

THE CORPORATION OF THE CITY OF WINDSOR PROCEDURE

Service Area:	Office of the Commissioner of Economic Development	Procedure No.:	N/A
Department:	Economic Development	Approval Date:	February 12, 2026
Division:		Approved By:	Executive Director, Economic Development and Climate Change
		Effective Date:	February 12, 2026
Subject:	Film Procedure	Policy Ref.:	
		Pages:	Replaces:
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1. PURPOSE

1.1. The Corporation of the City of Windsor (the “City of Windsor”) is committed to creating a film-friendly environment that supports filmmakers, economic growth, job creation, and the community's cultural richness. This procedure ensures a streamlined and transparent process for film productions while prioritizing public safety, minimizing disruptions, and protecting municipal assets. It aims to streamline the process for filmmakers, residents, and local businesses.

1.2. The purpose of the procedure is to:

- Facilitate effective coordination between film and TV productions and municipal services.
- Ensure public safety and minimize disruptions to the community.
- Promote the use of the City of Windsor’s diverse locations and cultural heritage.
- Encourage local hiring and participation with local businesses.
- Establish clear guidelines for obtaining film permits and complying with local by-laws.

2. SCOPE

2.1. This procedure applies to all film, television, and commercial productions filmed on property owned or occupied by the City of Windsor.

2.2. Exemptions include:

- Personal or student films that do not disrupt public spaces.
- News and current affairs programming.
- Filming on private property owned or occupied by any party other than the City of Windsor.

3. RESPONSIBILITY

3.1. The Economic Development Department will support this procedure and its implementation.

3.2. The Senior Economic Development Officer:

- Will support implementation and mediate any disputes regarding its application, should any arise.
- Is responsible to direct a review of this procedure following a 6-month pilot, then annually thereafter.
- Is responsible for communicating the procedure and any updates or changes to the Managers of all impacted City of Windsor departments.
- Shall carry out the role as decision maker under this procedure in good faith and in timely and expeditious manner.
- Shall be responsible for communicating the procedure and any updates or changes to the Supervisors of all impacted City of Windsor departments.

3.3. The Senior Economic Development Officer and the managers and supervisors in the Economic Development Department will be responsible for implementing this procedure and providing suggestions in revising the procedures as required.

3.4. Parks, Recreation and Facilities is responsible for:

- Reviewing and approving requests to film on City of Windsor parks, natural areas, recreation facilities, sports fields or related amenities
- Administering facility rentals, permits, and user fees associated with filming activities on parks and recreation properties
- Ensuring filming activities on parks and recreation properties comply with applicable policies, by-laws, and site-specific conditions, as referenced in this Procedure

3.5. The Finance Department is responsible for:

- Processing applicable fees, deposits, refunds and payments associated with film permits, facility rentals, and municipal services, as required under this Procedure
- Administering financial controls related to security deposits, refunds, and cost recovery in accordance with approved user fee schedules and financial policies

3.6. Public Works is responsible for:

- Reviewing and approving requests related to municipal right-of-way use, including road closures, traffic control measures, parking impacts, and temporary infrastructure modifications, as outlined in this Procedure
- Coordinating technical reviews related to traffic management, signage, and public safety requirements associated with filming activities within the public right-of-way

3.7. General Application

- Departments and service areas referenced throughout this Procedure are responsible for carrying out the roles and functions expressly identified within the relevant sections of the Procedure. Nothing in this section is intended to duplicate, restate, or expand upon responsibilities already described elsewhere in this Procedure, nor to assign additional duties beyond those required for procedural compliance or otherwise established by law, by-law, policy, or collective agreements.

4. PROCEDURE

4.1. PERMIT DETAILS & CONDITIONS

The Production Company must complete a Film Permit Application Package (which collectively includes Appendix A, Appendix B and Appendix E) and submit the package to the Economic Development Department.

Applications for road closures should be made in accordance with the process set out in section 4.13 herein.

Applications for Park Rentals: Major Events (Entire Park) must be received a minimum of 14 business days in advance of filming.

