



**January 1, 2025 to December 31, 2025**

# **COLLECTIVE AGREEMENT**





COLLECTIVE AGREEMENT BETWEEN

**International Alliance of Theatrical Stage Employees, Moving Picture  
Technicians, Artists and Allied Crafts of the United States, its Territories and  
Canada Affiliated with the AFL-CIO and CLC**

**I.A.T.S.E. Local 411 Production Coordinators Hereinafter referred to as  
“The Union”  
and**

---

**hereinafter referred to as  
“The Company”**

**for the Production currently entitled**

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## Article One Obligations

- a) As the Union is a Local of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada (hereinafter referred to as the "International Alliance"), nothing in this Agreement shall be construed to interfere with any obligation the Union owes to such International Alliance by reason of prior obligation.
- b) Nothing in this Agreement shall be interpreted or applied so as to reduce the benefits to Employees provided in the Employment Standards Act as it may be amended from time to time.
- c) The Terms of this Agreement shall be interpreted with respect to the following further definitions:
  - 1) "EMPLOYEE" means a person employed by an employer and includes a person engaged as a dependent contractor.
  - 2) "MEMBER" means a person holding membership within the Union in any of the classifications as described in Schedule A under this Agreement.
  - 3) "DEPENDENT CONTRACTOR" includes a Corporation (or "Loan Out Company" as that phrase is used and understood in the motion picture industry) controlled by a Member who is an employee of that Corporation and performs work covered by this Agreement.
  - 4) "THE COMPANY" is recognized as "the Employer," exercising the functions of management, supervision, direction and control of all Employees and/or Dependent Contractors including, but not limited to all matters relating to confidential planning, management policy and labour relations.
  - 5) "PRODUCER" means the engager of a member under this Agreement.
  - 6) "WORK PERMIT" means a person permitted by the Union in any of the classifications as described under Schedule A under this Agreement.
- d) The parties further recognize the following representations as contained herein:
  - 1) "AUTHORIZED REPRESENTATIVE." The Company recognizes the right of any duly authorized representative of the Union to have access to the place of work of any individual employed by the Company in any categories of the Bargaining Unit as listed in Schedule A of this Agreement. The Union agrees that such access will not be made to interfere with an Employee's ability to perform their duties.
- e) The Company further recognizes and agrees:
  - 1) That the Production Coordinator is a Department Head and shall receive a screen credit for services rendered (the Employee concerned shall have the right to refuse such Screen Credit if so desired by notifying the Company in writing).
  - 2) The insignia of the International Alliance is copyrighted and is the sole property of the International Alliance. The Company hereby agrees to display the insignia as herein authorized, unless the Union advises otherwise, on any and all motion picture films or substitutes thereof such as tapes, wires, etc., recorded by any method and produced under the terms and conditions of the Agreement which carry screen or air credit title or titles. Said insignia is to be clear and distinct and shall appear on a sufficient number of frames. The Company shall provide to the local for approval; a copy of the screen card which displays the Union's insignia in the production credits.

