



MUNICIPAL CODE OF CONDUCT FOR FILM CAST AND CREW

TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct, please call the Municipality of Mississippi Mills Recreation and Culture Office at 613-256-1077-Monday-Friday between the hours of 8:30am and 4:30pm; e-mail info@mississippimills.ca

Title of Production	Production Manager	Telephone 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:

- Name of production company
- Title of production
- Production type (feature film, television film, mini-series, TV pilot, TV special, etc.)
- Type, duration and description of activity (i.e. times, dates and number of days, including prep and strike)
- Company contacts and contact information: Location Manager and Assistant Location Manager (where applicable)

2. The code of conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.

3. Production vehicles arriving on location in or near a residential neighbourhood shall not enter the area before the time stipulated on the film permit. Cast and crew vehicles shall observe designated parking areas provided to them by location managers. Filming may only take 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).

4. Relocating vehicles by towing to accommodate filming or parking will not be permitted. Moving any vehicle is prohibited without the express permission of the owner of the vehicle.

5. Production vehicles shall not block, or park in, driveways without the express permission of the driveway owner.
6. Intermittent Pedestrian traffic is permitted however best efforts should be made to minimize. shall not be obstructed at any time. All cables and similar items must be channelled.
7. 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.
8. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers. Smoking is not permitted in or outside any Municipally owned facility.
9. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority or property owner.
10. Film crew shall not remove Municipal street signs.
11. 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. It will be the sole responsibility of The Production Company to ensure that the crew is conducting themselves professionally.
12. Film company employees shall wear appropriate clothing while on location. It will be the sole responsibility of The Production Company to ensure that the crew is conducting themselves professionally and dressing to the appropriate industry standards.
13. It will be the sole responsibility of The Production Company to ensure that crew members do 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).
14. Where possible every member of the crew should wear a production pass (badge) when on location.
17. 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.

Signatures

Location Manager	Production Manager
DATE:	