



Film Permit Application

Town of Tillsonburg – 10 Lisgar Ave
Tillsonburg ON N4G 5A5
519-688-3009 Email: clerks@tillsonburg.ca

We welcome your interest in locating your film project to Tillsonburg.

Tillsonburg’s goal is to be a film-friendly community with the resources to make your production a unique, easily managed, cost-effective experience. Enclosed you will find the materials needed to obtain a Film Permit from the Town of Tillsonburg. Please read all documents and follow the directions provided. A Production Company Checklist is included with this package to further assist you in planning your project. Your Production must have the signed application and all requested documentation submitted for approval by Town of Tillsonburg staff, and in some cases Town of Tillsonburg Council, before the Film Permit can be issued.

The Economic Development and Marketing Department will be your primary contact and will assist you through this process. The Film Permit Application is intended to identify and assist the organizer of a film production in following the requirements of the Town of Tillsonburg and associated agencies such as the Ontario Provincial Police, as well as, Oxford County Public Health & Emergency Services.

The Town of Tillsonburg may request a meeting with the Producer(s) for the purpose of coordinating the proposed event.

If you have any questions or concerns, please contact the Economic Development and Marketing Department at 519.688.3009 or online at www.tillsonburg.ca

We appreciate your feedback and comments in regard to this application at any time.

Project Name/Title: _____

Project Type: Please select _____ *(includes drop down box with selections)*

(If other, Please specify) _____

Production Company:

Corporate Full Legal Name: _____

Studio/Distributor/Broadcaster/Service/Independent: _____

Producer(s): _____

Address: _____

Town/City: _____

Province/State: _____

Telephone: _____

Email: _____

Fax: _____

Applicant

Name: _____

Title/Position of Applicant: _____

Cell: _____

Email: _____

Film Location Manager: (if different than applicant)

Name: _____

Cell: _____

Email: _____

Assistant Location Manager:

Name: _____

Cell: _____

Email: _____

On-Set Contact

Name: _____

Cell: _____

Email: _____

Financial Officer/Accountant

Name: _____

Cell: _____

Email: _____

Publicity Contact

Name: _____

Cell: _____

Email: _____

Production Dates:

Set Dress: _____

Filming: _____

Wrap: _____

Total number of days in Tillsonburg: _____

Total # of cast/crew: _____

Budget Information:

Total Budget: _____ (If TV/VOD/Web - per episode budget)

Total Local Budget: _____

Brief synopsis of scenes being filmed in Tillsonburg:

Locations

Location 1 (Required)

Location 1: _____

Address/Intersection: _____

Location 1: Type: _____ *(drop down with choices)*

Location 1: General Description: _____

Location 1: Scene(s) Bering Interior/Exterior _____

Location 1: Set Prep/Dress Dates (list each date or a range of dates with start/end times)

Location 1: Filming Dates (list each date or a range of dates with start/end times)

Location 1: Wrap Up Dates (list each date or a range of dates with start/end times)

Location 1: Road Occupancy, Closures, ITC

- None
- Road/Sidewalk Occupancy
- Road Closure
- Intermittent Traffic Stoppages (ITC)
- Other (describe below)

Location 1: Parking

- None
 - Downtown Street Parking
 - Town Lot Parking
 - Residential Area Parking
 - Commercial/Industrial Area Parking
 - Other (describe below)
-
-
-

Location 1: Local Impact

- None
 - After Hours/Night Filming
 - Noise Exemption
 - Residents
 - Businesses
 - Institutions
 - Other (describe below)
-
-
-

Location 1: Police, Fire and Paramedic Support

- None
- Police Paid Duty Officers (PDOs)
- Fire Department
- Paramedics
- Other (describe below)

Location 1: Site Requirements

- None
 - Traffic Signage/Signals
 - Street Lights
 - Fire Hydrant Access/Painting
 - Surfaces/Finishes (turf, road, walls)
 - Production Lighting at Night
 - Other (describe below)
-
-

Location 1: Special Effects and Drones

- None
 - Explosives, Pyrotechnics, Hazardous Materials
 - Fires/Burning
 - Simulated Gunfire
 - Mock Weapons, Officers, Vehicles
 - Drones/UAV
 - Other (describe below)
-
-