## **Article Two Recognition and Scope of Agreement**

- a) The Company recognizes the Union as the sole and exclusive Bargaining Agent for all Production Coordinators, 1<sup>st</sup> Assistant Production Coordinators and 2<sup>nd</sup> Assistant Production Coordinators, as well as Production Assistants, including but not limited to those engaged in sustainability tasks and excluding Set and Locations Production Assistants, and any other classifications that may be contained in Schedule A of this Agreement.
- b) The Company recognizes the Union's jurisdiction and job classifications as set out in Article 4 and Schedule A of this Agreement and agrees not to directly or indirectly change, delete, alter or amend the jobs, transfer job functions from one classification to another, or establish a new job classification without the written consent of the Union.
- c) The Company will not sign any agreement which purports to appoint any other party as the sole and/or exclusive Bargaining Agent for any or all Employees covered by this Agreement.
- d) The Company agrees not to assign work to an Employee, which would have the effect of excluding that Employee from the protection of Union membership.
- e) No Employee shall be transferred to another Bargaining Unit without their and the Union's consent.
- f) The Union acknowledges the Company's right to make such rules and regulations as may be deemed necessary for the conduct and management of its operations. The Union agrees that its members shall obey all rules and directions of any authorized representative of the Company insofar as they do not conflict with the terms of this Agreement. The Company shall not discipline or discharge any Employee except for just cause.
- g) It shall not be a violation of this Agreement, and it shall not be cause for dismissal or disciplinary action in the event an Employee refuses to enter upon any property involved in a labour dispute, or refuses to go through or work behind a picket line, including a picket line at the Company's place of business and/or shooting location.
- h) The Company will not take any action against the Union or any Employee in the event that such a picket line is deemed illegal, by a Court, Ontario Labour Relations Board or Canada Labour Relations Board and the Union agrees that if such a picket line is deemed illegal the Union will use it's best efforts to encourage Employees to go to work. However, if such efforts are unsuccessful, the Union cannot be held accountable if sued for loss in arbitration, the Ontario Labour Relations Board or the Courts, unless the action was sanctioned or condoned by the Union.
- i) The Company agrees that it will not lock out any Employees during the term of the Agreement. The Union agrees not to initiate any strike, work stoppage or slow down, during the term of this Agreement, except in the case of the Company's failure to sign a Collective Agreement or post a Performance Bond.
- j) The Company shall maintain the legal status of the Company and shall not permit same to be liquidated, wound down or dissolved until all of the Company's obligations under this Agreement have been fully and finally performed and satisfied.
- k) If there is a change in the Company's name or the title of the production, the Company agrees to notify the Union, in writing, immediately.
- l) Where the Company assigns, transfers, cedes, sells, or otherwise causes a third party to become the producer of the production, the Company and such third party shall be jointly and severally liable for all duties, obligations and payments owing to any Employees and the Union under this Agreement, unless the Union agrees, in writing, that such third party assumes all of the Company's obligations hereunder.
- m) If at any time prior to the completion of principal photography, the Company intends to sell, assign, transfer or lease the entire operation or any part thereof, it shall give notice of the existence of this Agreement to any prospective purchaser, assignee, transferee or lessee, or that part of the operation which is covered by this Agreement. Such notice shall be given to the prospective purchaser, assignee, transferee or lessee, in writing, with a copy to the Union, not later than seven (7) calendar working days before the effective date of sale, assigning, transfer or lease.

- n) The Company shall permit authorized Union representatives' access to all working areas of the Company's operations, which are within the jurisdiction of the Union. Such access will not delay or disrupt production.
- o) The Company shall provide the Union with the following information about any Production which employs Members and/or permit workers, in writing and prior to the commencement of any such employment:
  - 1) The corporate legal entity name of the production company and the name(s) of the producer(s), executive producer(s), associate producer(s), line producer(s) and production manager(s) and contact information for each (i.e. names, addresses, telephone and facsimile numbers, email addresses);
  - 2) The corporate legal entity name of the distributor(s) and/or network(s) connected to the Production and contact information for each;
  - 3) The name and contact information for individuals responsible for all labour relations matters associated with the Production;
  - 4) The registered and actual addresses for the Production and/or Production offices;
  - 5) The locale(s) where the Production is anticipated to shoot;
  - 6) The Production title including any episode numbers and/or episode titles, if any, and the expected screen running time for each;
  - 7) The anticipated pre-production, production and post-production dates and any associated calendars, if available;
  - 8) The Production crew list;
  - 9) For all productions classified as less than Tier A, the top sheet of the Production budget prior to principal photography.
- p) The Company shall provide the Union with the following information on a continuing basis in writing:
  - 1) The names and job classifications of all Members and/or permit workers working on the Production;
  - 2) All Member and/or permit worker hires, terminations, resignations, work-related injuries and disciplinary actions taken in relation to Members and/or permit workers;
  - 3) Daily Call sheets specifying the location of work and start times for each work day.
- q) It is understood that the Union may request further and/or additional information from the Company relating to the Production, including but not limited to additional information relating to the Production budget, and the Company shall not unreasonably deny such requests.

### **Article Three Producer Rights**

- a) The Union acknowledges that it is the exclusive function and right of the Company to:
  - 1) Operate and manage its business in all respects except where any right to do so has been specifically restricted by the terms of this Collective Agreement;
  - 2) Maintain order, discipline and efficiency of the operation;
  - 3) Make, from time to time, reasonable rules and regulations to be observed by individuals covered by the terms of this Collective Agreement, provided that such rules and regulations are not inconsistent with this Collective Agreement;
  - 4) Schedule production, direct the workforce, hire, layoff, and with just cause, discipline or discharge Employees subject to the terms and conditions of the grievance and arbitration procedures set out in Article 20.

