

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

FILM, TELEVISION, & DIGITAL MEDIA GUIDELINES



WELCOME TO SAULT STE. MARIE

Over the past decade, Sault Ste. Marie has defined itself as the go-to location for film, television, and digital production in Northern Ontario. Our diverse locations, experienced local crew base, and unique assets have set us apart in the industry – and we are thrilled you have come to be a part of it.

Sault Ste. Marie values the film industry’s contributions to our local culture and economy, and has taken steps to develop talent through the Digital Film Production accredited program being offered at Sault College. In addition, The Corporation of the City of Sault Ste. Marie (the “City”) has been working with the television and film industry to create a relationship that benefits both filmmakers and community members.

The City’s Film, Television & Digital Media Coordinator (“Film Coordinator”) is here to help you with all facets of your production, from scouting, permitting, sourcing local crew, connecting you to local businesses, and helping to make your filming experience a positive one.

The aim of the *Sault Ste. Marie Filming Guidelines* (“Guidelines”) is to ensure Film and Television Productions can easily navigate through the permit processes, and policies for a coordinated approach to Film and Television production in the area. Also to ensure all involved in the filming process act responsibly, professionally and safely at all times and the impact of filming on people and businesses is minimized.

Whether you are filming a feature film, television series, mow (movie of the week), short film, documentary, webseries, student film, commercial or music video, we wish you a great filming experience in one of Canada’s most historic and celebrated areas.

Welcome. Biindigen. Bienvenue.



SAULT STE. MARIE

Land Acknowledgment

The City of Sault Ste. Marie (the City) acknowledges, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabeg; home of Garden River First Nation, Batchewana First Nations and the Metis Nation. The City also acknowledges that this area is historically known as Bawating. The City recognizes the importance of our relationship with the Indigenous community, as we move forward together in Reconciliation. We thank all the generations of people who have taken care of this land - for thousands of years.

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DISCLAIMER

The Corporation of the City of Sault Ste. Marie reserves the right to refuse filming or issuance of a Permit to an Applicant for projects on the basis of, but not limited to, filming content, public safety, frequency of filming in a proposed location, and the availability of the proposed location. The Corporation of the City of Sault Ste. Marie reserves the right to refuse to allow filming or issuance of a Permit to an Applicant that does not comply with and/or satisfy the criteria outlined in these Guidelines, or to terminate the Permit. Decisions will be made on an individual basis. These Guidelines are a "Living" document and the information provided in the Guidelines is subject to change without notice.

FILMING GUIDELINES OVERVIEW

1.0. APPLICABILITY

The Guidelines apply to all commercial location filming, which takes place in the city of Sault Ste. Marie, with the exception of current affairs and live-to-air newscasts, family video, real estate advertisements and construction surveys. All student-filming projects must abide by the guidelines; the requirement for permits for filming does not apply to students unless otherwise directed from your educational institute.

1.1. PERMIT OVERVIEW & CITY CONTACT

The City's Film Office processes Film Permits for location filming in the city of Sault Ste. Marie without Film Permit fees. Please ensure all Production companies contact the Film Office directly for any information regarding City owned properties and facilities, City services, rentals, permissions and Film Permits. This will ensure that all information is being delivered accurately and streamlined through one point of contact. If you are unsure if your project requires a Film Permit, please contact the Film Office.

**The Corporation of the City of Sault Ste. Marie
Film Office**

Attention: Film, Television, and Digital Media Coordinator

99 Foster Drive, Sault Ste. Marie, ON P6A 5X6

E: ssmfilms@cityssm.on.ca P: (705) 989-4818

FILM PERMIT PROCESSING

2.0. APPLICATION PROCESS

Production companies/entities completing Film Projects ("Productions") in Sault Ste. Marie, regardless of size, property class and ownership of property where filming is taking place, must submit the Required Documentation below. These forms allow our staff to ensure the appropriate parties are aware of the Production and that there are no conflicts with upcoming festivals, events or roadwork. These forms must be completed prior to the commencement of pre-production. If the Production will affect any City Property, including but not limited to streets, sidewalks, parking, facilities or other municipal assets, a Film Permit will need to be applied for and granted before the project on any City assets can proceed.

