



# **Guidelines for Filming in the Township of Cavan Monaghan**



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# 1. Filming Guideline

## 1.1. Goals of the Guidelines

The Township of Cavan Monaghan recognizes the important economic and social benefits of film, television, music and video production in our community. More so, the community recognizes the short and long-term impact that the growth of this sector will have on the Greater Peterborough Area.

The rights, safety and privacy of the citizens and businesses are very important to our community and therefore the Township of Cavan Monaghan requires all film, television, and video production to be reported and co-ordinated with the Township of Cavan Monaghan Film Liaison .

## 1.2. Purpose

This Township of Cavan Monaghan Guidelines for Filming have been developed to provide guidelines and outline policies for a co-ordinated approach to film and television production in the area and on streets and properties falling under the jurisdiction of the Township of Cavan Monaghan.

## 1.3. Applicability

The following guidelines apply to all location filming which takes place on **public property** within the Township of Cavan Monaghan, except for current affairs, newscasts, student school projects and personal recordings. Additionally, we require that all projects that intend to film on private property, but require road closures, alter traffic patterns or the urban landscape, include special effects or have a direct impact on the neighbouring residents, occupants or businesses complete the enclosed **Application for Location Permits to Film.**

Projects Subject to Municipal Consideration and Acceptability:

- Projects that break Municipal By-laws
- Projects that are expected to be released with a pornographic rating
- Projects that are distasteful to the general public or socially sensitive

The Township of Cavan Monaghan reserves the right to refuse to allow filming or issuance of a permit to an Applicant that does not comply and/or satisfy the criteria outlined in these guidelines. Decisions will be made on a case-by-case basis.

The Applicant will comply with the terms of this guideline document, the film agreement, Township By-laws including **By-law No. 2020-15**, and any applicable Federal or Provincial Statute and Regulations.

For the purposes of this document, the film agreement will serve as the location permit as referenced in this document.

#### **1.4. Municipal Support**

The Municipal Film Liaison within the Township of Cavan Monaghan helps by:

- Streamlining all necessary Township permits and approvals by working with other departments,
- Facilitating arrangements for Township owned facilities,
- Providing contact information for local talent pool and logistics providers,
- Providing contact information for community partners and utilities.

#### **1.5. Key Contact**

The Production Company should contact the Municipal Film Liaison as early in the location identification process as possible, in order to better serve and facilitate the project, including the permit application process. Refer to the Application Process section for lead time requirements.

##### **Municipal Film Liaison Contact Information**

Township of Cavan Monaghan

988 County Road 10, Millbrook, ON L0A 1G0

Phone: 705-932-9339

Hours of operation: Monday – Friday 8:30 a.m. – 4:30 p.m.

Attention: Film Liaison bayotte@cavanmonaghan.net

## 2. Film Permit Application

### 2.1. Application Approvals

All applications requesting approval for location filming will be co-ordinated through and issued by the Township of Cavan Monaghan Municipal Film Liaison. Applications will be accepted by the Film Liaison and channeled through the necessary Township Departments for Review.

### 2.2. Application Process

All applications requesting approval for location filming within the Township of Cavan Monaghan should be submitted in writing to the Film Liaison according to the lead time requirements below. Approvals are required for location filming on rights of way, parkland or other property under the jurisdiction of the Township of Cavan Monaghan. Approval is also required for any roads or property that falls under the jurisdiction of the County of Peterborough. The Film Liaison will work with the Production Company, to determine what permits (if any) would be required from the County of Peterborough.

The following are the Applicant's responsibility and the information **must** be on file with the Film Liaison **prior to filming**. Detailed instructions and templates are listed in the **Appendix** of this document.

Required in all cases;

- ✓ Completed Production Information Sheet (Appendix A),
- ✓ Completed Application for Location Permits to Film (Appendix B, one form per location request,
- ✓ A certified cheque for ten thousand dollars (\$10,000.00) issued by a chartered bank;
- ✓ Certificate of Insurance (see Section 3.11), and
- ✓ Signed Filming Agreement.

Required if applicable;

- ✓ Municipal Facilities Rental Agreement, building permit, road occupancies (Township and/or County of Peterborough) etc.,
- ✓ County of Peterborough Film Permit Application,
- ✓ Parking Plan Map (**Appendix C**),
- ✓ Special Effects Filming Map (**Appendix D**),
- ✓ Sample Filming Notification Letter to Businesses/Residents (**Appendix E**),
- ✓ Proof of Paid Duty Police Officer contract,
- ✓ Applicants requesting permission to use chemicals must complete Appendix D and present a detailed map outlining areas where the chemical will be applied including the time frame in which the application will be taking place. A Material Safety Data Sheet (MSDS) must also be included with the application.

In order to avoid unnecessary delays, the Film Liaison should be notified as early as possible of all location scouting and filming. The following guidelines cover the time it takes the Film Liaison to process your request, notify the relevant departments or

stakeholders and address issues that may arise.

<b>Lead Time Requirements</b>	
<b>Activity*</b>	<b>Processing Time**</b>
Simple commercial filming involving handheld equipment only, maximum five people, no road closures	Four (4) business days
Filming that requires parking suspensions and permissions, including Road Occupancy Permits	Seven (7) calendar days, including consultation with neighbours
Filming requiring traffic management on Township Roads (e.g. intermittent traffic interruption with PDOs present)	Seven (7) calendar days, including consultation with neighbours
Complex filming where multiple permits are required for a given location, i.e. multiple road and parking permissions (County of Peterborough), aerial filming, street furniture removal, street lighting control, stunts or use of special effects	Up to thirty (30) business days

\*Depending on location requirements or potentially hazardous activities, more lead time may be required. This will be determined on a case-by-case basis.

\*\*Processing time is provided for complete **Applications for Location Permits to Film**. If information in the application request is missing or changed, Township staff will require additional time to process requests.

Your application will be reviewed and you will be advised of any conflicts, concerns or if further condition as are warranted, e.g. notification to the Millbrook Business Improvement Area (MBIA). Once approved the **Application for Location Permit to Film** (Appendix B) must be signed by an employee of the production company and the Chief Administrative Officer and/or designate.



### **3. Film Permit Application Details & Conditions**

#### **3.1. Notification**

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

##### **Community:**

The Production Company must notify affected residents, occupants and businesses, (4) four business days in advance of filming. Information such as the duration and location of filming, planned special effects, the use of any chemicals, road and lane closures, sidewalk usage and street parking restrictions in addition to Production Company contact information must be communicated in writing to all areas affected by filming activity. A MSDS must be completed for the use of any/all chemicals. A copy of all notification letters must be submitted to the Film Liaison for reference and distribution as required. The Film Liaison will assist the applicant in obtaining a map of those properties within a )60) sixty metre radius (200 feet), or appropriate, of the site that require notification of filming. The Township will not provide names and/or addresses of impacted businesses or residents.

The Film Liaison must be added to all Call Sheets. In some incidences this information may be shared with the Township and/or County of Peterborough Management Team.

Filming in residential areas for a period of seven (7) consecutive days or longer will not be approved unless a majority of affected residents (as determined by the Film Liaison) have given their approval (written approval where possible, name and address of homeowner/tenant, business owner noted if has no objection but does not wish to sign). Filming involving the use of catastrophic special effects will not be approved unless a majority of affected residents (as determined by the Film Liaison) have given their approval (written approval where possible, name and address of homeowner/tenant, business owner noted if has no objection but does not wish to sign).

##### **Township Councillors and Staff:**

A copy of the notification letter containing the information noted above will be circulated by email by the Film Liaison to Township Councillors and Staff four (4) business days prior to all filming activity through internal means of communication.

#### **3.2. Consideration to Citizens, Conduct & Clean Up**

It is the production company's responsibility to ensure that there is minimum disruption to residents, occupants, businesses and Township employees where filming occurs. The Applicant is to ensure every opportunity to access, either vehicular or pedestrian including accessibility for persons with disabilities. Private and public property should not be altered in any way without first obtaining consent.

The Production is under no obligation to provide compensation for disruption unless it voluntarily agrees to do so with residents/occupants/businesses or otherwise has legal

obligation to do so. Disruption of parking as a result of filming is not compensable unless otherwise agreed to by the applicable persons. Every effort should be made to ensure that people displaying legitimate credentials such as disabled parking permits are accommodated in recognition of their personal safety.