#### **Article Four Jurisdiction and Divisions of Work**

- a) The Company shall not be allowed to sub-contract any Bargaining Unit Work and no person outside the Bargaining Unit shall perform Bargaining Unit Work. It will not be considered a violation of this Agreement for Members of the Union to refuse to work with other persons working within the jurisdiction of the Union who are not Members or authorized individuals.
- b) The job classifications and descriptions contained in Schedule A shall not be changed or deleted, nor shall the jobs, or any duty of the job, be altered without the agreement of the Union.
- c) No work customarily performed by an Employee covered by this Agreement and no work included in the job classifications and descriptions contained in Schedule A of this Agreement and no Bargaining Unit Work, in general, shall be performed by another Employee of the Company or by a person or corporation who is not an Employee of the Company.
- d) The Company shall not enter into any agreements with any other company, person or organization wherein that other company, person or organization will employ persons to perform Bargaining Unit Work, work defined in this Collective Agreement, or work normally performed by Employees covered by this Agreement, unless consent is granted by the Union. Should a breach of this Agreement be held to have occurred, the Union shall be entitled to claim damages in terms of lost wages and other monies due and payable on behalf of displaced members.

#### **Article Five Individual Employment Contracts**

- a) Nothing in this Agreement shall prevent any Employee from negotiating and obtaining from the Company, better rates, conditions, and/or terms of employment than those herein provided, which shall form part of and are enforceable pursuant to this Collective Agreement.
- b) The Company agrees that, during the term of this Collective Agreement, they will not re-negotiate any agreement with an Employee without first obtaining the consent of the Union.
- c) Prior to the completion and execution of any Individual Employee Contracts (Deal Memos), the Company shall provide a blank copy of such to the Union for review.
- d) Immediately upon completion and execution of any Individual Employment Contracts (Deal Memos), a copy of such shall be forwarded by the Company to the Union.
- e) All or part of an Individual Employment Contract may be declared null and void by the Union at any time during the term of the Collective Agreement if, in the opinion of the Union, all or part of the Individual Employment Contract decreases the benefits under the Collective Agreement.
- f) The granting to any Employee of better rates, conditions and/or terms provided herein, shall not be construed in any manner as a precedent for granting similar rates, conditions and/or terms to other individuals.



## **Article Six Union Personnel**

- a) The Company agrees to employ as a Head of Department, a Production Coordinator. When additional personnel are required, the position of 1<sup>st</sup> Assistant Production Coordinator shall be filled prior to hiring any additional personnel. Consecutive hiring shall be followed for all units, for example, Main Unit, 2<sup>nd</sup> Unit, or VFX unit, as follows: Production Coordinator, 1<sup>st</sup> Assistant Production Coordinator, and then 2<sup>nd</sup> Assistant Production Coordinator. Consecutive layoff also shall be followed for all units: 2<sup>nd</sup> Assistant Production Coordinator, 1<sup>st</sup> Assistant Production Coordinator, and then Production Coordinator. The Company, in consultation with the Production Coordinator, will determine the necessity of hiring additional department personnel, such as a Travel Coordinator or 2<sup>nd</sup> Unit Coordinator as dictated by the work level of the production. Such determination shall be based on the production schedule, travel requirements, crew size, number of units, distant filming locations from the production office, and any other factors deemed necessary by the Producer. (If the company does not employ a Travel Coordinator, the duties detailed in the Travel Coordinator job description in Schedule A of this agreement shall fall upon the Production Coordinator).
- b) Production Assistants will be hired with the consultation of the Production Coordinator and the scheduling of Production Assistants will be determined by the Production Coordinator. At no time can a Production Assistant be hired in place of a 1<sup>st</sup> Assistant Production Coordinator or 2<sup>nd</sup> Assistant Production Coordinator.
- c) If a department on a production requires the support of the Production Office beyond the resources of the existing Production Office team, an additional Employee may be employed to assist that department as a dedicated assignment and that Employee shall be paid at the rate of 1st Assistant Coordinator and may, at the discretion of the Company, work in the Production Office and/or in the department's office. For clarity, it is understood that an Employee working on a dedicated assignment with a department shall perform all work for that department that would otherwise regularly be performed by the Production Office, including but not limited to the acquisition of office furniture, equipment and internet access; the generation of department crew lists, vendor lists and contact information relating to same; the creation of forms and templates (work orders, signage, workflow processes, instructions); the collection and distribution of documents within the department (e.g. releases from artists and vendors); the issuance and reconciliation of purchase orders and payment requisitions; the creation and management of department document management/filing systems; the coordination of all shipping and receiving; and the coordination of all department communications.
- d) The Company agrees to employ only Production Coordinator caucus members in good standing with the Union, and for the purposes of this Agreement, written permission from the Union for the employment of an individual who is not a Production Coordinator caucus member of the Union shall also constitute good standing with the Union. Failure to show good standing with the Union shall be sufficient reason and just cause for dismissal.
- e) It shall not be a breach of this Agreement for any Employee to refuse to work with a non-union person or person not hired in accordance with Article Six, a) and d).
- f) If, at the direction of the Company, an Employee works for six (6) hours or more in a workday in a classification higher than the classification they were originally hired to fill, that Employee shall be paid the rate of the higher classification for the entirety of their workday. For clarity, when an Assistant Production Coordinator works the entirety of their workday in the absence of the Production Coordinator for any reason, the Assistant Production Coordinator shall automatically be upgraded to the Production Coordinator rate for that workday.
- g) Only under extenuating circumstances may a 2<sup>nd</sup> Assistant Production Coordinator work without the supervision of either a Production Coordinator or a 1<sup>st</sup> Assistant Production Coordinator.
- h) At no time may work of the 1<sup>st</sup> or 2<sup>nd</sup> Assistant Production Coordinator be solely assigned to a Production Assistant in lieu hiring a 1<sup>st</sup> or 2<sup>nd</sup> Assistant Production Coordinator. If a Production Assistant performs any work regularly performed by a 1st or 2nd Assistant Production Coordinator during any portion of their workday, that Production Assistant will be paid at the higher rate for the entirety of their workday. This will constitute an upgrade and shall be approved by the Union in advance.