Required Documentation in ALL cases:

- ✓ Completed **Application Check List (Appendix A)**
- ✓ Completed **Production Information Sheet (Appendix B)**
- ✓ Completed **Application for Location Permits to Film (Appendix C, one form per location)**
- ✓ Parking plan (**Appendix D**)
- ✓ Notification letter to residents/businesses (**Appendix E, refer to section 3.0**)
- ✓ **Code of Conduct for Cast and Crew (Appendix F)** must be distributed to all cast and crew, and attached to Filming Notification Letters
- ✓ Completed **Hold Harmless Agreement (to be provided by Film, Television, and Digital Media Coordinator)**
- ✓ Certificate of Insurance (**refer to section 3.12 for insurance requirements**)
- ✓ Add **ssmfilms@cityssm.on.ca** to Call Sheet Distribution

Required Documentation if applicable:

- ✓ Request use of applicable Municipal facility/asset from relevant City Department and provide proof of payment (i.e. facility rental, building permits, road closures, etc.)
- ✓ Applicants must identify on permit applications their intent to use guns, gunfire and Complete Firearm Application Form (**Appendix G**).
- ✓ Applicants must identify on permit applications their intent to use explosives, bomb/mock ups, flash power, detonators, and flammable or hazardous liquids/gels/material, the filming of dangerous stunts, and the use of any liquids, materials or other substances that will be discharged into the environment. Productions must also provide a site map, which explains where all special effects will occur, and include copies of the professional credentials for those involved with such special effects, etc. This is to be submitted with a complete SPFX Application Form (**Appendix H**).
- ✓ Proof of Paid Duty Police Officer contract.

The City's Film Coordinator reserves the right to refuse filming activities or the issuance of a Film Permit to an Applicant that does not comply with and/or satisfy the criteria outlined in these Guidelines. Decisions will be made on a case-by-case basis by the Film Coordinator.

In these Guidelines, the "Applicant" means the Production Company, unless there is both a Production Company and another individual who is the Applicant, where in such a case the meaning of Applicant and the obligations of the Applicant are for **both** the Production Company and the other individual.

2.1. TIMELINES, ISSUANCE OF PERMIT AND REQUESTS TO CHANGE PERMIT

To avoid unnecessary delays, the Film Office should be notified as early as possible of all Productions' locations, scouting and filming. Please submit all "Required Documentation" applicable to the Production as set out in Section 2.0 (the "Application") herein to the Film Office by the following deadlines to provide the City's Film Coordinator with time to review your request, process same, liaise with relevant City Staff and third parties, prepare the Film Permit and Waiver (once signed off on by all relevant parties), Release and Indemnity, and address issues that may arise:

- (i) a **minimum** three (3) full business days to process, prior to the proposed filming date(s) if (ii) and (iii) do not apply;
- (ii) a **minimum** ten (10) business days to process if the Production requires the use of City facilities/assets, road closures, partial or full lane closure, City By-law Exemptions, Stunts, Gunfire, SPFX, sign removal, or any other form of complex filming, will require a minimum of Ten (10) business days to process.
- (iii) Certain unique filming requests may require a by-law to be considered and approved by City Council and therefore will be subject to Council Meeting Schedules and timelines.

NOTE: The Film Office will not be able to guarantee the processing of any permit, service, facility rental, or staff request if sufficient time is not provided.

The Application can be submitted to the Film Office during our business hours: Monday to Friday, 8:30 a.m. – 4:30 p.m. Applications submitted after 4:30 p.m. on any given date will be date stamped as received on the following business day. Applications that are not complete cannot be processed.

The Application will be reviewed by the Film Coordinator or his/her designate. Following this review, the Film Coordinator will advise the Applicant if a Film Permit is required or is not

required. The Film Coordinator will also advise the Applicant of any conflicts, concerns or if further conditions are warranted.

If the Film Coordinator approves the Film Permit, the following documentation must be signed to be formalized:

- the **Film Permit** must be signed someone with signing authority on behalf of the Applicant and the Film Coordinator to be valid; and
- the **Waiver, Release and Indemnity** must be signed by someone with signing authority on behalf of the Applicant.

A copy of the Waiver, Release and Indemnity is attached as Schedule A to the Guidelines.

If you need to request a change to your Film Permit, please submit your request to the Film Office as soon as possible. The Film Coordinator requires **two** (2) full business days' notice to consider and approve/deny any change requests. Thereafter, notification letters to affected residents and business must be sent out and require 48 hours' notice prior to any change taking effect. The Film Permit and Waiver, Release and Indemnity will be updated with any changes made and re-signed to effect the change requested and approved.