Letters of notification (Appendix D) must be delivered to residents and/or businesses 14 business days before the start of coning, parking or filming, whichever comes first (see application package for specific notification requirements).

Prior to the issuance of the Film Permit, the Production Company must provide the Special Events Department with an insurance certificate, the security deposit (if applicable) and payment of all required fees.

4.2. QUALITY OF PLACE

The City of Windsor is committed to ensuring that any film productions taking place minimize disruption to residents, businesses, and the community.

Film production taking place must operate in a way that respects the overall safety, privacy, and daily activities of the residents.

All productions must comply with applicable provincial legislation, including but not limited to the Occupational Health and Safety Act (OHSA), Employment Standards Act (ESA), and the Accessibility for Ontarians with Disabilities Act (AODA). Productions are responsible for ensuring a safe, respectful, and inclusive working environment for all cast, crew, and community members impacted by filming activities.

Conduct Expectations:

Noise levels must be regulated within the City of Windsor to prevent disturbances. Filming activities that involve loud noises, especially during nighttime hours, must adhere to these regulations. Noise levels must comply with the City of Windsor's Noise By-Law (By-Law Number 6716).

Any road closures, if required, shall be requested in accordance with the terms of section 4.13 herein.

If production requires the alteration or modification of existing buildings, the applicant must comply with regulations and obtain any necessary permits from the Building Department.

Additional lighting for filming should be directed away from resident's homes and businesses to minimize the overall disruption.

Public access to sidewalks, driveways, and parking lots must be maintained at all times unless there is an already approved permit.

The use of vehicles shall comply with the City of Windsor Anti-Idling By-Law (By-Law Number 233-2001).

The use of alcohol and cannabis must comply with relevant legislation and local by-laws and policies including the City of Windsor's Smoking By-Law (By-Law Number 113-2006).

The production company must comply with the relevant legislation, local by-laws and policies.

Clean-Up & Restoration:

Production crews are responsible for restoring film locations to their original condition after the completion of the production.

Waste and debris must be removed and disposed of properly in accordance with the City of Windsor's Waste Collection and Disposal By-law (By-Law Number 2-2006).

Production companies must provide the appropriate waste and recycling receptacles for the cast and crew. Any damage to public or private property will be the responsibility of the production company and must be repaired to original state.

Environmental & Community Considerations:

The removal, trimming, and/or cutting of any forestry and/or City of Windsor infrastructure is strictly prohibited without the approval of the City of Windsor.

The City of Windsor highly encourages sustainable filming practices, such as using reusable materials, reducing waste, and minimizing overall energy consumption.

In alignment with the City of Windsor's broader strategic goals, the film procedure will implement a community benefit framework to ensure that film productions contribute positively to local services. Film productions are encouraged to participate in initiatives such as donating unused food from sets to local shelters, collaborating with community organizations, and/or supporting local non-profits through partnerships or in-kind contributions.

Code of Conduct for Cast & Crew:

The City of Windsor, through the Economic Development Department, requires all productions to follow the Code of Conduct (Appendix E) to ensure respectful interactions with the community. This document is to be included within all resident and business notification letters.

Any failure to comply with the guidelines listed will result in permit revocation and/or fines.

While this procedure references select municipal by-laws, it is important to note that all relevant City of Windsor by-laws must be adhered to, whether explicitly listed herein or not. Stakeholders are responsible for reviewing and complying with the complete set of applicable by-laws, which can be accessed at City of Windsor By-Laws Online. This procedure does not supersede any existing municipal legislation.

4.3. RIGHT-OF-WAY CLOSURES & INTERRUPTIONS

Film productions that require temporary occupancy of municipal right of ways (sidewalks, roads, lanes) must be coordinated through the Economic Development Department along with the related municipal departments and noted upon completing and filing the Film Permit Application Form (Appendix A).

Productions are encouraged to maintain right-of-way access through intermittent traffic interruptions rather than full closures whenever possible, ensuring minimal disruption while prioritizing safety.

If applicable, stakeholders should also be mindful of potential disruptions to international border crossings. In such cases, compliance with relevant provincial legislation—such as the *Keeping Ontario Open for Business Act, 2022* (S.O. 2022, c. 10 – Bill 100)—may be required.