Residents and area business operators should not experience undue hardship resulting from the production. This includes but is not limited to:

- Night filming must not proceed between 11:00 p.m. and 7:00 a.m. without proper notification to residents/businesses. Depending on the potential impact on the area, a majority of affected residents (as determined by the Film Liaison) will have to give their approval (written approval where possible, name and address of homeowner/tenant, business owner noted if he/she/they have no objection but do not wish to sign) for filming to occur in these circumstances.
- The applicant must comply with the municipal by-laws governing noise. Unless otherwise approved, all generators used on streets or in public areas must be equipped with silencing attachments.
- Lighting for filming should be oriented away from neighbouring residences.
- Alcohol is not to be consumed on designated municipal properties
- Vehicles are not permitted to unnecessarily idle for more than two (2) minutes.
- Smoking/vaping and/or cannabis is not permitted on public property including municipal parks and/or associated facilities.
- Plans must be in place to address property, vehicular, pedestrian and special needs access to adjacent properties. This includes making necessary arrangements and covering the costs if garbage collection must be rescheduled.
- Removal, alteration and/or cutting vegetation/public infrastructure is prohibited unless approved by the Township of Cavan Monaghan.
- 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 with minimum noise and disruption.
- Materials and debris are not to be washed into area catch basins. The production company must arrange for the proper disposal of all waste, hazardous waste (including batteries, medications, paint, etc.) and recyclable materials. Film companies are required by the Township of Cavan Monaghan to provide appropriate types of solid waste receptacles. The receptacles should be appropriately placed to capture the different material streams generated by specific locations.

Refer to **Appendix F** for the **Code of Conduct for Cast & Crew**. These expectations of cast/crew conduct are to be included on the reverse side of the film notification letters distributed to affected businesses and residents.

Exceptions to the above conditions require the approval of the majority of affected residents and the relevant local departments and/or Township Council. In the event of any damage to public or private property, the Production Company or Applicant will be responsible for all fees associated with restoration.

### **3.3. Right-of-Way Closures/Interruptions/Traffic**

Detailed maps of the Township of Cavan Monaghan and Downtown Millbrook are available as **Appendix J and K** respectively.

Interfaces with pedestrian or vehicular traffic must be noted on the permit application and have proper approvals. The Applicant is to ensure that every opportunity to access property, either vehicular or pedestrian is permitted and must include accessibility for persons with disabilities.

Filming requests that impact a municipal right-of-way (sidewalks, roads and lanes) are to be coordinated through the Film Liaison and noted on the Film Permit Application. Municipal road closures, temporary traffic light/sign alterations and/or traffic pattern changes must be approved by the Township of Cavan Monaghan Public Works Department and the County of Peterborough (for County roads) in consultation with the Peterborough Police Services, Peterborough Paramedics and/or Township of Cavan Monaghan Fire Department. Requests for road closures and traffic interruptions can be co-ordinated through the Film Liaison Office.

Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions unless directed otherwise by a Paid Duty Police Officer (PDO).

Traffic and pedestrian control will be carried out by the PDO or equivalent authority. It is the Production Company's responsibility to arrange for PDO and in compliance with all applicable legislation. Production vehicles are to comply with appropriate traffic regulations unless special permissions are outlined on the Film Permit Application and only as directed by a PDO.

Intermittent traffic stoppages should be limited to a maximum of three (3) minutes, unless otherwise stated on the Film Permit Application. Every opportunity must be allowed to ensure access to vehicle or pedestrian traffic, or people with disabilities.

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.

### **3.4. Street Signs & Public Infrastructure**

Please be advised that if any street signs and fixtures (street names, traffic signs, directional signs, etc.) need to be altered, removed and/or reinstalled due to filming, changes need to be approved and carried out by the Township of Cavan Monaghan Public Works Director and/or the County of Peterborough Director. Requests for sign alterations can be co-ordinated through the Film Liaison at any time of the application. Fees may vary depending on the location, nature and length of road/lane closure and/or light alteration and will be applied on a cost recovery basis. Should the production company fail to comply with the above request and remove signs without prior permission,

the production company may be subject to associated fines.

### **3.5. Parking**

Production vehicles must adhere to parking regulations of the Township of Cavan Monaghan outlined in the **Traffic and Parking By-law** and shall not block fire hydrants, (including standpipe connections) be parked in fire routes, impede emergency vehicle access, or park within nine (9) meters of an intersecting street. In all circumstances, production vehicles cannot block pedestrian crosswalks, signalized intersections, accesses/egresses/ingresses ramps. Production vehicles must leave at least two (2) feet clearance on either side of a driveway, ram or other accesses/egresses/ingresses. In all other circumstances, vehicles cannot block driveways or other access ramps without the approval of the owner. Requests for exceptions can be made through the Film Liaison at the time of permit application.

It is up to the Production Company to make alternate parking arrangements for residents whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.

Production vehicles must not block parking lot access/egress ramps and accessible parking for persons with disabilities.

Production and crew vehicles should be parked off major municipal road allowances when filming occurs.

Parking plans that involve taking up downtown parking spaces (that are not identified in the site plan) during business hours (Monday through Friday from 9:00 a.m. until 6:00 p.m.) will be assessed on a case-by-case basis and in consultation with the Millbrook Business Improvement Area. A map of potential parking options in Downtown Millbrook are included as Appendix M to this document. For parking in other parts of the Township please see the Film Liaison.

A parking plan must be submitted to the Film Liaison along with the Film Permit Application. The plan should include the following information:

- Dates and times of parking restrictions
- Map indicating left/right side of streets
- Number of production vehicles

If the parking plan includes on-street parking that is not in a designated parking lot, a Road Occupancy Permit may be required.

If required, a review and approval of the proposed plan will then be conducted by the Public Works Department, Fire Department and Peterborough Paramedics and the Peterborough Police Service, to be coordinated by the Film Liaison.

It is the responsibility of the production company to secure parking spaces, as agreed upon in the above plan. The Township of Cavan Monaghan will not be responsible for towed or impounded vehicles.

### 3.6. Special Effects

#### **SPFX, Firearms & Pyrotechnics**

It is the responsibility of the production company to ensure that any time firearms, explosive devices, spfx chemicals or flammable liquids/materials are used or any potentially dangerous stunts are attempted that the Fire Chief, Peterborough Police Services, Peterborough Paramedics and/or the Director of Public Works are consulted to ensure public safety (**Please review Appendix D-1 SPFX, Firearms & Pyrotechnics – Guidelines**).

Applicants must identify their intent to use guns, gunfire, pyrotechnics, bomb/mock ups, flash powder, detonators, spfx chemicals and flammable liquids/material including the filming of dangerous stunts as part of the Application for Location Permits to Film (Appendix B) and must complete a **Special Effects (SFX) Information Form (Appendix D-2)**. **A MSDS is required for the use of any/all chemicals.**

The application must provide a copy of the filming site map (**Appendix D**), which explains where all special effects will occur. PDOs and/or Fire Prevention Officers and/or Emergency Medical Services personnel may be required when detonating pyrotechnic special effects or filming dangerous situations on a case-by-case basis.

All open-air burning must be approved. The burning must be with clean, organic materials. All pyrotechnic special effects and fireworks handling and discharge shall conform to the [Natural Resources Canada Display Fireworks Manual](#) and the [Natural Resources Canada Standard for Pyrotechnic Special Effects](#). A site inspection must be carried out by the Fire Chief prior to discharge of any pyrotechnics within a building.

#### **Helicopters & Unmanned Air Vehicles**

Arrangements must be made for helicopter filming involving landings, take-offs and/or flying at altitudes less than 1,000 feet in the Township of Cavan Monaghan.

1. The Helicopter Company shall take out insurance with the following requirements appearing on the certificate:
  - a. General Comprehensive Public Liability in the amount of ten million (\$10,000,000.00).
  - b. The Township of Cavan Monaghan and the Production Company are to be named as additional insured.
2. A Cross Liability / Severability of Interest Clause.
3. 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).
4. Transport Canada will conduct a site inspection of the film location and advise the Township of Cavan Monaghan Municipal Staff of its suitability.
5. The Township of Cavan Monaghan Municipal Staff will advise by letter Transport Canada and the Helicopter Company that Township of Cavan Monaghan permission has been granted for any low altitude flight.

