



## **FILMING AT THE JACK GARLAND AIRPORT (YYB)**

The North Bay Jack Garland Airport (Airport) has worked with many different production companies in order to meet unique needs of filming at an active airport. We have prepared this information package to help with the scouting process. Please note that should you wish to pursue a film/television project at the North Bay Jack Garland Airport, our team will work with location specialists by taking the following approach:

### **Initial Site Visit**

The initial site visit includes: introduction to Airport staff, brief overview of the facility and access to interior/exterior of the terminal, parking and public grounds.

### **North Bay Jack Garland Virtual Tour**

A virtual tour of the Airport can be viewed at:

[https://www.youtube.com/watch?time\\_continue=120&v=nYe7eZEg0Vs](https://www.youtube.com/watch?time_continue=120&v=nYe7eZEg0Vs)

### **Airport Familiarization Tour and Technical Review**

The Airport Tour and Technical Review will require a pre-scheduled meeting with Airport staff to review project needs and access airside areas (runways, taxiways, aprons) and other restricted areas within buildings, at applicable rates posted on the airport website at <https://yyb.ca/business-at-yyb/filming-opportunities/>.

### **Project Planning**

Airport staff works in concert with the City's Economic Development Department on filming permits. The Airport must undertake a detailed risk assessment and impact audit as part of their Safety Management System before allowing any filming activity at the Airport.

Making the proposed filming schedules available to the Airport, details of planned scenes, proposed special effects, duration and number of people requiring access and any other pertinent details about the project will help Airport staff complete their internal review. Additional special effect needs such as lighting, lasers, drones, smoke effects, etc. can all impact the Airport operations and need to be identified, discussed and approved in advance.

In addition to the City's filming permit process (required for each location), while filming at the airport, productions shall be required to enter into an Airport Location Agreement (to be provided by Airport staff) that includes, but not limited to:

- Safety Plan
- Security Plan
- Lift boom / crane permits



- Proof of insurance
- Detailed diagram of the production's area of operations, and associated limits
- Parking Plan

## **IMPORTANT DETAILS**

### **Fees**

Filming at the Airport will include cost recovery of staff time and resources and an Administration Fee which will be dependent on the size, requirements and duration of the project.

### **Filming at North Bay Jack Garland Airport**

The following standard conditions apply when filming at the Airport. The facility is first and foremost an operational certified airport. Federal aviation policies, practices and procedures will be respected and take priority. Additional provisions may be included in the Location Agreement depending on the nature of the project:

- The Production must agree to and sign a Location Agreement prior to being granted access to the facility and/or grounds;
- The Production will be briefed to ensure that they have a complete and clear understanding of restricted areas and filming production limitations – any trespassing in a restricted area or transgressions will result in the immediate termination of the agreement and the Production will be removed from the premises;
- If filming takes place past sunset, no lighting is to be pointed in the direction of the aircraft maneuvering areas (including runways and taxiways);
- If filming is to be extended beyond previously coordinated and approved times, the production must notify airport site authority in advance – a full schedule will be required for approval by the Airport Management prior to any filming;
- Airport structures are being rented “as is”;
- Proof of coordination / access and approval with owner / tenant for private equipment and facilities are the Production responsibility;
- Condition of Hangars and all items must remain in its original state (any damages will be subject to full replacement costs);
- Any and all garbage must be collected and secured at all times. Secure garbage bins must be present on-site at all times, and must be provided by the Production for the duration of the filming;
- A complete list of equipment/props being brought on the premises is required prior to commencing filming; it should be noted that the Airport and its immediate surroundings are a drone free zone as enforced by Transport Canada;
- The Production shall, at its own cost and expense, be liable for and remedy any environmental damage that occurs as a result of any event caused by the production, or act or omission of the Production, its agents, servants, employees, contractors or subcontractors. The obligations and liabilities of the Production relating to the



environmental damage shall survive the expiry or early termination of the Location Agreement;

- A list of all products and associated Safety Data Sheets (WHMIS-GHF 2015) which may be an environmental concern shall be provided the airport to include in the initial impact audit;
- A security deposit and full payment for the facility rental and associated costs will be due prior to first day of production on-site;
- The Airport Management will be included on daily Call Sheets;
- Any special effects taking place on Airport property, tenant properties, or their immediate vicinity will require prior consent of the Airport Management and follow all legislative safety regulations;
- Filming Notification will need to be prepared and distributed to surrounding residents/businesses. The Airport Management will distribute to existing Airport Tenants;
- Production company to supply their own power source;
- Insurance requirement of a minimum of \$5 million with the “North Bay Jack Garland Airport Corporation” and “The Corporation of the City of North Bay” listed as additional named insured; and,
- Production to supply copy of WSIB clearance certificate or insurance for all activities including injuries for people being on site whether employees contractors or visitors.

**For additional information please visit [yyb.ca](http://yyb.ca) or contact:**

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## Photos of North Bay Jack Garland Airport (YYB)

### Passenger Terminal





## Airport Vehicle Operation Permit Plan