The City of Windsor’s Economic Development team must be contacted and will provide guidance on temporary road closure along with the special events permit.

Temporary road closure permit requires the following to be submitted by the production company:

- Letter of Notification to affected area of closure
- Traffic Control Plan submission/review
- Certificate of Insurance submission/review
- Permit/payment

Municipal right-of-way closures, temporary traffic signal alterations, or changes to traffic patterns will be approved by the City of Windsor’s Public Works Department, in consultation with the Special Event Resource Team (SERT) including Windsor Police Service, Windsor Fire & Rescue Services, and Windsor-Essex EMS.

4.4. STREET SIGNS

The erection, alteration, maintenance, or removal of any signage, advertisement, or structure in public spaces is regulated under the City of Windsor's Sign By-Law (By-Law Number 250-2004), pursuant to Section 99 of the *Planning Act*.

The Sign By-Law ensures that signage is used:

- Effectively for communication
- Enhances visual aesthetics
- Maintains traffic and public safety
- Minimizes impact on surrounding properties

Any modifications to signage or public infrastructure for filming purposes require approval from the Building and Development Department.

Film producers are highly encouraged to consult with a customer service representative from the Building and Development Department prior to application submission to determine compliance with municipal regulations.

In cases where a proposed sign does not comply with the Sign By-Law, applicants may apply for a Sign By-law Amendment, subject to City Council approval and alignment with the Official Plan.

4.5. PARKING

To facilitate successful film production operation, it is crucial that parking rules and regulations are followed to minimize disruptions to residents and businesses.

The following parking regulations will apply:

- Permit requirements: productions requiring the use of municipal parking spaces, lots, or street parking must obtain a Film Parking Permit from the City of Windsor. Applications for the permits must be submitted a minimum of seven 14 business days in advance.
- Designated parking areas: film productions are encouraged to use designated municipal lots and spaces to minimize the impact on public parking availability. With temporary street closures and reserved parking areas, there must be approval from the City of Windsor as well as communication with affected residents and businesses.
- Large vehicle and equipment parking: trucks, trailers, and other large production vehicles must park in pre-approved locations to ensure minimal disruption to traffic flow and public access. Production companies must provide a site plan indicating the placement of all large vehicles.
- Fees and charges: Standard parking rates will apply unless otherwise stated by the City of Windsor. Additional fees may be charged when a municipal lot is being exclusively used for the film production.
- Enforcement and compliance: productions must comply with all municipal parking by-laws and ensure that emergency access routes remain unobstructed. Failure to adhere to the approved parking plan may result in fines or revocation of film permits.

4.6. SPECIAL EFFECTS

The use of special effects in film productions requires strict safety measures to ensure public and environmental protection. All productions must adhere to municipal, provincial, and federal laws and regulations to mitigate potential risks.

Special effects involving pyrotechnics, firearms, explosions, and other hazardous elements require a Special Effects Permit. This process requires approvals from both Standing Committee and City Council at this time which can take up to 4 months. Productions must submit a detailed site plan outlining the location and safety measures for special effects.

Compliance with *Ontario Regulation 213/07*, under the *Fire Protection and Prevention Act, 1997* (the “Fire Code”) and Natural Resources Canada Pyrotechnic Special Effects Standards is required.

Fire inspections and safety personnel may be required based on risk assessment.

Open-air burning must be pre-approved by obtaining an Open Air Burning Permit from Windsor Fire & Rescue Services, using only clean, organic materials.

4.7. DRONE FILMING

Drone use in film productions must comply with Government of Canada regulations and municipal requirements.

Proper approvals and safety precautions are necessary to prevent disruptions to public spaces and air traffic.

Additional Details:

- Regulated by Transport Canada – All drone operations must follow federal Transport Canada drone safety guidelines Flying your drone safely and legally.
- Any drone takeoff/landing on City of Windsor municipal property (e.g., parks, roads, city facilities) requires notification to be submitted to the City of Windsor’s Economic Development Department.
- Additional aircraft liability insurance may be required depending on flight details.