6. Transport Canada will charge the air carrier a fee for application submission as outlined in the Civil Aviation Regulatory Fees, Air Operations Schedule VIII for Commercial Air Services. The fee will be charged when the application is submitted and will be charged whether the authorization is granted or denied. The air carrier will charge this fee back to the Production Company.

### **Transport Canada requires two weeks' notice prior to filming.**

Transport Canada  
Air Carrier Section (Rotorcraft Division)  
4900 Yonge Street, Suite 300  
Willowdale, Ontario  
M2N 6A5  
Phone: (416) 952-0011  
Fax: (416) 952-0050

### **3.7. Municipally-Owned & Operated Property Facilities**

If the applicant wishes to film at a Township of Cavan Monaghan park, picnic area, sport field, arena, community centre or other property they must rent the facilities accordingly and will be subject to rental fees as outlined in the User Fees and Charges By-law. Requests to film on municipally owned property should be communicated at the time of Film Permit Application in order to secure the appropriate approvals from the respective departments. The Film Liaison can facilitate these arrangements.

### **3.8. Restrictions**

There may be sensitive areas and/or properties in the Township of Cavan Monaghan in which filming may be restricted. Filming on controlled access highways requires special consideration. Decisions about the nature and extent of filming in or around a heritage property will be negotiated on a case-by-case basis with the appropriate municipal heritage officials. The Cavan Monaghan Municipal Staff reserves the right to refuse to issue a permit to a Production Company or individual that has failed in the past, to adhere to these guidelines.

### **3.9. Safety**

It is the responsibility of the Applicant to ensure that the production crew operates in a safe and professional manner in the course of their duties. This applies to filming on public and private property.

The production company must adhere to all applicable laws, regulations, rules and by-laws of the federal, provincial and municipal governments including but not limited to:

- The Ontario Ministry of Labour [Safety Guidelines for the Film & Television Industry in Ontario](#).
- The Ontario Ministry of Transportation Traffic Manual, in particular as [Book #7](#) relates to temporary conditions of roadway operations.
- The [Ontario Fire Code](#), and may be subjected to a fire safety inspection and be asked to produce a fire safety plan to the satisfaction of the Cavan Monaghan Fire

Chief.

- The [Ontario Electrical Safety Code](#), in particular all electrical work and electrical equipment must be inspected and/or approved by the Electrical Safety Authority's Inspection and interior signs on buildings must not be covered (i.e. fire exit signs) unless agreed upon prior to filming. Covering of fire exits is permitted only if all people in the area have been advised of location exits in case of emergency.
- Grounding film equipment to fire hydrants is not permitted.

The applicant shall promptly report to the Film Liaison and to the [Ministry of Labour](#) any potentially serious accidents or claims for liability or loss with respect to these policies. Interior safety signs in buildings must not be covered, (e.g., fire exit signs) unless expressly agreed to by the property manager.

### **3.10. Indemnification/Save Harmless**

The Applicant agrees to protect, hold harmless and indemnify the Township of Cavan Monaghan, its employees, servants, agents, and representatives against all losses, damages, claims, demands and actions arising directly or indirectly in any matter whatsoever in connection with the function or activity and shall pay all costs, expenses with such claim or litigation. Notwithstanding the above, the Applicant will not be responsible for any losses, damages, claims, demands and actions caused by the negligence of the Township of Cavan Monaghan, its employees, servants, agents and representatives.

The Applicant further agrees to assume full financial liability for any damage or loss to the permitted facilities, furniture and equipment caused by cast, crew, producer or production team or any other invitee to the filming location(s) under this permit.

### **3.11. Insurance**

All companies filming in the Township of Cavan Monaghan, must present to the Clerk, prior to permit issuance, a certificate of Commercial general liability insurance in the amount of five million dollars (\$5,000,000.00) per occurrence or such higher limits as the Township of Cavan Monaghan reasonably requires depending on the nature of filming and all such policies shall add the Township of Cavan Monaghan as an additional insured and shall contain a cross liability clause, a severability of interests clause. Coverage shall include but not limited to bodily injury, personal injury, property damage, contractual liability and non-owned automobile liability. If applicable Tenants legal liability. The policy shall not call into contribution any other insurance available to the Township of Cavan Monaghan. In addition, such policies may not be cancelled or amended without the prior written consent of the Township of Cavan Monaghan via the Cavan Monaghan Municipal Staff. The policy shall be endorsed to provide the Township with notice of cancellation.

If applicable to the film shoot, Standard OAP Automobile policy for all vehicles owned, leased or operated by the film company and the film company's employees and subcontractors for a limit of no less than two million dollars (\$2,000,000.00).

### **3.11.1. Insurance Documentation**

Prior to issuing a Location Filming Permit the following documentation must be submitted to the Clerk's Office:

- A certificate of Commercial General Liability insurance is needed with the following requirements appearing on the certificate:
  - General Comprehensive Public Liability in the amount of five million dollars (\$5,000,000.00).
  - The Township of Cavan Monaghan named as an additional insured.
  - A Cross Liability / Severability of Interest Clause which is defined as follows:

The Insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. Any breach of a condition of the policy by any Insured shall not affect the protection given by the policy to any other insured. The inclusion herein of more than one Insured shall not operate to increase the limit of liability under this policy.

### **3.12. Expenses**

All out-of-pocket expenses and fees related to the use of municipal properties and services are the responsibility of the Production Company. These may relate to parking, roads, facilities, parks, equipment or additional staffing such as janitorial, security and site preparation.

Once filming begins or is about to begin, if there are any changes to these arrangements, the Production Company is to be notified immediately.

When filming takes place on municipal property, if the Township of Cavan Monaghan must incur additional costs to restore the location to its original state, such costs will be subtracted from the security deposit and if the deposit is insufficient to cover the costs of restoration or damages the applicant shall be required to provide any balance owing to the Township forthwith. If expenses include staffing, cost adjustments will be dealt with after the fact by deducting the balance from the security deposit. This process takes approximately thirty (30) days. If a shoot wraps up earlier than scheduled, this will not necessarily result in a reimbursement adjustment.

### **3.13. Security Deposit**

The Applicant will provide and maintain a security deposit in the amount of Ten Thousand Dollars (\$10,000.00) for construction, alteration, modifications, and/or restorations to Township facilities and property;



The Township will release all or parts thereof of the security deposit upon the completion of works constructed by the Applicant to the satisfaction of the Township or upon the satisfactory return of any Township property, by the Applicant, to the state that existed prior to the beginning of filming. The Township, in releasing any component of the security deposit, may rely upon the work cost estimates provided by related Department Heads of the Township of Cavan Monaghan.

### **3.14. Local Sourcing**

The Production Company will make every effort to utilize certified local businesses and services throughout the course of production activity, including pre- and post-production work.

### **3.15. Acknowledgement**

The Township of Cavan Monaghan wishes to enhance its ability to attract commercial, video and film production. To promote our Township we ask for:

- Mention in the credits in the form of a Township of Cavan Monaghan logo if municipal support was accessed, or “Filmed on location in the Township of Cavan Monaghan” otherwise,
- A letter confirming that the Township of Cavan Monaghan will receive a screen credit on the final film/video,
- Any stills/clips/etc. filmed in Township to be utilized by the Township of Cavan Monaghan for promotional activities,
- 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 Township of Cavan Monaghan,
- Economic Impact Report – a summary of production spending particularly through local businesses and community benefits.

The Economic Development section respectfully requests copies of any media releases, casting calls or public advertising related to the project while filming in the Township of Cavan Monaghan.

### **3.16. Disclaimer**

The Township of Cavan Monaghan 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.

## Appendix A: Production Information Sheet

\*Submit Production Information Sheet to Film Liaison [bayotte@cavanmonaghan.net](mailto:bayotte@cavanmonaghan.net) for confidential records prior to filming at the same time as the first Film Location Permit Application.