## **Article Seven Hours of Work and Work Week**

- a) The normal week shall consist of seven (7) days, the first five (5) consecutive days being workdays, the sixth (6th) and seventh (7th) days normally being days off.
- b) The normal working day shall be up to twelve (12) consecutive hours of work, inclusive of meals.
- c) An Employee who works the first five (5) days of the work week and then is required to work on the sixth (6th) day of the same work week shall be paid at a premium which shall be one and one-half (1½) times one-fifth (1/5th) of their weekly contracted rate.
- d) An Employee who works the first six (6) days of the work week and then is required to work on the seventh (7th) day of the same work week shall be paid at a premium which shall be two (2) times one-fifth (1/5th) of their weekly contracted rate.
- e) It is understood that only in the event an Employee actually works five (5) days of the seven (7) days within a work week will they be entitled to either sixth (6th) day worked or seventh (7th) day worked premium rates. No Employee will work a sixth (6th) or seventh (7th) day without prior approval of the Production Manager.
- f) Once every four (4) shooting weeks, or more frequently where agreed by The Union and Company, the Company may shift an Employee's work week, without incurring extra costs, by doing either of the following:
  - 1) Shift the work week forward by one (1) or two (2) days by adding one (1) or two (2) days off consecutive with the seventh (7th) day off of the regular work week provided that each additional day off shall include an additional twenty-four (24) hour rest period. If work is performed on any of the additional days off, the rate of pay shall be that of a seventh (7th) day of work.
  - 2) Shift the work week back by one (1) day, by changing the seventh (7th) day of the regular work week to the first (1) day of the shifted work week, provided that the sixth (6th) day of the regular work week is a day off and provided that a thirty-four (34) hour rest period applies. If work is performed on the day off, the rate of pay shall be that of a seventh (7th) day of work.
  - 3) Employees shall be given seven (7) calendar days' notice of the shift. In no event may the Company shift the work week to avoid paying for an unworked holiday.
  - 4) The work week during pre-production may be different than the work week of production. The change in work week from pre-production to production shall not be considered a shift. However, it is agreed and understood that there shall be a minimum of one (1) day off between pre-production and production. The rest period for this day off shall be thirty-four (34) consecutive hours free from work. If work is performed on that day, the rate of pay shall be that of a seventh (7th) day of work.
- g) The Producer shall be entitled to impose a hiatus period, provided that both the Employee and the Union have received written notice not less than fourteen (14) calendar days prior to the commencement of such a hiatus period. Failure by the Company to give such notice of layoff shall entitle the Employee to one (1) additional week's salary in lieu thereof, as per Article 19.
- h) Hiatus means a planned, unpaid stoppage of work for a period of three (3) or more workdays.
- i) A hiatus of less than one (1) week will not be imposed for the purpose of avoiding payment for holidays.
- j) The three (3) statutory holidays at Christmas are not worked/not paid except where the Christmas break is ten (10) or fewer consecutive calendar days.
- k) Work may be performed during a hiatus period that occurs over the Christmas holidays without incurring holiday pay provided the Employee hired to perform such work is given a minimum of ten (10) consecutive days off over the holiday period which includes Christmas Day, Boxing Day and New Year's Day. If this condition is not met, payment for all three holidays, Christmas Day, Boxing Day and New Year's Day, will apply.

