

POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
FILMING/PHOTOGRAPHING ON TTC PROPERTY	Marketing and Public Affairs Customer Service		6.4.-1-2

1.0 RESPONSIBILITY

Key: September 23/08
Information to be added
~~Information to be deleted~~

Subway stations, yards, carhouses, trains, buildings – Chief Marketing Officer

Surface vehicles (buses and/or streetcars) – General Superintendent Bus – Bus Transportation Department and General Superintendent Rail - Rail Transportation Department.

2.0 PURPOSE

To accommodate the requirements of the community in the most cost-effective **and safe** manner while complying with TTC By-Law No. 1 item 16. (b) which states that, "No person shall operate for commercial purposes any camera, video recording device, movie camera or any similar device upon any vehicle or premises of the Commission without authorization".

3.0 DEFINITION

Filming/photographing on TTC property means commercial or non-commercial requests as follows:

3.1 Commercial

Film production agencies to film television commercials, feature films, etc., and photographic agencies for magazines, billboard advertising, etc.

3.2 Non-Commercial

Requests from the news media, students and other non-professional individuals and groups for productions requiring TTC assistance and authorization.

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4.0 CONDITIONS FOR ACCEPTANCE

Subway stations, yards, carhouses, trains, buildings

All requests are accommodated whenever practical under the conditions outlined in the Marketing and ~~Public Affairs~~ **Customer Service** document "Conditions for Accepting Filming/Photographic Requests on TTC Property".

The TTC will consider proposals that differ from the conditions as noted on a case by case basis.

For surface vehicles

All requests are accommodated whenever practical but absolutely no filming on vehicles will be allowed during rush hour periods. All requests must be supervised and appropriate proof of insurance is required. A copy of the script pages relevant to the filming must be submitted.

5.0 COMMERCIAL REQUESTS (Filming production agencies to film television commercials, feature films, etc., and photographic agencies for magazines, billboard advertising, etc.)

In addition to the conditions in section #4, commercial requests should be submitted in writing including a script and/or brief outline/story board of the film's/commercial's plot, the location of filming, date, time, duration, crew size (including talent) and a detailed list of equipment being brought onto TTC property. A meeting with TTC staff and the film company's staff may also be required.

The above steps must be completed prior to submission of work plans as follows:

- For platform only (no trains, track level, special effects or stunts) or surface vehicle filming – a completed work plan must be submitted 5 days prior to start of film shoot (the "film shoot" includes set-dressing, prep, filming and wrap). If

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prep includes placing lights in tunnels, changing advertising above the power rail, or any work at track level, this falls under the next category.

- For track level or train (stationary or moving) filming – a completed work plan is required 20 days in advance of the start of the film shoot (the “film shoot” includes set-dressing, prep, filming and wrap).
- For track level location scouts (walking tour) or track level technical surveys – a completed work plan is required 10 days prior to the tour.
- The TTC will consider proposals that differ from this schedule on a case by case basis.

Prior to filming/photographing on TTC property, the conditions for acceptance must be complied with to the TTC’s satisfaction.

6.0 DOCUMENTATION REQUIRED

6.1 Commercial

All requests for commercial filming/photographing require completion of Marketing and Customer Service legal agreement.

6.2 Non-Commercial

6.2.1 Requests received from students and other non-professionals (more than one person) for filming/photographing that is undertaken during revenue service hours and/or on an in-service train (one or more persons), must be supervised by the TTC’s Filming & Tours Co-ordinator or a Subway Supervisor. The applicant must be advised of and acknowledge the aforementioned Conditions for Acceptance which apply to all film/photography requests. The Transit Control Centre and appropriate TTC departments will be notified.

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6.2.2 Requests for single person filming/photographing that is undertaken during revenue service hours, platform only, are handled by the issuance of Property Permits. In addition, the applicant must be advised of and acknowledge the "Conditions for Single Person Filming/Photographing on TTC Property". The Transit Control Centre and appropriate TTC departments will be notified.

7.0 REFERENCE SOURCES

- Marketing and ~~Public Affairs~~ **Customer Service** document "Conditions for Accepting Filming/Photographic Requests on TTC Property"
- ~~Marketing and Public Affairs Release Form (No. 3018)~~
- Marketing and ~~Public Affairs~~ **Customer Service** Legal Agreement for Filming/Photographing on TTC Property
- **Marketing and Customer Service** document "Conditions for Single Person Filming/Photographing on TTC Property"
- **Marketing and Customer Service** document – Information letter
- Property Permits Corporate Policy
- TTC By-Law #1

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