Applicant Information		
Production company:		Production Title:
Date:		
Name of Applicant:		Position/Title:
Production Company:		Parent Production Company:
Name of Producer:		Name of Director:
Name of Locations Manager:		Name of Production Manager:
Locations Manager cell:		Locations Manager e-mail:
Location production Office Address:		
Local production office phone:		Local production office fax:
Billing address (if different from above):		
Production information		
Production Title:		
Production type:	<input type="checkbox"/> TV Movie	<input type="checkbox"/> TV Series
<input type="checkbox"/> Feature Film	<input type="checkbox"/> Student project	<input type="checkbox"/> Music video
<input type="checkbox"/> Commercial		<input type="checkbox"/> Other (specify)
Production's country of origin:	<input type="checkbox"/> Canadian/US co-venture	
<input type="checkbox"/> Canada	<input type="checkbox"/> Other (specify)	
<input type="checkbox"/> U.S.		
Total budget (\$):	Spent in Township of Cavan Monaghan:	
Date it will air:	Channel/broadcaster:	
Pre-production date:	Camera Date:	Wrap Date:
Total # of days in Cavan Monaghan (prep, camera, wrap):	Total # of different Township of Cavan Monaghan locations:	
Number of cast and crew (total):	Number of cast and crew (local):	
Brief plot synopsis:		

## Appendix B: Application for Location Permits to Film

\*Submit Applications to Film Liaison [bayotte@cavanmonaghan.net](mailto:bayotte@cavanmonaghan.net) for approval. Required lead is 4 or more business days prior to filming, or more based on shoot requirements (see section 3.1 Notification). See Checklist (section 4 on this form) for additional document requirements.

1. Applicant Information		
Production Company:		Production Title:
Name of Applicant:		Position/Title:
Billing Address:		
City:	Province:	Postal Code:
Cell Phone:	Production Office Phone:	E-mail:
2. Location Sites:		
Does your film shoot require a road occupancy: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes please complete the appropriate road occupancy application: <input type="checkbox"/> Cavan Monaghan Township Road (Appendix I) <input type="checkbox"/> County of Peterborough Road (link below). <a href="https://www.ptbocounty.ca/en/governing/resources/Special-Events--Filming-on-County-Roads-Permit-Application-October-2019.pdf">https://www.ptbocounty.ca/en/governing/resources/Special-Events--Filming-on-County-Roads-Permit-Application-October-2019.pdf</a>		
Location Sites (All public roads and properties – attach extra pages as required):		
1)		
2)		
3)		
4)		
Date – Commencement of prep work:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Date – completion of filming:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Date – completion of restoration:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
3. Activity Description		
(State purpose of property use – attach extra pages or maps as required)		
Check as appropriate:		
<input type="checkbox"/> Intermittent traffic stoppages (PDO required)		
<input type="checkbox"/> Road closure required (PDO required)		
<input type="checkbox"/> Travelling shot (PDO required)		
<input type="checkbox"/> Other reason for PDO required (specify)		
<input type="checkbox"/> Sidewalk or other right-of-way occupancy (specify)		

<input type="checkbox"/> Parking plan required
<input type="checkbox"/> Use of municipal facilities/property (specify)
<input type="checkbox"/> Special Effects (specify): If including special effects please complete the SFX Information Form (Appendix D-2)
<input type="checkbox"/> Alteration or construction of temporary structures, including signage (specify)
<input type="checkbox"/> Noise by-law exemption or filming at unusual hours (specify)
Utility and site locates required (specify)
<b>4. Checklist of applicant's responsibilities</b>
The following are the applicant's responsibility and the information must be on file with the film Liaison prior to filming according to the required lead time. Detailed instructions and required lead times are listed in the Guidelines for Filming in the Township of Cavan Monaghan.
Required in all cases:
<input type="checkbox"/> Completed Film Permit Application (this document) <input type="checkbox"/> Production Information Sheet (see Appendix A) <input type="checkbox"/> Certificate of Insurance and insurance claims contact information <input type="checkbox"/> Parking Plan (see Appendix C) <input type="checkbox"/> Agreement
Required if applicable:
<input type="checkbox"/> Municipal facilities requests and proof of payment (i.e. facility rental, building permits, road occupancies, etc.) <input type="checkbox"/> Special effects filming site map (see Appendix D) <input type="checkbox"/> Copy of all notifications to residents/businesses (see Appendix E) <input type="checkbox"/> Proof of Paid Duty Police officer contract <input type="checkbox"/> Proof of permission granted for right of way interruption <input type="checkbox"/> Proof of building permits for temporary structures

## Appendix C: Parking Plan Map

\*Submit parking plans to Film Liaison bayotte@cavanmonaghan.net at time of Film Permit Application (4 or more business days prior to filming) for approval.

A parking plan must be submitted when production vehicles and/or trailers are used at each filming location. If required, a review and approval of parking will then be conducted by the Township of Cavan Monaghan and/or the County of Peterborough Public Works Department and related municipal department representatives in association with the City of Peterborough Police Service, Township of Cavan Monaghan Fire Department and Peterborough Paramedics.

### Sketches to Include:

- Identify North direction
- Identify existing landmarks/infrastructure (i.e. bus stops, traffic lights, etc.)
- Identify street names
- Identify location and number of production vehicles
- Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify parking meter numbers and/or parking lot names as applicable



## Appendix D: Special Effects Filming Map

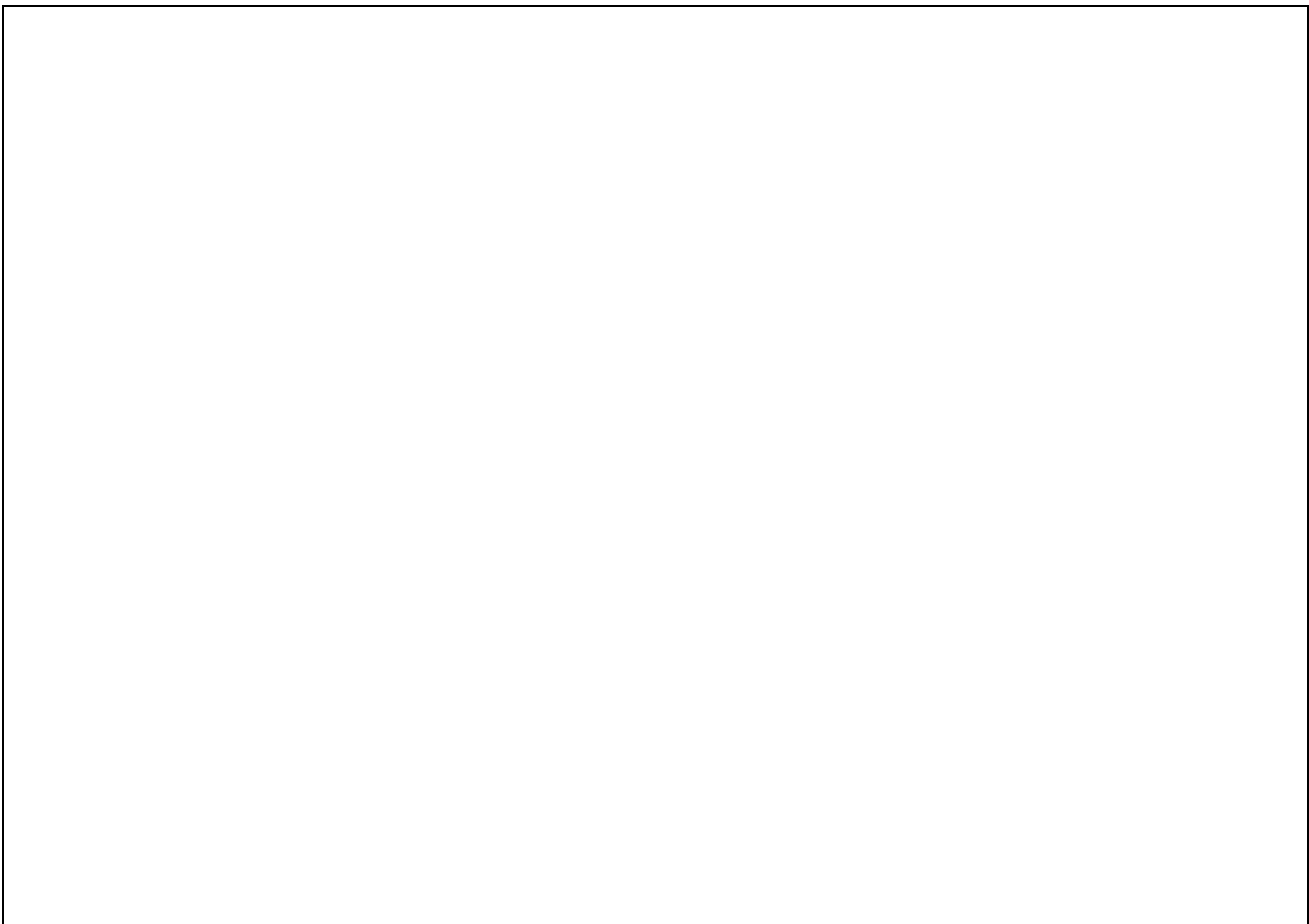
\*Submit special effects plans to Fire Chief with a copy also distributed to Film Liaison [bayotte@cavanmonaghan.net](mailto:bayotte@cavanmonaghan.net) at the time of Film Permit Application (4 or more business days prior to filming) for approval.