Location 1: Town Parks, Facilities and Land

- None
 - Town Park Land
 - Town Sporting Facilities
 - Town Building(s)
 - Other Town Property
 - Other (describe below)
-
-

Location 1: Additional Requests

- None
 - Building Modifications
 - Tent Permit
 - Bridges/Dykes
 - Performance Platform/Stage
 - Stakes/Grounding
 - Flags from Other Countries
 - Special Waste Accommodations
 - Other Jurisdictional Involvement
 - Animals On-Set
 - Other (describe below)
-
-
-

Location 1: Describe Activities (special effects, arrangements, planned activities)

Location 1: Additional Notes

Location 2 (If Required)

Location 2: _____

Address/Intersection: _____

Location 2: Type: *(drop down with choices)* _____

Location 2: General Description: _____

Location 2: Scene(s) Bering Interior/Exterior _____

Location 2: Set Prep/Dress Dates (list each date or a range of dates with start/end times)

Location 2: Filming Dates (list each date or a range of dates with start/end times)

Location 2: Wrap Up Dates (list each date or a range of dates with start/end times)

Location 2: Road Occupancy, Closures, ITC

- None
- Road/Sidewalk Occupancy
- Road Closure
- Intermittent Traffic Stoppages (ITC)
- Other (describe below)

Location 2: Parking

- None
- Downtown Street Parking
- Town Lot Parking
- Residential Area Parking

- Commercial/Industrial Area Parking
 - Other (describe below)
-
-

Location 2: Local Impact

- None
 - After Hours / Night Filming
 - Noise Exemption
 - Residents
 - Businesses
 - Institutions
 - Other (describe below)
-
-

Location 2: Police, Fire and Paramedic Support

- None
 - Police Paid Duty Officers (PDOs)
 - Fire Department
 - Paramedics
 - Other (describe below)
-
-
-

Location 2: Site Requirements

- None
 - Traffic Signage / Signals
 - Street Lights
 - Fire Hydrant Access/Painting
 - Surfaces/Finishes (turf, road, walls)
 - Production Lighting at Night
-

- Other (describe below)
-
-

Location 2: Special Effects and Drones

- None
 - Explosives, Pyrotechnics, Hazardous Materials
 - Fires/Burning
 - Simulated Gunfire
 - Mock Weapons, Officers, Vehicles
 - Drones/UAV
 - Other (describe below)
-
-

Location 2: Town Parks, Facilities and Land

- None
 - Town Park Land
 - Town Sporting Facilities
 - Town Building(s)
 - Other Town Property
 - Other (describe below)
-
-

Location 2: Additional Requests

- None
 - Building Modifications
 - Tent Permit
 - Bridges/Dykes
 - Performance Platform/Stage
 - Stakes/Grounding
 - Flags from Other Countries
-

- Special Waste Accommodations
 - Other Jurisdictional Involvement
 - Animals On-Set
 - Other (describe below)
-
-

Location 2: Describe Activities (special effects, arrangements, planned activities)

Location 2: Additional Notes

Location 3 (If required)

Location 3: _____
Address/Intersection: _____
Location 3: Type: *(drop down with choices)* _____
Location 3: General Description: _____
Location 3: Scene(s) Bering Interior/Exterior _____
Location 3: Set Prep/Dress Dates (list each date or a range of dates with start/end times)

Location 3: Filming Dates (list each date or a range of dates with start/end times)

Location 3: Wrap Up Dates (list each date or a range of dates with start/end times)

Location 3: Road Occupancy, Closures, ITC

- None
- Road/Sidewalk Occupancy
- Road Closure
- Intermittent Traffic Stoppages (ITC)
- Other (describe below)

Location 3: Parking

- None
- Downtown Street Parking
- Town Lot Parking
- Residential Area Parking

- Commercial/Industrial Area Parking
- Other (describe in text box below)

Location 3: Local Impact

- None
 - After Hours/Night Filming
 - Noise Exemption
 - Residents
 - Businesses
 - Institutions
 - Other (describe below)
-
-

Location 3: Police, Fire, and Paramedic Support

- None
 - Police Paid Duty Officers (PDOs)
 - Fire Department
 - Paramedics
 - Other (describe below)
-
-

