immediately by the pay duty officer.

When a firearm is being used, cast and crew must use all necessary protective equipment.

Prior to gunfire or explosions going off, the police radio room must be notified. In the case of an explosion Toronto Fire Services must also be notified.

The pay duty officer must ensure that adequate safety equipment and/or personnel are on set to handle any emergency situation arising from the use of firearms, explosives or pyrotechnics on set.

If an accident occurs on set the pay duty officer shall ensure that prompt medical attention is provided.

If there is personal injury or property damage resulting from the use of firearms, pyrotechnics or explosives the scene should be treated as a crime scene. The on-call explosive technician must be notified and will attend if the circumstances dictate. For all serious injury or fatality the O.I.C. (Officer in Charge) of the explosive section must be notified.

If criminal charges are warranted the divisional C.I.B. (Criminal Investigation Branch) should be contacted and requested to attend the scene.

A full TPS 649 (Toronto Police Services) must be completed in addition to any other reports outlining the details of the occurrence and submitted to the Unit Commander ETF. An Incident report must be submitted and the appropriate agencies notified for any on set accident.

It is strongly recommended that when on set Pay Duty Officers are readily recognisable as a police officer.

If there is a problem with the ETF attending or not attending the set, then the location manager should deal directly with ETF.

SPECIAL EFFECTS / PYROTECHNICS

Use of SPFX Explosives / Pyrotechnics on film sets in the City of Toronto.

Please fax this form and your site plan to the Toronto Film and Television Office at (416) 392-0675.

It is the responsibility of the Production Company to indicate what type of equipment is being used.

In order to expedite the process of your location filming permit application, please provide the Toronto Film and Television Office with:

Your location filming permit application and a completed copy of this special effects information form outlining:

- θ location
- θ time that the effect will be taking place
- θ name of special effects coordinator
- θ placement of charges
- θ materials to be used (i.e. what explosives and flammable liquids are being used)
- θ if compressed air is involved

SPECIAL EFFECTS INFORMATION FORM	
Project Title:	Phone:
Production Company:	
FX Supervisor:	Phone:
FX Location Rep:	On Site Contact No:
Film Location:	
Date(s) of Filming:	
Time(s) of FX Work:	
Brief description of effect:	
Materials used, including quantities:	

Please attach a site plan

Safety Guidelines

**Safety Work Practice
Guidelines for the
Ontario Film and
Television Industry**

The Joint Health and Safety Committee has completed a set of safety work procedures and guidelines that has been accepted by the Ministry of Labour as being reasonable precautions to be taken to protect the health and safety of workers in the Film and Television Industry. All production companies should obtain a copy of this booklet for reference prior to the commencement of production.

Copies are obtainable from the following sources:

**Don Brown
Ontario Ministry of Labour
Industrial Health and Safety Program
400 University Avenue, 7th Floor
Toronto, Ontario
M7A 1T7
Telephone: (416) 326-7906
Fax: (416) 326-7761**

**Toronto Film and Television Office
City Hall, Main Floor Rotunda North
Toronto, Ontario
M5H 2N2
Telephone: (416) 392-7570
Fax: (416) 392-0675**

**Section 21 Film and Television Health and Safety Committee
Website
<http://www.filmsafety.ca>**

HELICOPTER FILMING

Arrangements must be made for helicopter filming involving landings, take-offs and/or flying at altitudes less than 1,000 feet in the City of Toronto.

1. The helicopter company should take out insurance with the following requirements appearing on the certificate:
 - a) General Comprehensive Public Liability in the amount of ten million (\$10,000,000.00).
 - b) The City of Toronto *and* the film company to be named as additional insured.
 - c) A Cross Liability / Severability of Interest Clause.
2. The helicopter company conducting the flight is responsible for making the necessary arrangements with Transport Canada for flights in accordance with the altitudes and distances required by the Canadian Aviation Regulations (CARs).
3. Transport Canada will conduct a site inspection of the film location and advise the Toronto Film and Television Office of its suitability.
4. The Toronto Film and Television Office will advise by letter Transport Canada and the Helicopter Company that City of Toronto permission has been granted for the low altitude flight.
5. Transport Canada will charge the air carrier a \$325.00 fee for application submission as outlined in the Civil Aviation Regulatory Fees, Air Operations Schedule VIII for Commercial Air Services. The fee will be charged when the application is submitted and will be charged whether the authorization is granted or denied. The air carrier will charge this fee back to the production company.