A special effects filming site map must be submitted when guns, gunfire, explosives, bomb/mock ups, flash powder, detonators, and flammable liquids/materials will be used and/or other dangerous stunts will be performed.

The Applicant must provide a copy of the map, which explains where all special effects will occur, to the Film Liaison who will work with the Peterborough Police, Township of Cavan Monaghan Fire Department and Peterborough Ambulance Services on necessary approvals.

Sketches to Include:

- Identify North direction Identify existing infrastructure (i.e. hydrants, traffic lights, etc.)
- Identify street names Identify location of production vehicles Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify location and type of special effect(s)
- Name and contact information of on-site Certified Special Effects Supervisor



## **Appendix D-1: SPFX, Firearms & Pyrotechnics - Guidelines**

### **Use of Special effects Firearms Explosive Devices, chemicals and/or flammable liquids/materials**

It is the responsibility of the Production Company to ensure that any time firearms, explosive devices, spfx chemicals or flammable liquids are used or any potentially dangerous stunts are attempted that the Fire Chief, Peterborough Police Services, the Peterborough Paramedics and/or the Director of Public Works are consulted to ensure public safety. A MSDS must be completed for the use of any/all chemicals.

### **Prop guns/ replica firearms**

Permits for carrying and use of prop firearms must be obtained. Inquiries regarding firearms may be made to the Peterborough Police Services (705) 876-1122, Ext 242.

Prop guns can be mistaken for genuine firearms by members of the public. This poses potential risks for public safety. The Police will respond to any reported incident under the assumption that the firearm is real and not authorized. If the Police respond this could result in serious consequences including having the production shut down or criminal charges being laid.

If you are filming on public property, a location filming permit is required for both the filming portion of the event as well as use of the replica firearm. If filming is taking place entirely on private property, a location filming permit will be required if there is public showing of a replica firearm.

Obtaining your location filming permit will ensure that the police are properly notified and aware of its use. Should a member of the public call police stating a concern, the police will be prepared with the knowledge that a filming event is taking place using a replica firearm and will be in a position to respond to the call effectively and safely.

Unless permission has first been granted by the Peterborough Police Service Operations Division, Production Company representatives will not be permitted to:

1. Accompany Police Officers on patrol.
2. Film in Police buildings.
3. Borrow or use Police uniforms or equipment.
4. Include Police Officers in a film production.

### **Explosives technicians**

Location personnel may make arrangements PDOs by contacting Peterborough Police Service Operations Division at (705) 876-1122, Ext 242.

Only officers who are qualified police explosives technicians shall do film industry paid duties involving the supervision of explosives or the use of firearms.

In certain circumstances, rather than requiring a bomb technician, officers commonly known as P.E.T.A.s (Police Explosive Technician Assistant) might attend certain film sites where benzoyl peroxide is not being used. P.E.T.A.s are officers who have not been fully

trained as bomb technicians however are trained in proving firearms safe and using small squib devices. Under no circumstances shall a P.E.T.A. do a Paid Duty involving the use of high explosives including detonation “det” cord.

It is the responsibility of the Production Company to indicate at the time they make a Paid Duty request for ETF personnel what type of equipment is being used.

### **Paid Duty Officer (PDO) Responsibilities**

When arriving on set, the PDO

- Will ensure a valid permit has been issued and the production is operating within the permit parameters,
- Will ensure that all pyro-technicians have the appropriate licensing for the effect(s) to be performed,
- Will ensure that a pyrotechnic plan (where applicable) is being adhered to,
- Will ensure that all explosives on set are properly stored and appropriate safety measures are used,
- Must be satisfied that the gun handler has all the appropriate permits and licences for any weapons he/she brings on set,
- Must check all firearms and ammunition prior to being used on set,
- Must address improper use of weapons on set,
- Must ensure that adequate safety equipment and/or personnel are on set to handle any emergency situation arising from the use of firearms, explosives or pyrotechnics on set.

### **Safety Issues**

All set up and rigging of SPFX must be thoroughly checked by the PDO and/or the Fire Chief. Any safety concerns must be brought to the attention of the SPFX pyro-technician. Appropriate safety equipment and safe distances must be maintained during rigging of the effect. Use of portable radios near electric initiation devices must be closely monitored and prevented if it becomes a safety issue.

If a safety issue arises and the SPFX pyro-technician refuses to address your concerns he/she should be cautioned regarding the repercussions of both criminal and civil liability. Further your concerns should be brought to the attention of the Location Manager and the on-set safety officer or union representative.

Please note:

- When a firearm is being used, cast and crew must use all necessary protective equipment.
- Prior to gunfire or explosions going off, the police radio room must be notified. In the case of an explosion Cavan Monaghan Fire Services must also be notified.
- If an accident occurs on set the PDO shall ensure that prompt medical attention is provided.

### **Personal Injury**

If there is personal injury or property damage resulting from the use of firearms,



pyrotechnics or explosives the scene should be treated as a crime scene. The on-call explosive technician must be notified and will attend if the circumstances dictate. For all serious injury or fatality the O.I.C. (Officer in Charge) of the explosive section must be notified.

### **Criminal Charges**

If criminal charges are warranted the divisional C.I.B. (Criminal Investigation Branch) should be contacted and requested to attend the scene.

A full investigation by Peterborough Police Services must be completed in addition to any other reports outlining the details of the occurrence and submitted to the Unit Commander ETF. An Incident report must be submitted and the appropriate agencies notified for any on set accident.

### **SPFX pyrotechnics/letter of intent form**

Sufficient lead time is essential. If any large format pyrotechnic work is requested, an application should be submitted thirty (30) days before filming is to begin. Applications submitted without sufficient lead time may be denied without recourse.

## Appendix D-2: Special Effects (SFX) Information Form

Special Effects (SFX) Information Form	
Project Title:	Production Company:
Production Contact:	Phone:
SFX Supervisor:	Phone:
SFX On Site Location Rep:	Phone:
Film Location:	
Date (s) of Filming: Start:	End:
Time(s) of the SFX Work:	
Brief Description of the effect:	
Materials used, including quantities:	

All companies filming in the Township of Cavan Monaghan, must present to the Clerk, prior to permit issuance, a certificate of Commercial general liability insurance in the amount of five million dollars (\$5,000,000.00) per occurrence or such higher limits as the Township of Cavan Monaghan reasonably requires depending on the nature of filming and all such policies shall add the Township of Cavan Monaghan as an additional insured and shall contain a cross liability clause, a severability of interests clause. Coverage shall include but not limited to bodily injury, personal injury, property damage, contractual liability and non-owned automobile liability. If applicable Tenants legal liability. The policy shall not call into contribution any other insurance available to the Township of Cavan Monaghan. In addition, such policies may not be cancelled or amended without the prior written consent of the Township of Cavan Monaghan via the Cavan Monaghan Municipal Staff. The policy shall be endorsed to provide the Township with notice of cancellation.

If applicable to the film shoot, Standard OAP Automobile policy for all vehicles owned, leased or operated by the film company and the film company's employees and subcontractors for a limit of no less than two million dollars (\$2,000,000.00).

Applicants must provide proof of insurance coverage for pyrotechnics.