Location 3: Site Requirements

- None
- Traffic Signage/Signals
- Street Lights
- Fire Hydrant Access/Painting
- Surfaces/Finishes (turf, road, walls)
- Production Lighting at Night
- Other (describe below)

Location 3: Special Effects and Drones

- None
- Explosives, Pyrotechnics, Hazardous Materials
- Fires/Burning
- Simulated Gunfire
- Mock Weapons, Officers, Vehicles
- Drones/UAV
- Other (describe below)

Location 3: Town Parks, Facilities and Land

- None
 - Town Park Land
 - Town Sporting Facilities
 - Town Building(s)
 - Other Town Property
 - Other (describe below)
-
-
-

Location 3: Additional Requests

- None
 - Building Modifications
 - Tent Permit
 - Bridges/Dykes
 - Performance Platform/Stage
 - Stakes/Grounding
 - Flags from Other Countries
 - Special Waste Accommodations
 - Other Jurisdictional Involvement
 - Animals On-Set
 - Other (describe below)
-
-
-

Location 3: Describe Activities (special effects, arrangements, planned activities)

Location 3: Additional Notes

Compliance

In addition, the Production is responsible for ensuring all requirements and policies (i.e. Health & Safety, Contractor) by the Town of Tillsonburg are complied with, and all licensing, permits and approvals required by county, provincial and federal jurisdictions are in place. Compliance or failure to comply does not invalidate enforcement by other agencies.

Special Event Policies and Procedures

The amount of time required for the Town of Tillsonburg to process each application for productions varies depending on the complexity of each request. Therefore, the application must be submitted a minimum of four months prior to filming, but, particularly for large or filming of longer duration, additional time is recommended. If there is insufficient time to circulate the application, permission may be denied.

Booking procedures for Parks and Facilities

Before proceeding with any plans for a production involving municipal parks and/or greenspace and other natural features, the Town’s Recreation, Culture and Parks Department must be contacted to ensure the availability of the park or facility. Parks and facilities can be booked up to 1 years in advance. A reservation is not official until there is a signed Facility Booking Contract and associated fees and deposits paid. Additional terms and conditions in the Facility Booking Contract, such as liability insurance must be followed before a Film Permit is granted.

Applications will be processed on a ‘First come, first serve’ basis, so plan early.

The Town of Tillsonburg reserves the right to approve/reject any application at its sole discretion.

Use of Town Property

All productions within Town limits must be approved for operation on the Town streets, sidewalks, parks and facilities. The safety of production crews, as well as, respectful use of the Town property and its maintenance are mandatory. Productions are responsible for any damages caused to Town property by their activity.

Events held on Private Property

Use of private property for productions may require obtaining special permits. Please contact the Building and Fire departments at 519.688.3009 for more information.

Electrical Power

Town of Tillsonburg may provide electrical power for productions. Applicants may be charged based on usage. Applicants may also provide their own power according to their specific needs, subject to Electrical Safety Agency (ESA) inspection.

Ontario's Electrical Safety Code specifies that any electrical equipment installed, temporarily or otherwise, must be inspected by ESA. This includes all film and television productions. Inspection fees are imposed by ESA. Failure to comply could result in unsafe sites, production downtime and fines.

An application for an inspection must be submitted at least fourteen (14) days prior to production set up to the Tillsonburg Customer Service Centre, Tillsonburg at: tel. 519-688-3009.or email: csr@tillsonburg.ca.

Important Information

- The Corporation of the Town of Tillsonburg is not responsible for any damages to persons or property, or accidents resulting from the issuance of a Film Permit.
- A Film Permit can only be used on dates and times specified in the Permit and is not transferrable without written permission from the Town of Tillsonburg.
- The Film Permit must be available on site during the production.
- Depending on the nature and the size of the production, a security deposit may be required by the Town of Tillsonburg.
- Town of Tillsonburg reserves the right to modify the requirements as deemed necessary and to cancel, suspend or reschedule productions.
- The Producer(s) of the event is fully responsible for ensuring that all aspects of the production comply with all conditions, by-laws, policies and requirements.

WAIVER/INDEMNIFICATION

A signed Waiver/Indemnification Form must be signed by an authorized Signing Officer(s)

of the Production or entity of the Production and submitted with the Film Application.

