



## TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct,  
Please call The City of Sault Ste. Marie Tourism & Community Development Film Office

Production or Location Manager	Title Of Production	Production Office Phone Number
<p>1. When filming in a neighbourhood or business district, proper notification is to be provided to each merchant or resident directly affected by filming activity (this includes parking, holding and base camp areas). Proper notification includes a 1-page notification letter must be printed and hand delivered. This notification must include (company name, production title, contact information, as well details of the filming and how it will impact the district). This code of conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.</p> <p>2. Production vehicles must not arrive before the time stipulated on the film permit. Production vehicles shall park one at a time, turning off engines as soon as possible. Cast and crew vehicles are not covered by the location filming permit and must use designated parking areas noted by location managers.</p> <p>3. Filming and production vehicles movement only takes place between 7:00am and 11:00pm unless residents are surveyed and a majority has given their approval (written approval where possible, name and address noted if homeowner / tenant / business owner has no objection but does not wish to sign).</p> <p>4. Production vehicles shall not block, or park in, driveways without the express permission of the driveway owner.</p> <p>5. 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.</p> <p>6. Pedestrians should always be treated with courtesy and not be obstructed at any time unless stipulated in the permit. All cables and similar items must be channeled neatly and safely.</p> <p>7. Cast and crew cannot trespass on private property. They must remain within the boundaries of the property that has been permitted for filming.</p> <p>8. No alcoholic beverages are permitted at any time on any set or location.</p> <p>9. Cast and crew meals shall take place in designated areas in the location agreement or permit only. 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.</p> <p>10. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.</p> <p>11. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority (existing City Municipal Code) or property owner.</p> <p>12. Film crew shall not remove City street signs. This must be done by City Transportation Services staff.</p> <p>13. Cast and crew shall keep noise levels as low as possible at all times (including walkie-talkie communication). Cast and crew will refrain from the use of lewd or improper language.</p> <p>14. Film company employees shall wear appropriate clothing while on location (i.e. t-shirts with offensive slogans or logos are not acceptable). When appropriate cast and crew shall wear a production pass.</p> <p>15. 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).</p> <p>16. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.</p> <p>17. 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.</p>		