Prior to issuing a Location Filming Permit the following documentation must be submitted to the Clerk's Office:

- A certificate of insurance is needed with the following requirements appearing on the certificate:
  - Commercial General Liability in the amount of five million dollars (\$5,000,000.00).
  - The Township of Cavan Monaghan named as an additional insured.
  - A Cross Liability / Severability of Interest Clause which is defined as follows:
    - The Insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. Any breach of a condition of the policy by any Insured shall not affect the protection given by the policy to any other insured. The inclusion herein of more than one Insured shall not operate to increase the limit of liability under this policy.

## Appendix E: Sample Filming Notification Letter to Businesses/Residents

\*Submit notification letters to Film Liaison [bayotte@cavanmonaghan.net](mailto:bayotte@cavanmonaghan.net) at the time of Film Permit Application (4 or more business days prior to filming) for approval.

(Insert your logo and company information here)

### Filming Notification

Dear Property Owner,

Please be advised that filming in your immediate area will occur **(insert date)** to **(insert date)**.

Production crews will be operating at film location **(insert address and/or location description)** during this period. The filming of this production will include: **(insert appropriate activities and descriptions as appropriate)**

- ✓ Temporary street closures
- ✓ Intermittent traffic interruptions
- ✓ Parked production crew vehicles
- ✓ Alterations to the neighbourhood
- ✓ Costumed cast and props
- ✓ **Controlled special effects including: (insert nature of special effect i.e. explosion)**

Thank you in advance for your cooperation and understanding. **(Insert production company name)** has been working with the Township of Cavan Monaghan in order to minimize disruption while filming in the community. Please see the Cast & Crew Code of Conduct attached to this letter.

We appreciate your generous support and welcome you to observe filming from a safe distance without compromising the set.

For further information please contact:

**(Insert Production Crew contact name and phone number/e-mail address)**

Or

Film Liaison  
Township of Cavan Monaghan tel: 705-932-9339 or email  
[bayotte@cavanmonaghan.net](mailto:bayotte@cavanmonaghan.net)

Cc: Township of Cavan Monaghan

## Appendix F: Code of Conduct for Cast & Crew

\*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 Code of Conduct.

### To the Public

If you find this Production Company is not adhering to this Code of Conduct, please call the Township of Cavan Monaghan Municipal Office at 705-932-2929, Fax 705-932-3458; E-Mail: [services@cavanmonaghan.net](mailto:services@cavanmonaghan.net) Monday to Friday between 8:30 a.m. and 4:30 p.m. or:

\_\_\_\_\_  
Production Manager

\_\_\_\_\_  
Title of Production

\_\_\_\_\_  
Telephone Number

When filming in a neighbourhood or business district, proper notification (at least seven calendar (7) days' notice) is to be provided to each merchant or resident directly affected by filming activity (this includes parking, base camps and meal areas). The filming notice shall include:

- name of production company, title of production
- kind of production (e. g. feature film, movie of the week, TV pilot, etc.)
- Type of film, duration (i.e. times, dates and number of days as noted in the Film Permit Application (Appendix B – Application for Location Permits to Film).
- company contact, Location Manager and Location Assistant.

Location Manager: \_\_\_\_\_

Location Assistant: \_\_\_\_\_

The Code of Conduct shall be attached to every filming notification, which is distributed in the neighbourhood or business district. Production vehicles arriving on location in or near a residential neighborhood 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 residents are surveyed and a majority have given their approval for an extension. Written approval

where possible, name and address noted if home owner/tenant, business owner has no objection but does not wish to sign.

Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle.

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

Pedestrian traffic is not to be obstructed at any time. Any cables/wiring must be covered with safety mats and extension cords and should never be left on site if Production is not in preparation, filming or wrapping/cleaning up.

Do not trespass on residents' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.

No alcoholic beverages permitted at any time on any set or location.

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 workday shall be disposed of in the proper receptacles. Any/all garbage created or décor set up by the Production is to be cleaned up by the Production Company no later than 24 hours after wrapping at that location; otherwise the Production Company may be subject to additional clean up fees.

Observe designated smoking areas and always extinguish cigarettes in appropriate containers.

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

Film crew shall not remove Township street signs or traffic signs without written permission from the Director of Public Works for the Township and/or the County of Peterborough. Removal of signs must be done by Municipal Staff unless other authorization has been provided. Contact the Director of Public Works to arrange for this service.

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

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.

Production Company employees shall wear appropriate clothing while on location (i.e., T-shirts with offensive slogans or logos are not acceptable).

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).

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

It is up to the Production Company to make alternate parking arrangements for residents whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.

The company will comply at all times with the provisions of the filming permit which includes adherence to the Township of Cavan Monaghan By-law regarding location filming and the Guidelines for Filming in the Township of Cavan Monaghan. A copy of the filming permit shall be on location at all times with the location department.

The Production Company appreciates your co-operation 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.

## Appendix G: Downtown Millbrook BIA Terms & Conditions

In an effort to respect the rights of all downtown business owners to conduct business in an uninterrupted fashion, while at the same time encouraging the use of Millbrook's heritage main street as a film location;

1. Filming often takes place in Downtown Millbrook which sometimes involves the use of designated heritage buildings. Any proposed alterations must be approved by the owner and follow the corresponding by-law. The Film Liaison can confirm the heritage status of a building.
2. The Millbrook Business Improvement Area (BIA) will be available for filming a maximum of twenty (20) days per year. Filming will run no longer than five (5) consecutive days. Filming on Saturdays and Sundays is subject to the approval of the Millbrook BIA Executive Committee. The BIA Executive Committee, where appropriate may seek input from the membership before deciding.
3. Filming on dates that conflict with pre-scheduled events, holidays or seasonal celebrations will not be permitted. Those events include and are not limited to:
  - a. Christmas In the Village – 1<sup>st</sup> Thursday in December
  - b. Santa Claus Parade – December (Film Liaison to provide specific date)
  - c. Valentine's Day – February 14
  - d. Millbrook Fair Parade – June (Film Liaison to provide specific dates)
  - e. Millbrook Car Show – 1<sup>st</sup> Saturday in July
  - f. Ladies Night – first Thursday in August - (Film Liaison to provide specific dates)
  - g. Remembrance Day – November 11
4. A two to three-day buffer period is required around the pre-scheduled events. Any proposed filming that would fall within the buffer periods are subject to the approval of the Millbrook BIA Executive Committee.
5. The sum of one thousand dollars (\$1000.00) will be paid by the film production company to the Millbrook Business Improvement Area for each day of on-street filming taking place within the perimeter of the Business Improvement Area. The perimeter of the Millbrook Business Improvement Area is highlighted in the map attached (Appendix L).
6. Pre-production and breakdown days, as outlined in the production information sheet (Appendix A), will be billed at the rate of \$500.00 dollars per day and made payable to the Millbrook Business Improvement Area.
7. Filming shall not prevent pedestrian access to businesses/office/residences. Intermittent pedestrian access shall be permitted even during sidewalk/road closures. Should entrances to businesses be impeded by filming, production companies should make every effort to ensure an alternate entrance is provided for patrons.
8. Signage at both extremities of the set indicating that "Filming is in Progress" and "Merchants are Open for Business" is to be erected.
9. The Township does not compensate individuals or the Millbrook Business Improvement Area for disruption due to filming, nor will the Township require a Production Company to do so, unless there is a legal requirement to provide compensation or the Production Company voluntarily agrees to do so. "Loss of business" compensation must be negotiated between the film production company and the commercial business. For guidelines regarding suggested compensation for



business and/or the Millbrook Business Improvement Area see Appendix H.

10. One filming day will be recognized as from 7:00 a.m. until 11:00 p.m. Props or sets affixed to buildings where there is a written agreement between the property owner and the production company may remain on-site as long as they do not inhibit the safe and smooth flow of vehicular and / or pedestrian traffic.
11. The Film Liaison will provide the Production Company with a complete list of local suppliers and service providers and will encourage the Production Company to use local suppliers and service providers wherever possible. It is also the responsibility of the Production Company/Location Manager to contact the Millbrook Business Improvement Executive Committee and inform them of the filming schedule as well as any pertinent information pertaining to the film project.
12. The Production Company must, when refuse collection will be interrupted as a result of filming in the downtown core, be responsible for making alternate arrangements which are satisfactory to both the County of Peterborough and the Township of Cavan Monaghan Public Works Departments and the affected property owners. Any additional costs incurred will be paid for by the Production Company.
13. Any/all garbage created or décor set up by the Production is to be cleaned up by the Production Company no later than 24 hours after wrapping at that location; otherwise the Production Company may be subject to additional clean up fees.
14. Any cables/wiring must be covered with safety mats and extension cords and should never be left on site if Production is not in preparation, filming or wrapping/cleaning up.