INSURANCE

A Certificate of Insurance including General Liability specifying “Corporation of the Town of Tillsonburg” as an Additional Insured and Cross Liability endorsement, Completed Products and Operations, Auto and Non-owned Auto coverage must be provided by the organizers at least 14 days prior to the event. Coverage shall include, but not be limited to: bodily injury, property damage, cross liability and contractual liability.

The Town of Tillsonburg might assist with insurance compliance through the corporate insurance for a nominal fee.

Minimum insurance requirements:

Simple Production - \$2,000,000

Standard Production - \$5,000,000

Production involving watercraft - \$5,000,000

Production involving aircraft - \$25,000,000

Large Production - to be determined based on requirements

The Corporation of the Town of Tillsonburg reserves the right to modify or request additional requirements based on each individual Film Permit Application.

FEES

All applicable fees must be paid before a Film Permit will be issued. Cheques are to be made payable to the Town of Tillsonburg.

SPECIAL PRODUCTION REQUIREMENTS

Notification

The Producer(s) may be required to provide a written notification of the production to all affected area residents and businesses two weeks prior to production starting. The Town will be responsible, through the approval process, of notifying the Ontario Provincial Police (OPP), Fire & Rescue Services and Oxford County EMS.

Site Inspection

Designated Town Staff will conduct a site inspection prior to the start of event to determine that all requirements for the event have been met. Should any deficiencies not be rectified within seven (7) business days or by the start of filming, the Town may, in its sole and absolute discretion, but acting reasonably, terminate the contract and rescind any previous approvals. The Production Company will be responsible for any costs as well as additional costs, incurred by the Town in terminating the contract.

Building Department Requirements: Permit

Section 8(1) of the Building Code Act states: “No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official.”

A tent is considered a building under the definitions of the Ontario Building Code and therefore requires a building permit.

A tent or a group of tents is exempt from the requirement of a building permit and is exempt from compliance with the Ontario Building Code provided that the tent or a group of tents are:

1. Not more than 60 square metres (645 square feet) in aggregate ground area;
2. Not attached to a building; and
3. Constructed with more than 3 metres (9 feet) from other structures.

Where the distance between tents is less than 3 metres (9 feet), the tents will be considered as one tent for the purpose of determining the combined area.

Fencing and staking

To avoid interference with underground utilities, a clearance certificate must be obtained from each utility (e.g. Hydro, Bell etc.) before installing fences, tents, poles or any digging. For all locates, contact Ontario One Call at 800.400.2255 or www.On1Call.com a minimum 14 days prior to the scheduled start of production.

Emergency Services

The Town of Tillsonburg will determine if any emergency services are required for the production. In an emergency the Director of Operations or designate, OPP, Fire & Rescue Services or Oxford County EMS may re-route or cancel any production for public safety.

Parking

An assessment of available parking should be made in advance of the production and arrangements made to accommodate overflow parking if required.

Road Closures

Requests for any road, sidewalk and/or parking lot temporary closures must be included with the *Film Permit Application* and be submitted at least 30 days prior to the scheduled production start for circulation and approval by the Town of Tillsonburg.

Temporary or Emergency road closures must be approved by Director of Operations and

Development.

A detailed map must be submitted and include a layout/route of the proposed production on Town roadways, sidewalks or parking lots, as well as, a list of any barricades or traffic cones as requested.

All participants must obey all traffic and control signs, unless a police officer is present to control traffic.

Costs to setting up barricades, detours, signage, public notices etc. per Public Works Department requirements, may be the responsibility of the production.

Propane Inspection

All equipment is subject to inspection and must conform to applicable regulations.

Propane cylinders must be secured and stored outside of tents or structures in a safe, ventilated location. All compressed gas cylinders must be stored in racks and tied securely.

Fireworks and Pyrotechnics

All use of fireworks/pyrotechnics must be in compliance with the Federal Explosives Act and the Explosives Regulations and Town of Tillsonburg By-Law #4293 as amended. A Fireworks Permit application must be submitted by the production at least 21 days prior to the scheduled start of filming.

Washrooms and Sanitary Facilities

The Production will be responsible for providing sufficient washroom and hand sinks if the location of the production does not have sufficient facilities for the crew. Accessibility must be considered when providing washrooms and hand sinks.