FILMING GUIDELINES

3.0. NOTIFICATION

Refer to **Appendix E: Sample Notification Letter to Businesses/Residents.**

Community:

The Applicant is required to notify affected residents, occupants and businesses within 200 feet or 60-meter radius of the filming location, a minimum of two (2) business days to their earliest arrival. Notifications must include the location and duration of filming and parking; information about planned special effects; road and lane closures; sidewalk obstructions; lighting positions; any By-law Exemptions or other special requests being sought as provided for in Sections 3.1 to 3.6 inclusive below, the time that cones will be placed on the street to reserve parking; and any relevant details requested by the Film Office. A copy of all notifications must be submitted to the Film Office prior to distribution. We encourage all Applicants to include the contact details for the City's Film Office on all notification letters.

The Film Office may request the Applicant to canvass the neighbourhood in advance of the Production commencing for signed permission from area residents and business owners if:

- By-law Exemptions or other special requests as set out in Section 3.1 to 3.6 inclusive below are being sought by the Applicant; and/or
- If the Production will be filming more than five (5) consecutive days, if there are multiple overnight shoots at one location or if the neighbourhood has been frequently filmed in one calendar year.

The Film Coordinator may refuse a Film Permit if a majority of the residents or business owners do not provide permission for the Applicant to proceed in these instances. The Film Coordinator may also request a wider area of notification if he/she determines same is advisable.

3.1. QUALITY OF PLACE: CONSIDERATION TO CITIZENS, CONDUCT & BY-LAW EXEMPTIONS AND CLEAN UP

Residents and area business operators should not experience undue hardship resulting from the Production. A copy of the Code of Conduct for Cast & Crew must be included on all film notification letters that are distributed to affected businesses and residents.

The Applicant must request any By-law Exemptions or other special requests as identified below in the Location Filming Permit Application (to be completed per Location). The Film Coordinator will consult with relevant internal City Departments or if a Third Party Agency is involved the Applicant must provide confirmation that the Third Party has granted permission as required in Sections 3.1 to 3.6 inclusive herein. The Deputy CAO of Community Development & Enterprise Services and/or his/her delegate shall decide whether or not to grant the By-law Exemption and/or special request.

The Waiver, Release and Indemnity confirms that the Applicant shall be responsible for any damages and restoration costs if there are any damages to public or private property during the Production.

Noise

The Applicant must ensure that the Production complies with the City's Noise By-laws, specifically By-law 80-200 and By-law 4100, and that noise levels are kept as low as possible. For example, all generators used on streets or in public areas must be equipped with silencing attachments as required and filming/noise must not ensue outdoors between 11:00 pm and 7:00 am. The Applicant must indicate on their Location Filming Permit Application if night filming or other Noise By-law exemptions are being sought for the Production and provide particulars. The Film Coordinator will circulate the Applicant's request to relevant City Staff for review and comment. The Applicant will also need to provide the Film Coordinator with confirmation they have canvassed the neighbourhood residents and business and obtained their signed permission for night filming or other Noise By-law exemption being sought in accordance with Section 3.0 herein. If no objections are received from internal City Staff and a majority of the area residents/businesses, then the request night filming or other Noise By-law exemption being sought shall be deemed "fully approved" and therefore be exempt pursuant to Section 8 of Schedule "B" to By-law 80-200. The City has also delegated to the Deputy CAO of Community Development & Enterprise Services or his/her delegate authority to revoke a Noise By-law Exemption granted pursuant to Section 8 of Schedule "B" to By-law 80-200 if issues arise during the Production.

Lighting

Lighting for filming should be oriented away from neighbouring residences. Exceptions for night filming should be indicated on the Location Filming Permit Application and discussed in advance with those directly impacted. The Applicant should provide the Film Coordinator with confirmation that they have notified residents/businesses directly impacted and obtained their signed permission to proceed with the lighting prior to filming.

Smoking

Smoking is not permitted in municipal parks and associated facilities (By-law 2019-200). No exemption is permitted herein.

Accessibility

The Applicant shall ensure plans are in place to address property, vehicular, pedestrian and special needs access to adjacent properties, sidewalks, and roadways. The Film Coordinator

will liaise with relevant City Departments and adjustments to plans may be required prior to filming.