Transport Canada requires two weeks notice prior to filming.

Transport Canada
Air Carrier Section (Rotorcraft Division)
4900 Yonge Street, Suite 300
Willowdale, Ontario
M2N 6A5

Phone: 416-952-0011
Fax: 416-952-0050

Contacts: Matt Millar 905-477-8613
Wayne Martin 905-477-0263
Richard Pearce 905-477-4834

On Location Filming

(What you need to know)

This is a general guideline for location managers to provide as a handout to property owners / property managers.

The following are points to note and ask about when a production company requests permission to film on-location at your property.

- Filming dates:** What are the actual shooting days with cast and crew?
- Dress dates:** Are additional dates required to prepare the location for the shoot in advance of the filming dates?
- Strike/clean dates:** Are additional dates required to wrap and cleanup and restore the location to it's original condition after shooting has completed?
- Personnel:** How many film production personnel will be involved?
☆ Crew – actual shoot crew
☆ Cast – actors
☆ Extras – background performers
- Vehicles:** How many vehicles will require parking?
☆ How many production trucks
☆ How many crew and extra vehicles
*note location filming permits do not provide parking for crew/extras
- Set Dressing:** What modifications or changes to the site will be required? Will any restoration be needed?
- Insurance:** Ask for your site to be named as the additional insured on the production companies insurance policy. A cross liability clause should be included. Ask for a copy of the certificate prior to commencement of filming.
- Fees:** Ask for the fee to be paid in advance.
A damage deposit (by certified cheque, to be held – not cashed) should be issued to the location and held until all film related activity is completed. Once a satisfactory inspection by the location contact and location manager is done, the certified cheque is then returned to the production company.
- Staffing:** Have a representative of your site “on set” or available during filming, preparation and strike. The cost of this person can be charged back to the production company. Your site representative should be knowledgeable about your site (i.e. alarms, sprinkler systems, electrical panels, etc.).
- Security:** Is security required “on set”?

On Location Filming
Cont'd ...

Clean-up:

Do you want your site cleaners or the Production Company's cleaners to perform this work?

Lunch:

Will you be asked to supply a space for lunch? (usually Production Company caters in lunch but will require space to seat crew/cast/extras).

Electrical:

Will the Production Company be using your power or their own? (usually the Production Company provides it's own generators but if using your electricity, you should factor in cost recovery).

Special Effects:

Will there be any special effects done on your site? (Fire, smoke, gunfire).

Communication:

To avoid confusion, it is very important to maintain good lines of communication between the site representative and the location department.

What the Production
Company requires:

Prior to actually choosing the location, two or three site visits with minimum personnel:

Producer
Director
Production Designer and/or Art Director
Location Manager
Assistant Director

Once your site is chosen, a technical survey will take place (usually 20-25 people in attendance).

Location fees will need to be agreed upon.

Managerial / security costs will need to be outlined.

Rules and regulations pertaining to your site need to be communicated to the Production Company.

Designated site representative(s) need to be identified.

Production vehicles must be parked on City of Toronto streets in compliance with the following Traffic Prohibitions	
OBJECT	No STOPPING, No STANDING, No PARKING¹ WITHIN:
Bridge / Underpass	No Stopping, No Standing, No Parking
Bus Stop ²	18.5 metres prior to Bus Stop - in direction of travel 30.5 metres beyond Bus Stop - in opposite direction of travel
TTC Streetcar Stop ³	15 metres prior to Streetcar Stop – in direction of travel
Road width 16.5 metres or less	36.5 metres beyond Streetcar Stop – in opposite direction of travel
Road width 16.5 metres or more	24.5 metres beyond Streetcar Stop – in opposite direction of travel
Corner	9 metres - if not signed 15 metres - if signed
Pedestrian Cross Walk	18.5 metres prior to Cross Walk - in direction of travel 30.5 metres beyond Cross Walk - in opposite direction of travel
Dead End	9 metres - if not posted 15 metres - if posted 16
Fire Hall ⁴	7.5 metres from entrance – same side of street 30.5 metres - opposite side of street (to permit turning radius)
Fire Hydrant	3 metres
Ramp	0.6 metres
Railway Tracks (Not TTC)	15 metres
Safety Zone (TTC Island)	15 metres
Traffic Lights	15 metres - with a Paid Duty Officer in intersection 30.5 metres - without Paid Duty Officer in intersection
Tee-Type Intersection	Minimum 9 metres or as signed

¹ Unless otherwise currently signed/posted to the contrary by City of Toronto Works & Emergency Services

² TTC / Go Transit may approve exceptions or may elect to relocate Bus Stop at the expense of Production

³ TTC may approve exceptions or may elect to relocate Streetcar Stop at the expense of Production

⁴ Fire Department may approve exceptions

Production List Registry Request Form

Please provide details about your company on this form and fax it to us at (416) 392-0675.