## **Appendix H: Suggested Business Reimbursement Guidelines:**

The Township does not compensate individuals or the Millbrook Business Improvement Area for disruption due to filming, nor will the Township require a Production Company to do so, unless there is a legal requirement to provide compensation or the Production Company voluntarily agrees to do so. "Loss of business" compensation must be negotiated between the film production company and the commercial business. The suggested guidelines listed below are for reference purposes only and is not a requirement of the permit. The Township will not participate in any negotiations between the Production Company and private land owners.

There are several alternative means of calculating loss of business commonly used in the film industry. Which method will be adopted is for the Production Company and the individual business owner to agree upon in advance. In all cases, only the Production Company and the business owner will review the background material, in order to maintain confidentiality.

### **1. Average Day**

This is the easiest method of determining loss of business: the previous year's gross store receipts are divided by the number of business days in the year (normally 365-9 statutory holidays = 356 working days). Statutory holidays are: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day and Boxing Day. Documentation should include three years' worth of annual reports, if available. The filming day's receipts are compared to the average and the difference, if any, becomes the basis for re-imburement. This is the best method to use if the business is relatively young, and does not have three to five years' detailed records available.

### **2. Average comparable calendar day**

In this method, daily cash register receipts are required. Use the precise calendar day's receipts from the past three to five years to compare what you'd expect to make on the DD/MM/YYYY combination on which filming will occur.

### **3. Average comparable week/month/day combination**

Since DD/MM/YYYY is not sensitive to the day of the week, and retail sales frequently are, another method of obtaining comparable information is to compare the filming day's receipts with receipts on previous years with a comparable weekday. For instance, if filming is to occur on the first Tuesday in October, compare your receipts for the first Tuesday in October in each of the past three to five years.

Please note that these are guidelines and suggestions, and do not take into consideration

- growth or decline of the business,
- cost of re-capturing lost customers,
- attractions value of having major movie stars in the downtown area,
- inventory / stock remaining in saleable condition.

Negotiations with a business that will be used as a location / set (in other words, if it

appears on screen in the film) will be more extensive than if it is merely in the affected area.

## Appendix I: Cavan Monaghan Township Road Occupancy

Application for Temporary/Permanent Use of a Road Allowance				
Name of Applicant:				
Address:				
Contact Name:				
Phone Numbers:	Bus:		Cell:	
Fax:		Email:		
Nature of Use:				
Is Lane Closure Required?				
Location of Use: (Address) (attach sketch/plan if necessary)				
Period of Use:	From:		To:	

In Consideration of Permission from the Township of Cavan Monaghan to use the above-noted road allowance for the specified purpose, the Applicant hereby agrees to repair any injury or damage done to the pavement, curbs, sodding, trees, sidewalks, or any other property situated on the said road allowance, by reason of such use, at the expense of the Applicant and to the satisfaction of the Director of Public Works.

The Applicant also covenants and agrees to indemnify and save harmless the Township of Cavan Monaghan from any claim, liability or lawsuit on behalf of the Applicant or any third party, arising by reason of the Applicant's use of the road allowance. The Applicant acknowledges the Township of Cavan Monaghan may revoke any such permission forthwith upon written notice to the Applicant.

Date at the Township of Cavan Monaghan, on      day of                                      20  
Signature of Applicant:

---

Signature of Director of Public Works (or designate):

---

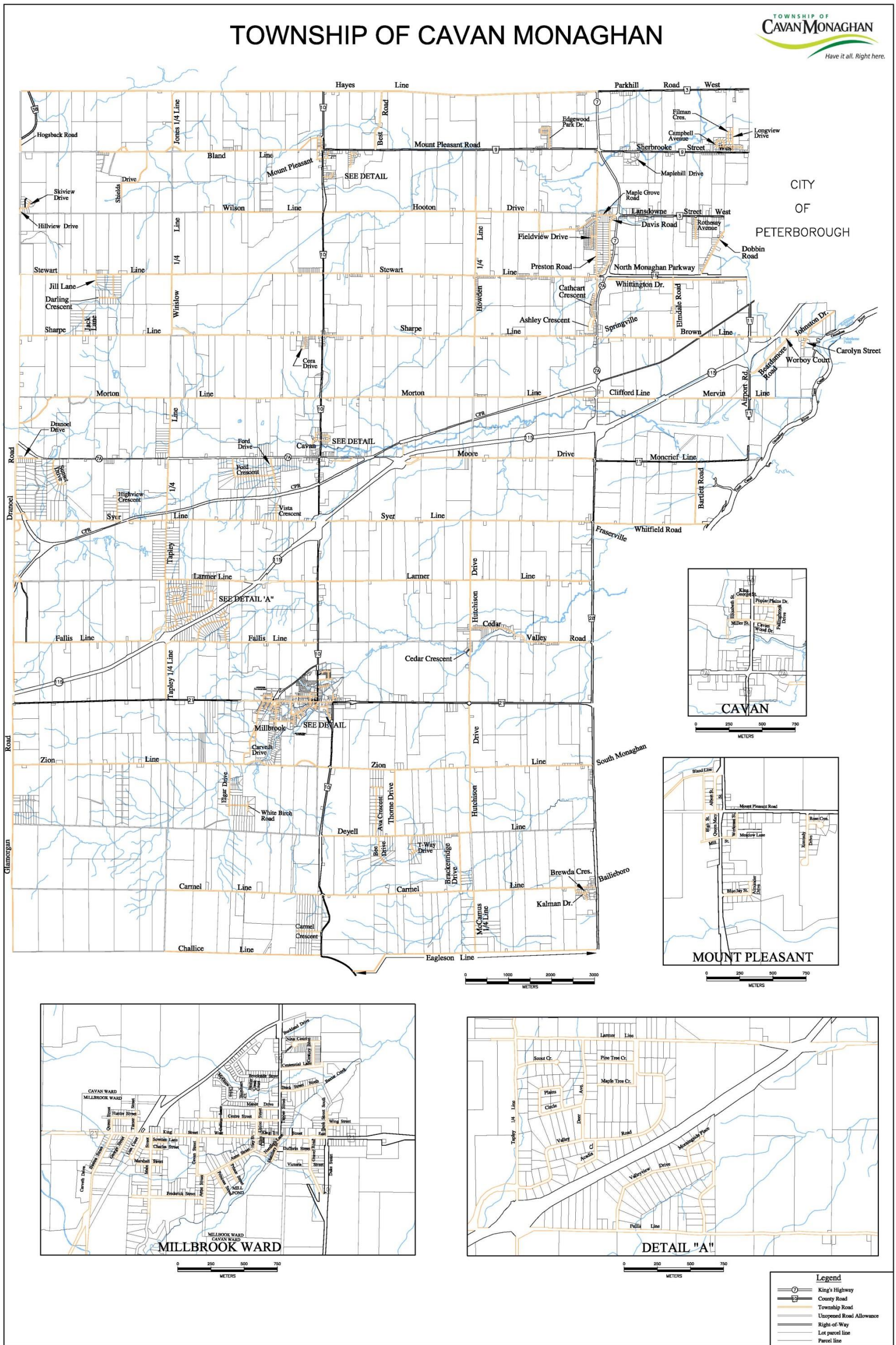
**Note:** Prior to issuing a Location Filming Permit the following documentation must be submitted to the Clerk's Office:

- A certificate of Commercial general liability insurance is needed with the following requirements appearing on the certificate:
  - General Comprehensive Public Liability in the amount of five million dollars (\$5,000,000.00).
  - The Township of Cavan Monaghan named as an additional insured.