4.8. MUNICIPALLY OWNED & OPERATED PROPERTY & FACILITIES

Film producers that seek to utilize City of Windsor owned properties such as parks, arenas, community centers, sports fields, or other City of Windsor-operated facilities for production purposes must secure a special events permit that entails proper rental agreements and permissions, while adhering to municipal regulations and facility guidelines.

Additional fees may be associated with facility rentals, staffing, or equipment and will be determined on a case-by-case basis. More information regarding user fees can be found under the approved User Fee Schedule for Parks, Recreation and Facilities and Pricing Policy.

Requests to film on other municipal properties must be communicated with the Economic Development Officer when filing the Film permit application to ensure proper approval from respective departments.

The Economic Development Officer will assist in facilitating arrangements by coordinating and connecting film producers to relevant departments.

4.9. SPECIAL EVENTS PERMITS

Filming productions on City of Windsor owned properties require a special events permit by filling out the form found here and submitting to the Economic Development Office:

<https://www.citywindsor.ca/residents/recreation/special-events>

This permit encourages proper coordination between municipal authorities, minimizes disruptions and upholds public safety standards.

Applications will be streamlined through the City of Windsor Special Events Team and must be submitted at least thirty (30) business days in advance to allow for proper review and coordination.

The City of Windsor's Special Event team will provide further guidance on:

- Venue availability and usage rights and permits
- Compliance with local bylaws and safety regulations
- Required municipal services and approvals

To ensure compliance with municipal regulations, applicants must submit a Special Events Request Form to the Economic Development Office, whereby they include the following details:

- Event Name
- Event Date and Location
- Special Event Request Form
- Special Event Resource Team review/approval
- Letter of Notification to affected area of closure
- Traffic Control Plan submission
- Certificate of Insurance submission for approval

The Economic Development Officer will initiate initial point of contact with the Special Events Department. Further inquiries and special events permit application submission can be done through contacting the Special Events Department.

Failure to obtain the required Special Events Permit may result in permit revocation or additional restrictions on filming activities.

4.10. SAFETY AND RESTRICTIONS

Certain locations and filming activities require additional approvals to maintain public safety and minimize disruptions.

Productions must follow established guidelines to ensure compliance with municipal bylaws and industry standards.

Additional Details:

Restricted areas: Some locations (e.g., historical sites, residential areas) may require special approvals or restrictions from specific departmental leadership at the Executive Director level or above.

Night filming (11 P.M. – 8 A.M.): Requires prior notice and may need neighborhood approval.

Permits for traffic & road closures are required for scenes involving street interruptions, stunts, or large equipment setups.

Safety Compliance: Productions must adhere to provincial and municipal safety regulations, including Ontario’s Film & TV Safety Guidelines, the Fire Code, and Ontario Electrical Safety Code.

Relevant legislation:

Safety guidelines for the film and television industry

the Fire Code

Appendix B: Electrical safety

4.11. INDEMNIFICATION

The applicant shall indemnify and save harmless the City of Windsor, its councillors, officers, servants and agents (the “Indemnified Parties”), from and against all claims, actions, damages, injuries, costs or losses of whatever nature which may be brought against the Indemnified Parties, or which the Indemnified Parties may incur, arising directly or indirectly from the granting of consent to allow film production activities on municipal property.

The City of Windsor assumes no responsibility for liabilities related to advertising, copyright, or trademark infringements.

Any disturbance to the lands resulting from the applicant’s occupation will be restored by the applicant at its own cost, to the satisfaction of the City of Windsor.

4.12. INSURANCE

All productions must secure adequate insurance coverage to protect against potential liabilities. Insurance policies must meet the City of Windsor’s requirements and name the city as an additional insured party.

Minimum Insurance Coverage:

- \$2M Commercial General Liability (\$5M for road closures), per occurrence, including a cross-liability/separation of insureds clause, with a 30 day notice of cancellation provision, to be primary and non-contributing
- \$2M Auto Liability Insurance for all production vehicles

- \$100K Tenant’s Legal Liability, which may be increased based on property value
- The Corporation of the City of Windsor must be named as an additional insured on all policies

Additional insurance (e.g., aircraft liability, pyrotechnic liability) may be required for specific activities, at the sole discretion of the City of Windsor.