Recommended Minimum Number of Toilets

Number of Crew	Minimum Number of Toilets	Minimum Number of Hand Basins
0 to 50	2	2
51 to 150	4	2



151 to 300	6	4
301 to 500	8	4
More than 500	10	6

Noise

Noise, amplified and non-amplified, associated with productions may be regulated to ensure the success of the event while limiting the impact to residents.

By-Law# 3002 as amended (#4255 according to Town website)

Garbage

The Production is responsible for all litter control, including regular removal of waste to maintain a sanitary environment.

After the Production, the organizer is responsible for all garbage collection, removal and for restoring the Town property to its original condition within 24 hours of wrap up.

Removal of dumpsters cannot take place between the hours of 11:00pm and 7:00am.

Damages

All Town parks and facilities must be protected from damages and vandalism. Town staff will direct the Production regarding activities that may impact vulnerable areas.

The Production is responsible for any damages to Town property and facilities, and for staffing required for clean up after the production (i.e. litter pickup).

Fire Department

The Tillsonburg Fire Department shall regulate all indoor and outdoor productions as it pertains to access for emergency vehicles, access to fire protection equipment, placement of road closure pylons, tents, production vehicles and equipment, as well as, the control of hazardous conditions dangerous to life and property.

If a Production includes cooking, tents, street closings or the discharging of fireworks, the Production must ensure that the applicable fire and life safety measures are taken as outlined herein.

If there is information that requires clarification, please contact the Tillsonburg Fire Department by phone at 519.688.3009 or by e-mail at fire@tillsonburg.ca.

GENERAL REQUIREMENTS FOR PRODUCTIONS

To ensure the safety of the public, municipal staff and film crew, Productions are required to abide by the following general safety requirements:

- a) Waste material to be kept a distance of at least 3.0m from tents and exits of structures;
- b) Waste materials shall be kept in containers and removed daily. Dumpsters are to be emptied as often as necessary to ensure they do not overflow;
- c) Combustible materials shall be flame resistant (table cloths and covers are excluded);
- d) Production location, tents, trailers, stages, egress routes, etc. shall be minimum of 3.0m from flammable vegetation, unless lesser setback approved by the Chief Fire Official;
- e) Exits, aisles, and passageways shall not be blocked or their width obstructed in any manner. Widths will meet Ontario Building Code and Ontario Fire Code requirements;
- f) Roads for egress, ingress and emergency evacuation routes must be unobstructed;
- g) Access to buildings, fire hydrants and Fire Department Connections must be unobstructed; and
- h) All portable fire extinguishers must have valid monthly inspection & annual service tag.

TENTS AND AIR SUPPORTED STRUCTURES

The following requirements are for all large tents and in part for smaller commercial tents where cooking and/or heating is to take place therein.

A Building Permit is required to erect a tent in excess of 60m² (645 ft²). The Permit is obtained from the Building Department, 10 Lisgar Avenue, Tillsonburg. The tent must meet Ontario Building Code (OBC) requirements.

An Approved Fire Safety Plan is required for tents, or groupings of tents, in excess of 30m² (322ft²). This Plan must address the foregoing and be posted in a conspicuous and easily accessible locations, near exits and cooking areas. Generic templates are available. Fire Safety Plans must be submitted for approval at least 10 business days prior to the event.

Portable fire extinguishers (minimum 2A-10BC rating) are required for non-cooking tents. All fire extinguishers provided shall be appropriate for the hazards present. Cooking activities may require a Class K or 40BC rated fire extinguisher. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months and that subsequent monthly checks have been completed by a competent person.

Exit signs are required for each designated exit. Commercially available card type signs may be acceptable when adequately illuminated.

Emergency lighting must be provided and maintained for any functions being held at night. The required emergency lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

Where a fire alarm is not provided in conformance with the Ontario Building Code or the Ontario Fire Code, a person must be employed for fire watch duty to patrol the area to ensure the means of egress are kept clear and to enforce the requirements of the approved Fire Safety Plan. This shall be done through a systematic series of tours through the identified structure. The person shall have a means to communicate with the occupants in the structure, the other person(s) employed to perform fire watch, and also to summon the fire department (9-1-1).

Smoking and the use of open flame devices is not permitted unless approved by the Chief Fire Official.

