



Code of Conduct for Film and Television Cast and Crew

The City of Brantford is excited to welcome and support film and television production. Our goal is to work together to make these projects easy and successful while balancing safety and convenience for our residents and businesses. This document outlines expected behaviours for a production’s cast and crew while filming in Brantford.

TO THE PUBLIC

If you find the production company is not following this Code of Conduct, please call the City of Brantford’s Economic Development and Tourism Department at 519-751-9900 or email film@brantford.ca between 8:30 am and 4:30 pm Monday to Friday.

PRODUCTION COMPANY CONTACT INFORMATION

Title of Production	Production Manager (PM)	Production Office Phone #
Location Manager (LM)	LM Phone #	Assistant Location Manager (ALM)
		ALM Phone #

TO THE PRODUCTION COMPANY, CAST, AND CREW

- Code of Conduct Document:** All cast and crew are to receive this document and become familiar with it.
- Health and Safety:** Cast and crew will adhere to Provincial, local, and industry/Production social distancing and health guidelines.
- Neighbourhood Notification:** Notification is to be provided to each business and resident directly affected by filming activity (e.g. closures, parking, holding, and base camp areas). This includes a one-page notification letter (following the City of Brantford’s template) printed with this completed Code of Conduct printed on the back and hand delivered 7-10 days before production.
- Filming Times:** Filming will only take place in neighbourhoods between 7:00am and 11:00pm, unless the City grants approval. Some filming times or locations may require that 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).
- Production Vehicles:** Production vehicles should arrive at the time agreed upon by the City, not earlier. Production vehicles will park one at a time in designated areas and turn off their engines as soon as possible. Production vehicles will not block (or park in) private driveways or in front of businesses during operating hours without the express permission of the owner. In areas with residential units/homes, moving production vehicles will only take place between 7:00am and 11:00pm. Cast and crew vehicles not covered by the location filming permit/approval must use parking areas designated by location managers on the call sheet map.
- Residential and Business Parking:** It is up to the film company to make alternate parking arrangements for residents and businesses in possession of a valid street parking permit for areas where such vehicles are displaced by the filming activity. Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle.
- Pedestrian Access:** Pedestrians should always be treated with courtesy and not be obstructed at any time unless stipulated in the permit/approval. All cables and similar items must be channeled neatly and safely.
- Private Property Access:** Cast and crew cannot trespass on private property. They must remain within the boundaries of the property that has been permitted/approved for filming.
- Alcohol, Drugs, Firearms, and Smoking:** No alcohol, illicit drugs, or firearms are permitted at any time on any set or location. When smoking or vaping, cast and crew will follow City by-laws, observe smoking areas, and use proper containers for extinguishing /disposal.
- Meals and Clean Up:** Cast and crew meals will take place in areas designated in the location permit/agreement. Individuals will eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal, using recycling facilities where possible. All napkins, plates, and coffee cups used in the course of the work day will be disposed of in the proper receptacles. All catering, crafts service, construction, strike and personal trash must be removed from the location. All locations must be returned to their original condition.
- Vegetation and Trees:** Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the appropriate City authority and/or property owner.
- City Signs:** Film crew will not move or remove City street and traffic signs. This must be done by designated City staff.
- Passes:** Whenever possible, cast and crew will wear a production pass.
- Noise Levels and Language:** Every member of the cast and crew will keep noise levels as low as possible at all times, including radio/cell-phone communication, in line with City by-laws. Cast and crew will refrain from the use of lewd or profane language.
- Attire and Images:** Cast and crew will wear appropriate clothing while on location (e.g. t-shirts with offensive slogans or logos are not acceptable). Crew members will not display signs, posters, or pictures (e.g. on vehicles) that members of the public may find offensive or objectionable (i.e. material containing vulgar language or sexual content).
- Guests / Animals:** Cast and crew will not bring guests or animals to the location, unless authorized in advance by the production co.
- Compliance:** The company, cast, and crew will comply at all times with the provisions of any filming permits, adhere to City of Brantford by-laws, and follow guidelines for filming in the City of Brantford. A copy of all filming permits will be on location at all times with the location department. Failure to comply with this code of conduct can result in disciplinary action by the production company or your Union, Guild or Association.