4.13. EXPENSES AND PERMIT FEES

The applicant will be required to obtain a special event permit and must obtain permissions for road closures (if necessary) from emergency services to begin production.

Expenses and fees related to the use of any City of Windsor owned properties or services will be the responsibility of the production company.

This is related to parking, roads, facilities, parks, equipment, and additional staffing (janitorial, security, site preparation, etc.).

The production company will be given an estimate of cost by the Economic Development Office to provide full transparency throughout the filming process. Although subject to change, costs will be determined based on information given, time allowance, and could be subject to change based on unforeseen circumstances.

Permitting/Road Closure Process:

- Special event request form
- Special Event Resource Team will review and then approve/deny
- Letter of Notification to the affected area of closure will be sent out to residents and businesses
- Traffic Control Plan submission/review will take place
- Certificate of Insurance submission/review
- Permit will be provided, and payment will take place

Permit fees are determined based on the scale and impact of the event. For instance, events that require full park rentals or the closure of major streets are classified as major events and are subject to the corresponding fee. Conversely, if only a side street is closed and the impact on the surrounding community is minimal, a minor event fee would apply.

If production requires the use of public streets or sidewalks, coordination with the City of Windsor’s Special Events Department, Emergency Services, and any other applicable departments is essential to ensure compliance and public safety. This involves the use of public roadways and alleys including temporary road closures, parking restrictions, and traffic flow alterations. Traffic must comply with the City of Windsor’s Traffic By-Law (By-Law Number 9148).

4.14. Applicable user fees and charges are determined in accordance with the City of Windsor’s then current User Fee Schedule approved annually by City Council.

4.15. SECURITY DEPOSIT

A security deposit may be required depending on the location of the production. The deposit will be used to ensure that the area is restored to its original condition after filming, and the production covers all municipal costs spent during production.

Deposit processing and fulfillment will be handled by the Economic Development Office.

Deposit policy:

- The amount of any security deposit, as may be required for an event, will be determined on a case-by-case basis by the City of Windsor's Economic Development department, in consultation with any other relevant municipal departments, in advance of the event.
- The purpose of the security deposit is to safeguard the City of Windsor against potential financial losses, such as those arising from event cancellation, damages, or failure to meet permit conditions. The deposit amount will be calculated based on the specific risks and costs associated with the event.
- Deposits will be refunded upon satisfaction of all conditions by the applicant, as determined by the City of Windsor in its sole discretion.
- Additional charges may apply if damage occurs to the location or clean-up obligations are not fulfilled.

4.16. ACKNOWLEDGEMENT

The City of Windsor appreciates the opportunity for the community and local talent to be showcased through the arts and requests recognition where applicable.

To help promote the City of Windsor's film and television production scene, we ask for:

- Inclusion in the final credits in the form of the City of Windsor logo or a text reading "Filmed on location in the City of Windsor."
- Permission for the Economic Development Office to use the film title or other identification of the production in promotional information.
- Permission for the Economic Development Office to use stills and clips from the production for promotional purposes.

The applicant will only be permitted to utilize the City of Windsor's logo or any text referencing the City of Windsor in its film as set forth above with the prior written consent of the City of Windsor. To obtain such approval the applicant will be first required to provide the City of Windsor's communications department with a copy of the film, or such relevant section thereof, for its review.

4.17. DISCLAIMER

The City of Windsor reserves the right to refuse the issuance of a film permit or to terminate a preexisting film permit to a production that does not comply with the criteria outlined in this procedure.

These decisions will be made on an individual basis by the Executive Director of Economic Development and Climate Change.

By obtaining a film permit, the production company agrees to adhere to the terms and conditions outlined in this procedure and other applicable City of Windsor by-laws.

4.18. LOCAL TALENT SOURCING

The City of Windsor encourages all productions to hire local talent, crew, equipment and support services.

5. RECORDS, FORMS, AND ATTACHMENTS

5.1. Documents generated as a result of this procedure will be maintained in accordance with the City of Windsor's Records Retention By-Law 21-2013.