Only approved heating and cooking equipment may be used. Cooking in an enclosed tent, canopy or other similar structure is prohibited. Any canopy used to cover a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 / 705 or Note 4 of Test Method 27.1 of the CAN 24.2 or CAN/ULC S-109. This equipment must not be located adjacent to exits or access to exits. These requirements apply to ALL sizes of tents.

MOBILE FOOD SERVICE EQUIPMENT

Mobile Food Service Equipment (MFSE) is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fired fuel cooking equipment and, if applicable, associated fuel storage. MFSE can be commonly known as, but not limited to, “Coffee Trucks,” “Chip Wagons,” “Hot Dog Carts,” and “Hamburger Carts.”

The fire and safety requirements contained herein, may not fully encompass requirements of the *Technical Standards and Safety Act 2000, S. O. 2000, c. 16, s.31* and the Regulations made under the Act, as well as, any Town of Tillsonburg Directors’ orders made regarding Mobile Food Service Equipment.

Mobile Food Service Equipment shall be located a minimum of 3.0m from all buildings, structures, vehicles, combustible materials and other Mobile Food Service Equipment.

STREET CLOSING

All street closings must be in conformance with the requirements of the Town of Tillsonburg Public Works, Building and Fire Departments. The Fire Department will also review street closure requests to ensure that at minimum:

- 1) The barriers used, permit emergency vehicle access to the closed portion of the street;
- 2) All hydrants remain visible and are not obstructed in any manner, leaving at least a 3m radius around each hydrant;
- 3) A 6m wide emergency lane (fire route) shall be provided; and
- 4) All standpipe connections are visible and accessible.

FUEL SAFETY

The following requirements for using hydrocarbon fuel fired equipment were established by the Technical Standards and Safety Authority (TSSA). The information herein should be used as a guide only and does not represent the full regulatory requirements of TSSA.

Approval Requirements

Appliances and equipment using hydrocarbon based fuel must be approved by a testing organization recognized by the Province of Ontario, such as the Canadian Standards Association (CSA) and Underwriters Laboratories of Canada (ULC), to name two. Contact TSSA if there is a concern about an appliance approval.

Safety Concerns

Common safety concerns associated with propane include:

- a) Equipment has not been maintained by a qualified and ticketed Registered Contractor;
- b) Cylinders do not have clearly marked test dates less than 10 years from current date;
- c) Inadequate clearances from heat sources to combustibles;

- d) Improperly supported and protected regulators, hose and piping;
- e) Unsecured cylinders (to be chained/mounted in upright position);
- f) Maximum hose length of 3.0m is exceeded;
- g) Unused piping and valve openings are not capped;
- h) Certified hose and hose assemblies are often not used; and
- i) The use of rubber and/or vinyl hose inside enclosures/trailers, etc. Piping or tubing must be used.

Fuel Containers for Gasoline and/or Diesel Power Generators

Fuel containers shall have been built in conformance with one of the following Standards or Regulations:

- a) The Transportation of Dangerous Goods Regulations (Canada);
- b) CSA-8736, "Portable Containers for Gasoline and Other Petroleum Fuels;"
- c) ULC/ORD-C30, "Safety Containers."

All Approved containers shall be imprinted or labelled with the appropriate approving organization.

Rental Equipment & Accessories

Where equipment is leased, rented or loaned to a person or production, the owner shall:

- a) Provide documentation affirming the equipment is in safe working condition and certified
- b) Provide adequate training/explanation to ensure the lessee is aware of the hazards of operation and the proper procedures to take when installing and using the equipment.

II. Equipment Users

Where a person or organization intends to use propane, natural gas, or other hydrocarbon fueled equipment at a production, the person responsible shall:

- a) Ensure that equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and provincial);
- b) That the equipment is installed and operated in a safe manner;
- c) That all persons operating the equipment are trained in its safe use;
- d) That all persons operating the equipment are trained in the Emergency Procedures and of their duties under these procedures;
- e) Where equipment is to be used indoors, that specific permission for such use is gained from the Authority Having Jurisdiction (AHJ) unless approved for the use;
- f) Equipment must be certified for use by any one of the following agencies:
 - a. Canadian Gas Association (CGA)
 - b. Underwriters Laboratories of Canada (ULC)
 - c. Underwriters Laboratories Inc. (CUL or ULc)
 - d. Warnoch Hersey (WH)
 - e. Canadian Standards Association (CSA)
 - f. International Approval Services (IAS)

- g. TSSA Fuels Safety
- h. Any other testing agency approved by the Province of Ontario
- g) Special effects equipment which utilizes hydrocarbon fuel shall be properly engineered and approved for use prior to the event by the Authority Having Jurisdiction (AHJ).