Refuse & Maintenance

The Applicant shall ensure compliance with the following:

- The Applicant must ensure properties are accessible for garbage collection. A collection schedule can be found at <https://saultstemarie.ca/City-Hall/City-Departments/Public-Works-Engineering-Services/Public-Works/Waste-Management/Collection-Calendar.aspx> If alternative arrangements must be made, the Applicant must identify same in the Location Filming Permit Application. The request will be included in the circulation to relevant City Staff and must receive their approval to proceed. The Applicant is responsible for any additional fees associated with rescheduling same.
- The Applicant and Production crews are responsible for cleaning the location at the end of the shoot day in order to return the location to its original condition to the satisfaction of the City's Deputy CAO of Community Development & Enterprise Services and/or his/her designate with minimum noise and disruption.
- Materials and debris are not to be washed into area catch basins. The Applicant must arrange for the proper disposal of all waste, hazardous waste (including batteries, liquids, gels, foams, medications, paint, etc.) and recyclable materials and identify how same will be disposed of in the Location Filming Permit Application. The Applicant must abide by rules and regulations in place through the City's Engineering Division, the Ministry of Natural Resources, Ministry of the Environment, and Department of Fisheries and any applicable by-laws and legislation.

Transit and School Bus

The Applicant shall ensure that properties are accessible for transit and school buses to complete their regular routes. If alternate arrangements must be made, the Applicant must identify same in the Location Filming Permit Application. The request will be included in the circulation to relevant City Staff and third parties (here the Algoma & Huron-Superior Transportation Services if school transportation requires an adjustment). The request must receive the approval of such relevant City Staff and third parties to proceed. The Applicant is responsible for any additional fees associated with rescheduling same.

Tree and Vegetation

Removal, alteration and/or cutting vegetation/public infrastructure is prohibited unless the Applicant secures the advance prior written approval of the City's Director of Public Works or his/her delegate and provides same to the Film Coordinator.

Fire Hydrant use and Grounding

All requests for Fire Hydrant use for the purpose of SPFX and/or Grounding must be submitted to PUC Water Distribution Manager at PUC Services Inc., 500 Second Line E, Sault Ste. Marie, ON P6A 6P2 P: 705-759-6500. The Applicant shall provide the Film Coordinator with written confirmation from PUC that permission for same has been granted prior to any use of fire hydrants and/or grounding.

Light Posts

All requests for permission to turn off or black out street lights or any requests to clamp a prop or light to the light post must notify the Lines Department Planner at PUC Services Inc., 500 Second Line E, Sault Ste. Marie, ON P6A 6P2 P: 705-759-6500. A safety survey may be required in order for PUC to approve requests. The Applicant shall provide the Film Coordinator with written confirmation from PUC that permission for same has been granted prior to turning off/blacking out of any street lights.

Digging

Digging is not permitted unless the Applicant has consulted with the property owner and obtained their written consent, and further contacted Ontario One call to facilitate all necessary approvals from PUC Services Inc., Enbridge Gas Co. and other utility services like Shaw Cable Systems and Bell Canada. Five Business Days Notice must be provided. Website: www.ontarioonecall.ca P: 1-800-400-2255. The Applicant shall submit written confirmation that such permissions have been obtained prior to any digging.

3.2. STREET SIGNS & PUBLIC INFRASTRUCTURE/FIXTURES

In the event that any street signs and/or fixtures (street names, traffic signs, directional signs, etc.) need to be altered, removed and/or reinstalled due to filming, changes need to be approved in advance by the City's Director of Public Work or his/her delegate and carried out by City Public Works and Engineering Services. Fees may vary depending on the location, nature of the request and will be applied on a cost recovery basis.

If the Applicant desires to alter the normal setting of a rural landscape, residential neighbourhood or urban area, or build a filming set, all construction details must be included in Location Filming Permit Application and will be circulated to relevant City Staff for review and comment. A Licence Agreement may be required depending on the nature of the request or if complex, the matter may need to be considered by City Council.

3.3. PARKING, RIGHT-OF-WAY, TRAFFIC, AND ROAD CLOSURES AND INTERRUPTIONS

Filming requests that affect a municipal right-of-way (sidewalks, roads and lanes) are to be coordinated through the Film Coordinator and noted on the Location Filming Permit Application. The Applicant is strongly encouraged to maintain the right-of-way with intermittent traffic interruptions over full closures where safety permits. The Applicant is to ensure every opportunity to access, either vehicular or pedestrian, to persons with disabilities. The Applicant shall ensure Production vehicles comply with appropriate traffic regulations unless permissions have been granted at time of Application.