5.2. Appendices A-E as attached.

6. APPROVALS

APPENDIX A: PRODUCTION INFORMATION SHEET

*Submit Production Information Sheet by email to ecdev@citywindsor.ca 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:

Local Production Office Address:

Local Production Office Phone:

Local Production Office Fax:

Billing Address (if different from above):

Product Information

Production Title:

Production Type:

- Feature Film
- Commercial
- TV Movie
- Student Project
- TV Series
- Music Video
- Other (Specify)

Production's Country of Origin:

- Canada
- US
- Canadian/US Co-Venture
- Other (Specify)

Total Budget (\$):

Spent in City of Windsor (\$):

Date it will air:

Channel/broadcaster:

Pre-Production Date:

Camera Date:

Wrap Date:

Total # of Days in Windsor (prep,
camera, wrap):

Total # of Different Windsor 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 by email to ecdev@citywindsor.ca for approval. Required lead time is 30 or more business days prior to filming, or more based on shoot requirements (see

Applicant Information

Production Company:

Production Title:

Name of Applicant:

Position/Title:

Billing Address:

City:

Province:

Postal Code:

Cell Phone:

Production Office Phone:

E-mail:

Location Sites

The following format is suggested for each film location

Location Sites (All public roads and properties – attach extra pages as required):

1)

2)

3)

4)

Date – commencement of
prep work:

Time:

AM

PM

Date – completion of
filming:

Time:

AM

PM

Date – completion of
restoration:

Time:

AM

PM

Activity Description

(State purpose of property use – attach extra pages or maps as required)

Check as appropriate:

- Intermittent traffic stoppages (PDO required)
- Road closure required (PDO required)
- Travelling shot (PDO required)
- Other reason for PDO required (specify)
- Sidewalk or other right-of-way occupancy (specify)
- Parking plan required
- Use of municipal facilities/property (specify)
- Special effects (specify)
- Alteration or construction of temporary structures, including signage (specify)
- Modification of municipal infrastructure (specify)
- Noise by-law exemption or filming at unusual hours (specify)
- Utility and site locates required (specify)

CHECKLIST of applicant's responsibilities

The following are the applicant's responsibility and the information must be on file with the Economic Development Officer prior to filming according to the required lead time.

Required in all cases:

- Completed Film Permit Application (this document)
- Production Information Sheet (Appendix A)
- Certificate of insurance and insurance claims contact information Script
- Shooting locations schedule

Required if applicable:

- Municipal facilities requests and proof of payment (i.e. facility rental, building permits, road closures, etc.)
- Parking plan for production vehicles (see Appendix for template)
- Special effects filming site map (see Appendix for template)
- Copy of all notifications to residents/businesses (see Appendix for template)
- Proof of Paid Duty Police Officer contract
- Proof of permission granted for right-of-way interruption
- Proof of building permits for temporary structures

OFFICE USE ONLY – Special Conditions

APPENDIX C: SAMPLE PARKING PLAN

*Submit parking plans by email to ecdev@citywindsor.ca at time of Film Permit Application (30 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 City of Windsor Public Works Department and related municipal department representatives in association with the City of Windsor Emergency Services.

The production company will be issued a pre-determined number of Parking Permits, which must be displayed in all production vehicles along with a copy of the Film Permit.

Sketches to Include:

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

Parking for City of Windsor:



APPENDIX D: SAMPLE FILMING NOTIFICATION LETTER TO BUSINESSES/RESIDENTS

*Submit notification letters by email to ecdev@citywindsor.ca at time of Film Permit Application (30 or more business days prior to filming) for approval.

[Production Company Name/Letterhead]

[Company Address]

[City, Province, Postal Code]

[Phone Number] [Email Address]

[Date]

Re: Notification of Upcoming Filming – [Production Title]

Dear [Resident/Business Owner],

We are writing to inform you that [Production Company Name] will be filming scenes for an upcoming production titles [Production Title] in your area. We are working closely with the City of Windsor to ensure that all filming activities are conducted in a safe and respectful manner and in compliances with all local by-laws.

