

NORTH BAY - CODE OF CONDUCT FOR CAST AND CREW

TO THE PUBLIC

If you find this Production company is not adhering to the Code of Conduct, please call the City's Economic Development Department at 705.474.0626 ext. 2318, Monday – Friday between 8:30 a.m. and 4:30 p.m. or email: filming@northbay.ca.

Production Manager	Title of Production	Phone Number
1. When filming in a residential neighbourhood or business district, proper notification 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 the Production company and title of the Production, Production type (feature film, movie of the week, mini-series, TV pilot, etc.), Type, duration and description of activity (e.g. times, dates and number of days including prep and strike) and Company contact details:		

Location Manager:	Assistant Location Manager:
1. The Code of Conduct shall be attached to every filming notification which is distributed in the neighborhood 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 otherwise approved and stipulated on the permit.	
3. Tampering, moving or towing of any vehicle is prohibited without the express permission of the owner.	
4. Production vehicles shall not block or park in driveways without the express permission of the driveway owner.	
5. Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled.	
6. Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.	
7. No alcoholic beverages or illicit drugs are 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, craft services, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.	
9. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.	
10. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant authority (the <i>Municipal Act</i>) or property owner.	
11. Film crew shall not remove City street signs. This must be done by City staff.	
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 vehicle are displaced by the filming activity. Relocation vehicles by towing to accommodate filming or parking will not be permitted.	
18. The company will comply at all times with the provisions of the filming permit; a copy of the filming permit shall be on location at all times with the location department.	
19. The production company appreciates your cooperation and assistance in upholding the Code of Conduct. Failure to comply with the Code of Conduct can result in disciplinary action by the Production Company or Union, Guild or Association.	