The Film, TV & Digital Media Coordinator will circulate any Film requests involving parking, road closures and road occupancies to relevant City staff to ensure that same will not disrupt municipal services of any kind. The production must be willing to coordinate around the needs of local services. Following such circulation, if comments from City Staff are favourable, the request for parking, road closures and/or road occupancies shall be deemed "fully approved" and therefore be exempt pursuant to Section 2a.(3) of the City's Road Cuts By-law being By-law 2020-70. The City has also delegated to the Deputy CAO of Community Development & Enterprise Services or his/her delegate authority to revoke a Road Cuts By-law Exemption granted pursuant to 2a.(3) of By-law 2020-70 if issues arise during the Production.

If a road closure is deemed necessary given the Application, the Film Coordinator will advise. The Applicant shall comply with the Notice requirements as follows:

- The Applicant shall provide notice at least two (2) business days in advance of the commencement of the filming permitted under the Film Permit to those residents and operators of businesses occupying property beside, near and along the Highway where the filming will occur. The Film, TV & Digital Media Coordinator may also require the Applicant to comply with further notice requirements if the proposed filming is a more significant project. The Applicant shall comply with such additional notice requirements.
- The Notice shall be in writing and include particulars of:
 - o the filming, work and traffic interruptions/parking and rationale for same;
 - o the approximate start date;

- the expected duration of the work and/or project;
 - access restrictions and service interruptions;
 - contact information for the Applicant and the City's Film Office;
 - any other requirements as may be set out by the Film, TV & Digital Media Coordinator in his/her sole discretion.
- Where the filming may cause interruptions to Traffic on a City Bus Route, the Applicant must provide a minimum of ten (10) days' notice to the City's Transit Division, City Fire Services, City Police Services, any Contractors providing Recycling and Garbage Collection, Emergency Management Services and any and all School Bus Transportation providers in the City of Sault Ste. Marie in advance of the commencement of the authorized work and/or project.

Applications for road closure must be submitted no less than ten (10) business days in advance. Except where a road has been closed for filming, all moving vehicles are to adhere to the posted speed limits and to other lawful conditions unless directed by a Paid Duty Officer.

Intermittent traffic stoppages limited to a maximum of three (3) minutes, unless otherwise stated, shall be under the supervision of a Paid Duty Officer.

Filming requests that involve traveling shots must be clearly outlined on the Filming Location Permit Application form and must be accompanied by Driving Grid with detailed Maps, Times, Number of Vehicles, and Directions. If the travelling scenes take place on private property, the owner of the property must provide prior written authorization and same shall be provided to the Film Coordinator.

It is the Applicant's responsibility to arrange for Paid Duty Police Officers and provide confirmation of same to the Film Coordinator. Depending on filming circumstance, there may be a minimum number of Officers required on site. All costs associated with these requirements are at the expense of the Applicant. Pay Duty rates are subject to change annually.

**For more information on Paid Duty Police Officers, please contact:
The Sault Ste. Marie Police Services at 705.949.6300 or
Download a form at <https://saultpolice.ca/wp-content/uploads/2020/01/Special-Duty-Contract-form-2020.pdf>**

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.

**For more information on Provincial Highways please contact:
The Ministry of Transportation at 705.945.6611**

Municipal road closures, temporary traffic light alterations or traffic pattern changes need to be approved and carried out by the City's Public Works and Engineering Services and proceed in accordance with City By-law 2008-131.

3.4. GRID PERMITS

Filming requests that involve vehicle-travelling shots must indicate clearly on the Location Filming Permit Application. A detailed map must be submitted with the Application that includes the vehicle starting/end point and further outline on the map the location and direction the vehicle will be travelling. If the location is unclear the production must make every effort to identify the parameters of where they will be travelling.

A PDO will be required to escort any picture vehicles if travelling on a processing trailer. PDO will also be required if performing special effects or vehicle stunts during the driving grid. Camera placement should not obstruct the drivers vision. Should any vehicle rigging exceed the width of a single lane a PDO will be required.