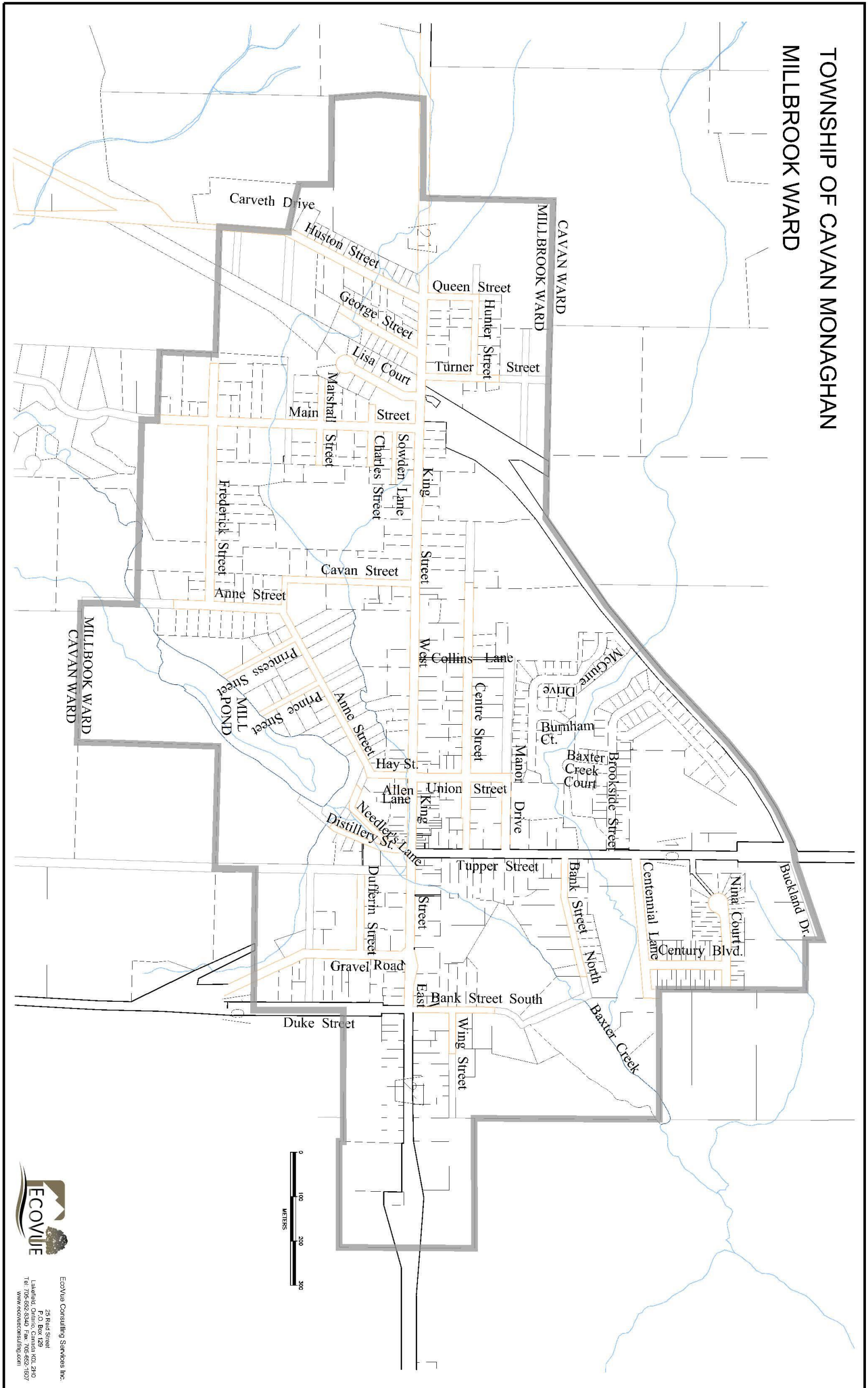
- 
- A Cross Liability / Severability of Interest Clause which is defined as follows:

The Insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. Any breach of a condition of the policy by any Insured shall not affect the protection given by the policy to any other insured. The inclusion herein of more than one Insured shall not operate to increase the limit of liability under this policy.

Appendix J: Map of Township of Cavan Monaghan



# Appendix K: Map of Millbrook

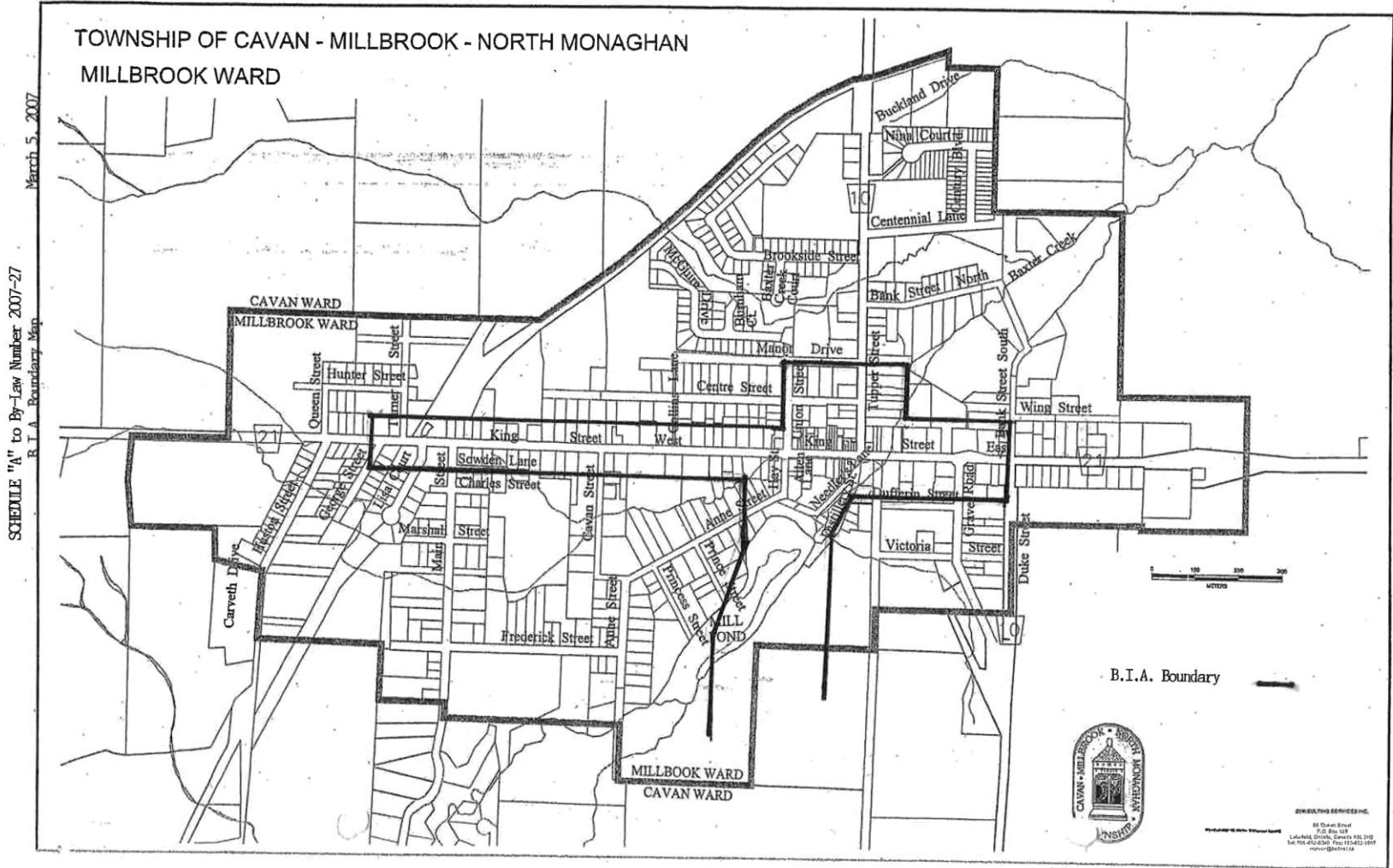


TOWNSHIP OF CAVAN MONAGHAN  
MILLBROOK WARD



EcoVue Consulting Services Inc.  
25 Reid Street  
Lakeland, Ontario, Canada K0L 2H0  
Tel: 705.866.0807  
www.ecovueconsulting.com

## Appendix L: Millbrook Business Improvement Area Map





# Appendix M: Parking Options Downtown Millbrook

## Appendix M: Parking Options Downtown Millbrook

