



CODE OF CONDUCT

* 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. Filming notification letters distributed in the neighbourhood or business district should include this one-page Code of Conduct (PDF).

TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct, please call the County of Elgin at 519-614-1460 ext 137, Monday-Friday between the hours of 8:30 am and 4:30 pm; e-mail at filming@elgin.ca.

Title of Production

Production Manager

Phone Number

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 and base camp areas). The filming notice shall include:

- a. Name of production company, title of production
- b. Production type (feature film, TV movie, TV series, commercial etc.)
- c. Type, duration and description of activity (i.e. times, dates and number of days, including prep and strike)
- d. Company contact:

Location Manager (LM)

Assistant Location Manager (ALM)

- 2) The code of conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.
- 3) Any production company intending to film on public property must first obtain a permit from the County of Elgin/Municipality.
- 4) 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 am and 11:00 pm 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).

5) Moving or towing of any vehicle is prohibited without the express written permission of the owner of the vehicle or local Municipality or County of Elgin.

6) Production vehicles shall not block, or park in, driveways without the express written permission of the driveway owner.

7) Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled. Approved traffic interruptions must not exceed 3-minute intervals.

8) 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.

9) No alcoholic beverages or substances prohibited at law are permitted at any time on any set or location.

10) 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.

11) Cast and crew shall observe designated smoking areas and always extinguish cigarettes in inappropriate containers.

12) Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority (existing County/Municipal By-law) or property owner.

13) Film crew shall not remove street signs. Removal of any street sign must be completed by authorized staff of the municipality with jurisdiction over the subject street.

14) Use of any municipal infrastructure, such as fire hydrants, is not permitted unless explicitly approved by the Municipality.

15) Every member of the cast and crew shall keep noise levels as low as possible and at all times comply with the provisions of any applicable Noise By-Law. Cast and crew will refrain from the use of lewd or improper language.

16) Every member of the crew shall wear a production pass (badge) when required by the location.

17) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.

18) It is the responsibility of the film company to make alternative parking arrangements for residents in possession of a valid 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.

19) The company will comply at all times with the provisions of the filming permit which shall include adherence to all County of Elgin and Local Municipal By-laws. A copy of the filming permit shall be on location at all times with the location department.

20) 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.