3.5. PARKING GENERALLY

In addition to the requirements set out in Section 3.3, the Applicant shall ensure that Production vehicles adhere to all parking regulations specified on the Film Permit, and any applicable By-laws and legislation. Production vehicles must not impede emergency response vehicles at any time. On city streets, production vehicles must not block driveways or other access points without the advance written approval of the affected property owners. On city streets where vehicles are displaced for filming, production companies must make alternate parking arrangements for residents in possession of valid street parking permits.

Towing vehicles to accommodate filming or film-related parking is prohibited. In city parks or other facilities, production vehicles and equipment must not block driveways or access points. Production vehicles must leave at least two feet of clearance on either side of a driveway, ramp, or other access points. Production vehicles should not be driven on the turf unless permitted by the park supervisor and noted in the film permit.

3.6. SPECIAL EFFECTS

Applicants must identify on the Location Filming Permit Application their intent to use guns, gunfire, pyrotechnics, bomb/mock ups, flash powder, detonators, and flammable liquids/material including the filming of dangerous stunts. The Film Office will notify Sault Ste. Marie Police Service, Fire Services and Ambulance Services when an Applicant makes requests for such special effects. A Permit is required for the use of explosives within the City of Sault Ste. Marie. The Applicant must complete a copy of the SPFX Application Form and/or the Firearm Application form. The Applicant must also provide a copy of the filming site map, which explains where all special effects will occur to the Film Coordinator who will consult with the appropriate municipal departments.

All pyrotechnic special effects and fireworks handling and discharge shall conform to NRCAN Display Fireworks Manual and NRCAN Pyrotechnics Special Effects Manual. A site inspection maybe requested by Sault Ste. Marie Fire Services prior to discharge of any pyrotechnics within a building. All open air burning must be approved and shall fall within prescribed guidelines established by the Sault Ste. Marie Fire Services. The burning must be with clean, organic materials. No person shall discharge any gun or other firearm or any air gun or spring-gun in any part of the City of Sault Ste. Marie that is not within any of the areas thereof defined in By-law 2008-168, without prior approval by the City of Sault Ste. Marie.

If a Noise By-law Exemption is required for any matters as set out in Section 3.6, the Film Coordinator will circulate the Applicant's request to relevant City Staff for review and comment. The Applicant will also need to provide the Film Coordinator with confirmation they have canvassed the neighbourhood residents and business, the radius of which shall be determined by the Film Coordinator depending on the request made, and obtained their signed permission for the Noise By-law Exemption being sought. If no objections are received from internal City Staff and a majority of the area residents/businesses, then the Noise Exemption Request related to matters set out in Section 3.6 herein shall be deemed "fully approved" and therefore be exempt pursuant to Section 8 of Schedule "B" to By-law 80-200. The City has also delegated to the Deputy CAO of Community Development & Enterprise Services or his/her

delegate authority to revoke a Noise By-law Exemption granted pursuant to Section 8 of Schedule "B" to By-law 80-200 if issues arise during the Production.

Paid Duty Officers are required for all detonation of pyrotechnic special effects and dangerous situations. All costs associated with these requirements and related clean up are at the expense of the Applicant.

3.7. MANNED AND UNMANNED AERIAL VEHICLES

Helicopter Filming

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). Applicants must submit along with the Location Filming Permit Application, copies of your federal approvals granted, proof of insurance, and Flight Plan to the Film Coordinator.

Drones and Unmanned Aerial Vehicles (UAVs)

Drone operations are regulated by Transport Canada. Please visit the [Transport Canada](#) for details. Applicants must submit along with the Location Filming Permit Application, copies of your federal approvals, proof of insurance, and Flight Plan to the Film Coordinator.

3.8. MUNICIPALLY-OWNED & OPERATED PROPERTY & FACILITIES

If the Applicant wishes to film at a City Park, Sport Field, Arena, Community Centre or other City Property, the Applicant must first rent the applicable City facility. Requests to film on other municipally owned property should be communicated well in advance to ensure availability and to secure the necessary approvals from relevant City Departments. The Film Coordinator can assist in facilitating these arrangements.

3.9. RESTRICTIONS

There may be sensitive areas and/or properties in Sault Ste. Marie where filming may be restricted. The appropriate City Staff and on instances, City Council may 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 the City.