- l) An Employee that is required to work during a hiatus period, with less than fourteen (14) calendar days written notice of such requirement, will be paid at a minimum of one and one-half (1½) times one-fifth (1/5th) of their weekly contracted rate for each day worked. Overtime pay for work performed after twelve (12) hours on days worked during a hiatus period shall be paid at three (3) times one-sixtieth (1/60th) of the weekly contracted rate. A copy of this notice will also be provided to the Union at the same time it is issued to the Employee.
- m) It shall not be a violation of this Agreement, and it shall not be a cause for dismissal or disciplinary action in the event an Employee refuses, does not wish, or is unable to work, for any reason, during an established hiatus period.

#### **Article Eight Rest Periods and Days Off**

- a) The minimum amount of time off between each workday shall be ten (10) consecutive hours free from work.
- b) The minimum amount of time off on a five (5) day work week shall be fifty-four (54) consecutive hours free from work each week.
- c) The minimum amount of time off on a six (6) day work week shall be thirty-four (34) consecutive hours free from work each week.
- d) In the event of a Statutory or Proclaimed Holiday, the minimum amount of time off shall include an additional twenty-four (24) hour period.
- e) All hours of an Employee's rest period which are infringed upon shall be paid at two (2) times one- sixtieth (1/60th) of the weekly contracted rate. Such payment shall be in addition to the weekly contracted rate and be calculated in six- (6) minute increments.

#### **Article Nine Overtime Hours**

- a) Work performed in excess of the normal workday shall be paid as overtime. Such payment shall be in addition to the daily contracted rate and is calculated in six- (6) minute increments.
- b) Overtime pay for work performed after twelve (12) hours on days one (1) through five (5) shall be paid at two (2) times one-sixtieth (1/60th) of the weekly contracted rate. Such payment shall be in addition to the weekly contracted rate and is calculated in six- (6) minute increments.
- c) In order to discourage excessively long workdays, overtime pay for work performed after fourteen (14) hours on days one (1) through five (5) shall be paid at three (3) times one-sixtieth (1/60<sup>th</sup>) of the weekly contracted rate. Such payment shall be in addition to the weekly contracted rate and is calculated in six- (6) minute increments.
- d) Overtime pay for work performed after twelve (12) hours on days six (6) and seven (7) shall be paid at three (3) times one-sixtieth (1/60th) of the weekly contracted rate. Such payment shall be in addition to the weekly contracted rate and is calculated in six- (6) minute increments.
- e) At no time shall the aggregate applicable overtime penalty exceed three (3) times the straight time basic contracted hourly rate.

### **Article Ten Location Boundaries**

- a) The Studio Zone shall be defined as the area within the boundaries of Winston Churchill Boulevard (Brampton Regional Road 19) to Bovaird Drive / Castlemore Road (Brampton Regional Road 107 / 10) to Highway 50 (Brampton Regional Road 50) to Major Mackenzie (York Region Regional Road 25) to Highway 30 (York Regional Road 30 / York-Durham Line) to Concession Road 7 to Lake Ridge Road (Durham Regional Road 23) to Lake Ontario and shall represent the area in which "in town" conditions will apply. See Schedule E (page 25).
- b) Work performed at the Toronto International Studios (Kleinberg) shall be considered as being within the boundaries of the Studio Zone.
- c) Travel outside the Studio Zone will be as negotiated on a production-by-production basis.
- d) If an Employee is required to move from one place of work to another, the Company shall provide transportation. If the Employee agrees to use their own vehicle for this purpose, they shall receive reimbursement in accordance with Article 16, g).
- e) Employees required to perform work at a location outside of the Studio Zone shall have their work time begin and end at the boundary of the Studio Zone. Transportation to and from such locations shall be provided by the Company and shall originate at the production office. If the Employee agrees to use their own vehicle for this purpose, they shall receive reimbursement in accordance with Article 16(g).
- a) The Union may set a zone outside the Greater Toronto Area based on a thirty-five-kilometer (35 km) radius from the production office address, as determined on a production-by-production basis.