Once the Toronto Film and Television Office receives your completed form, you will be added to our registry and will receive updates of our production lists automatically.

Production lists are updated bi-monthly.

Please note: If our records indicate that transmissions to your fax number or e-mail delivery fails on 3 separate updates, your fax number will be removed from the registry and you will be required to submit a new form to be added again.

If you wish to be removed from our automated list, please fax your request to (416) 392-0675.

Fax Alert

Sending personal information by fax is not a secure means of transmission. It is recommended that you complete and return the form by regular mail to: **Film & Television Office, Main Floor, Rotunda North, Toronto City Hall, 100 Queen Street West, Toronto, ON M5H 2N2.**

Date:
Name/Title:
Company:
Address:
Telephone Number:
I would prefer to receive updates via:
<input type="checkbox"/> Fax <i>This service is not recommended for you if you do not have a dedicated fax line</i>
<input type="checkbox"/> E-mail <i>Documents are in MS-Word format</i>
Fax Number: <small>Please print clearly</small>
E-mail address: <small>Please print clearly</small>
We are tracking information about why individuals are interested in receiving our production list on a regular basis. Please provide a brief description below (use back of form if necessary):
How did you hear about the Toronto Film and Television Office?
<p>The personal information on this form is collected under the authority of the City of Toronto Act, 1997, By-law No. 965-2000, and Ch. 459, of the Municipal Code.</p> <p>The information is used to register for film production lists/updates and aggregate statistical reporting. The Toronto Film & Production Office does not share your e-mail/mailling address information with other program areas and/or City departments.</p> <p>Questions about this collection can be directed to Pati Coukell (pcoukell@toronto.ca) or Barbara Broden (bbroden@toronto.ca), Toronto Film and Television Office, Rotunda North, Toronto City Hall, Toronto, ON M5H 2N2, phone: 416-392-7570</p>

STREET SIGNS

Removal/
replacement/covering
and marking of street
signs and pavement for
filming purposes.

When it is necessary for street signs or traffic signs to be removed, replaced or covered or for signs and pavement to be marked, the work must be done by City of Toronto Works and Emergency Services personnel (WES). An hourly rate will be charged and a field investigation by WES personnel may be required. Below are the contact name and numbers for each of the 4 districts within the City of Toronto (as of February, 2004).

SOUTH (District 1)
Mike Bosley
416 392-7505
416 392-4075 Fax

NORTH (District 3)
Mike Whyte, Supervisor
416 395-7486
416 395-7493 Fax

WEST (District 2)
Domenic Gulli, Manager
416 394-8409
416 394-8942 Fax

EAST (District 4)
Ian Harvey, Supervisor
416 396-5415
416 396-4118 Fax

REMOVAL OF PAY AND DISPLAY/METERS

Removal of parking
meters.

If pay and display machines or meters need to be moved the location manager should contact **Tyrone Banavage**, On Street Co-ordinator for the City of Toronto Parking Authority at 416 393-7397. The fee for removing is \$1,500.00 + GST. This fee includes replacement. For any other enquiries regarding pay and display i.e.: decorating, covering them up please call Tyrone.

STREETLIGHTS

If streetlights need to be turned off contact the appropriate person below . Before contacting please find out the pole number by referring to the metal plate on each pole. These plates are located approximately 20 feet from the ground and are yellow with black numbers. The appropriate City staff will contact Hydro. The bagging of streetlights can only be done if approval has been given by WES & Hydro.

District 1 & 2
Dave Hill
416 392-5216
416 392-5205 Fax

District 3 & 4
Shawn Dillon
416 392-5212

GREEN "P" PARKING LOTS

For any enquiries regarding Green "P" parking lots please contact Tyrone Banavage, On Street Co-ordinator for the City of Toronto Parking Authority at 416 393-7397.