3.10. SAFETY

The Applicant shall ensure that the Production adheres to the most updated standards in the Ontario Ministry of Labour Safety Guidelines for the Film & Television Industry in Ontario, and the Ontario Ministry of Transportation's Ontario Traffic Manual Series (OTM). Safety signage and equipment on location must not be altered or disabled, unless expressly agreed to in writing by the property manager/owner as it relates to private property and if it is City Property, unless expressly agreed in writing to by relevant City Staff, including but not limited to Department Head covering the area of issue and the City's Health and Safety Coordinator. In both instances, the Applicant shall ensure that the entire Production crew adheres to all health and safety legislation and regulations.

3.11. INDEMNIFICATION/SAVE HARMLESS

The Applicant shall indemnify and save harmless The Corporation of the City of Sault Ste. Marie from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the City as a result of or in connection with the operations of the Applicant, its employees, contractors, agents or representatives. The City will

not be responsible for any liability arising from these activities with respect to filming, advertising, copyright or trademark infringements.

3.12. INSURANCE

The Applicant shall, at its own expense, including the cost of deductibles, provide and maintain insurance coverage from an insurance company registered to do business in the Province of Ontario. A Certificate of Insurance shall be provided to the Film Coordinator and be to the satisfaction of the City's Risk Manager prior to issuance of the Film Permit. In all policies, "The Corporation of the City of Sault Ste. Marie" must be named as an Additional Insured and a cross-liability clause must be included.

- **A Commercial General Liability policy in the amount of not less than \$5,000,000 (five million dollars) per occurrence is required.**
- Any other forms of insurance (i.e. Aircraft Liability, Pyrotechnics Liability, Fire, Legal Liability, etc.) as the Corporation of the City of Sault Ste. Marie may require from time to time, in a form, for amounts and against risks, for which a prudent party would insure as determined by the City's Risk Manager.
- It is the responsibility of the Applicant to maintain insurance coverage for contents and equipment, rentals, liability for all activities, business interruption, automotive exposures and other risk and to limits of coverage amounts usual to that of a prudent company in the filming business operating at the same capacity.

An Insurer registered to do business in the Province of Ontario must provide all insurance. Proof of coverage, in the form of a photocopy, fax or PDF shall be provided to Film Office to the satisfaction of the City's Risk Manager at least three (3) days prior to filming. A thirty (30) day notification prior to the cancellation of policy must be included.

3.13. EXPENSES AND PERMIT FEES

The City's Film Office will process all Film Permit requests with no permit fees. The Applicant is responsible for all out-of-pocket expenses related to the use of City municipal services, properties, additional labour, Municipal Consent Permit fees, additional parking or equipment and other matters as set out in these Guidelines, and shall be given an estimate of these costs prior to permitting.

3.14. LOCAL SOURCING

The Applicant will make every effort to utilize certified local businesses and services throughout the course of production activity, including pre- and post-production work. The Film Coordinator can assist in facilitating these arrangements.

3.15. STUDENT FILMING

Student filming is not considered commercial filming. All students must abide by the safety guidelines for the film and television industry in Ontario, as well as the Code of Conduct for Cast and Crew. The City remains committed to nurturing the next generation of filmmakers and working with educational institutions that require their students to apply for Film Permits as part of their academic exercises.

Student film makers applying for Film Permits as part of school work must apply using "their school name" as the Production Company Name and provide to the Film Office with a copy of their educational institution's Certificate of Insurance.

Student filming is not permitted to undertake any after hours filming, special effects, use of prop weapons in public view or traffic stoppages or any other acts requiring Sault Ste. Marie Police Services approval or Paid Duty Office (PDO) supervision without completing a full application form and request for permits. Students must have permission from Professors prior to submitting applications.

The Film Office must be made aware of all filming activities that take place on City property, sidewalks, streets, parks and boardwalks as special permissions maybe be required. If you are unsure whether a property is City owned please contact the Film Office to confirm. Any filming on private property must have permission from the owner of the property; this includes parks, trails, forest, conservation areas, businesses, and residences. Students must provide notification to neighbourhoods and business areas that maybe impacted by filming activities.

3.16. ACKNOWLEDGEMENT

The City is working to enhance its ability to attract commercial, video and film production. Your assistance in helping us grow this industry is greatly appreciated and the City does request the following acknowledgements where possible. This includes, copies of any media release, casting calls, advertising or public notices relating to the production; stills or clips filmed in Sault Ste. Marie that may be used by the City for promotional purposes; permission to use the film title, film reference, actors/directors/producers/writers names or similar identification of the production in any promotional information used by the City; and credit to the City and Sault Ste. Marie as a filming location.