Open flame construction heaters are NOT to be used to heat structures utilized at film productions.

ELECTRICAL SAFETY

Electrical & Extension Cords

All electrical cords utilized at production sites shall be CSA or ULC approved. Ensure that the cords are not frayed, damaged or pinched prior to use. A power bar with circuit breaker shall be utilized when multiple items are to be plugged in, so as not to create a hazard.

Extension cords shall have an intact ground and be listed for exterior use as applicable. Extension cords shall not be used in lieu of hard-wiring and shall not be used where they can be exposed to mechanical damage. Where it is necessary to place extension cords within pedestrian walkways, the cords shall be protected from damage at all times while in use. Where possible, extension cords shall be unplugged after each daily use.

Generators

Generators and all other internal combustion engines shall be located minimum 6.0m from tents and air supported structures unless the generator is used exclusively for providing power to a specific tent. All engine-driven sources of power shall be separated from the public by barriers, such as physical guards, fencing or enclosures.

Fuel tanks should be filled to the capacity needed for uninterrupted operation during normal operating hours and refueling should only be conducted during non-operating hours. Any engine-driven source of power shall be shut down and surfaces cool to the touch prior to refueling from a portable container.

The exhaust from generators and other internal combustion engines shall be directed away from buildings including tents and air supported structures. Further, generators and other internal combustion engines shall be located a minimum of 3.0m from openings and air intakes, as well as, from any means of egress.

ROLES & RESPONSIBILITIES

Facility Operators

Facility operators shall:

- a) Ensure that the Production can be safely accommodated by the facility;
- b) Ensure that prospective users are made aware of all local requirements prior to the scheduled start of production;

- c) Ensure through an appropriate process that all safety/operational procedures are followed during production of an event; and
- d) Ensure that municipal equipment to be utilized throughout the production is done so according to the manufacturer's specifications.

Producers

Producers shall:

- a) Ensure that crew members are aware of the rules and requirements for the production;
- b) Ensure that the fire safety plan (if required) for tents have been completed and submitted for approval to the fire department a minimum of ten (10) business days in advance of scheduled film start;
- c) Ensure that all crew have training in the fire safety plan, if required;
- d) Ensure that crew members have training in the operation of any fire protection equipment in the tent or structure of which they are working;
- e) Ensure that equipment to be utilized throughout the production is done so in accordance with the manufacturer's written specifications;
- f) Arrange for pre-event inspections as required;
- g) Ensure that all required safety/operator documentation, where applicable, is available for review by the Authority Having Jurisdiction; and
- h) That any applicable Town's Health & Safety and Contractor policies are followed.

CHECKLIST "D" – MOBILE FOOD SERVICE EQUIPMENT

In addition the General Safety (Checklist "A") requirements, the following requirements apply to Mobile Food Service Equipment at a special event.

- No public seating permitted within the mobile food truck/trailer.
- Adequate clearance from buildings, structures, vehicles, other MFSE and any combustible with minimum clearance of 3.0m.
- Adequate fire department access routes and access provided.
- Adequate clearance provided for fire department access to fire hydrants and fire department connections.
- Verify portable fire extinguishers are installed and adequately serviced and inspected.
- Verify cleanliness and service date of exhaust and hood system(s), as per NFPA 96.
- Verify that appliances are protected by a listed fire extinguishing system. Ensure that the fire extinguishing system has been adequately serviced and inspected.
- Copy of ANNUAL TSSA Inspection Certificate to be available upon request.
- Clear accessible exit from the interior of the MFSE shall be maintained at all times.

- Canopies covering cooking equipment shall be certified to NFPA 701/705 or Note 4 of Test Method 27.1 of CAN 24.2 or CAN/ULC S-109.

The Town of Tillsonburg requests to be recognized within the production credits as a location of filming.

Town of Tillsonburg | 10 Lisgar Ave. | Tillsonburg, Ontario | N4G 5A5 | (519)-688-3009