Filming Details:

- Location(s): [Exact streets, addresses or general area]
- Date(s): [List all planned dates]
- Time(s): [Start and end times, including any prep/wrap-up time]
- Type of Activity: [e.g., interior/exterior scenes, use of special effects, simulated pyrotechnics, night filming, etc.].

Parking and Traffic Impacts:

We may require temporary closures or intermittent traffic control on [Street Name(s)] during the following time(s): [Details]. Paid emergency service officers will be on-site to ensure public safety and traffic flow. If any driveways or entrances are affected, we will reach out to you directly to coordinate access.

Noise and Lighting:

There may be periods of elevated noise and/or temporary lighting during the filming. We will make every effort to minimize disruption and appreciate your understanding.

Contact Information:

If you have any questions or concerns, please feel free to contact our Production Department:

- Location Manager: [Name] – [Phone #] | [Email]
- Assistant Location Manager: [Name] – [Phone #] | [Email]

You can also reach out to the City of Windsor’s Economic Development Department at ecdev@citywindsor.ca or 519-255-6100 ext. 6608.

We thank you for your cooperation and support in helping bring this project to life. Your community plays an essential role in the success of film and television productions in Windsor.

Sincerely,

[Your Name]

[Your Title]

[Production Company Name]

APPENDIX E: 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 one-page Code of Conduct (PDF).

The City of Windsor encourages film production and a respectful and responsible approach to filming. This Code of Conduct will outline the expectations that are had by the municipality to ensure a positive relationship is maintained with the community, businesses, and the local authorities. It is the responsibility of the film production company to ensure that all cast and crew are adhering to the Code of Conduct. The filming notification letters that are distributed to the surrounding area will have a copy of the Code of Conduct signed by the production company. If residents find that there is not adherence to the Code of Conduct, they will be encouraged to report this to the municipality by contacting the Economic Development Department.

Title of Production

Production Manager

Phone Number

- 1) When filming in a neighborhood or business area, there must be proper notification given to every resident and/or business owner affected by the production. The filming notice will include:
 - a) Name of the production company, title of the production
 - b) Production type (feature film, movie of the week, mini-series, TV pilot, TV special, etc.)
 - c) Type, duration, and description of the activity (i.e. times, dates and numbers of days, including prep and strike)
 - d) Company contact:

Location Manager (LM)

Assistant Location Manger (ALM)

- 2) Respect for the Community: Cast and crew members must be respectful to all the residents and businesses within the community. This includes having noise levels at a reasonable level and within daytime hours (unless obtaining special permission from the municipality). Cast and crew will also keep public and private property clean and free from any damage. Businesses and residents' homes will not be blocked or impeded with unless otherwise stated.
- 3) Compliance with Laws and Permits: Film production must comply with municipal, provincial, and federal laws and regulations. Permits from the City of Windsor must be obtained prior to filming taking place. The stipulations outlined by the

municipality in the film permit will be adhered to. Parking and traffic control must follow all city regulations, and production vehicles should not obstruct any emergency routes.

- 4) Environmental Responsibility: All members of the film production must dispose of waste properly and make sure that locations are left in their original condition (subject to fines if not adhered to). Film production must be as sustainable as possible to adhere to the municipality's environmental goals.
- 5) Safety and Conduct: Film production must follow health and safety guidelines at all times as stated by Ontario's Occupational Health and Safety Act (OHSA). Equipment needs to be properly secured and not pose a hazard to the public. Film production needs to maintain a level of professionalism and avoid disruptive or inappropriate behavior. Any consumption of drugs and/or alcohol on set is strictly prohibited.
- 6) Communication and Complaints: Designate a representative to liaise with local authorities and address public concerns. Provide clear contact information for any complaints and/or questions. Respond promptly and professionally to any issues raised by the community.

Representative Name	Phone Number	Email
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- 7) All cast and crew must acknowledge and adhere to this Code of Conduct. Failure to comply may result in penalties, fines, or revocation of filming permits. The City of Windsor maintains that by working together, we can ensure a positive experience for both the film industry and the Windsor community.