### **Article Eleven Meals**

- a) No Employee shall work longer than six (6) consecutive hours without the Company providing a hot meal. If a meal is not provided, then the Company shall compensate the Employee in the amount of twenty dollars (\$20.00) when the first meal period is due and thirty-five dollars (\$35.00) when the second meal period is due. This standard shall apply throughout prep, shoot and wrap periods.
- b) Meals provided shall include a reasonable selection. It is agreed and understood that snacks, i.e., hot dogs, hamburgers, pizza etc., do not constitute a proper meal.
- c) If an Employee is unable to safely consume the provided meal due to a medical condition or allergy (verified by a signed doctor's note stating as such), and the Employee informs the Company at least twenty-four (24) hours prior to the meal at issue of the medical condition or allergy (or, in the case of a daily hired Employee, the Employee informs the Company immediately upon reporting to work), then the Company shall compensate the Employee in the amount of twenty dollars (\$20.00) per meal period or the Company may provide an alternative meal that the Employee can safely consume in lieu of the Company paying the twenty dollars (\$20.00) meal penalty, per meal period. No Employee shall consume any of the provided meal on any days on which they are compensated.

### **Article Twelve Holidays**

- a) The following days, as well as any other Federal or Provincial holidays so declared, are recognized as paid Holiday days off and as such there shall be no deduction from the weekly contracted rate:

|                |                              |                  |
|----------------|------------------------------|------------------|
| New Year's Day | Canada Day                   | Thanksgiving Day |
| Family Day     | Civic Holiday                | Christmas Day    |
| Good Friday    | Labour Day                   | Boxing Day       |
| Victoria Day   | Truth and Reconciliation Day |                  |

- b) In the event that any of the above paid Holidays, other than Truth and Reconciliation Day, fall on a scheduled day off, the next workday immediately following shall be deemed the day celebrated. This shall not apply to a Statutory Holiday that occurs within a hiatus period.
- c) If an Employee is required to work on a Holiday (including travel) the Employer shall comply with its obligations as it relates to Holiday pay in the Ontario *Employment Standards Act, 2000*.
- d) When a Holiday falls on an Employee's normal day off, generally free from work, the next regular workday shall be deemed to be the Holiday and subject to payment for work as stated above.
- e) It shall not be a violation of this Agreement, and it shall not be a cause for dismissal or disciplinary action in the event an Employee refuses, does not wish, or is unable to work, for any reason, on a Statutory Holiday.
- f) The Company shall have the discretion to schedule a Statutory or Proclaimed Holiday so that it is taken immediately before or immediately following other rest days, provided due notice of a minimum of two (2) weeks, is given to the Union and its Members.

### **Article Thirteen Additional Payments and Deductions**

- a) In addition to the remuneration payable under Article 7, Article 8, Article 9, Article 11, Article 12 of this Agreement, the Company shall pay or deduct:
  - 1) Pay to all Coordinators, an amount equal to seven percent (7%) for Tier A and B productions, or six percent (6%) for Tier C, D, E and F productions, of the Employee's total weekly wages, and pay to all Production Assistants four percent (4%) of the Employee's total weekly wages as vacation pay. Such payments shall be paid weekly with regular remuneration.
  - 2) Pay to all Coordinators, an amount equal to six percent (6%) of their total weekly wages and two dollars (\$2.00) per day worked and pay to all Production Assistants an amount equal to five percent (5%) of their total weekly wages as retirement benefits. The Company shall forward this premium directly to the Union on a weekly basis with a complete remittance breakdown.
  - 3) Deduct from all Coordinators, an amount equal to six percent (6%) of their total weekly wages and two dollars (\$2.00) per day worked and deduct from all Production Assistants, an amount equal to five percent (5%) of their total weekly wages as retirement benefits. The Company shall forward this deduction directly to the Union on a weekly basis with a complete remittance breakdown.
  - 4) Pay to the IATSE Local 411 Health and Welfare Benefits Fund, an amount equal to four percent (4%) of each Coordinator's total weekly wages and nine dollars (\$9.00) per day worked and an amount equal to four percent (4%) of each Production Assistant's total weekly wages and two dollars per (\$2.00) day worked in respect of Health and Welfare benefits. The Company shall forward this payment directly to the IATSE Local 411 Health and Welfare Benefits Fund on a weekly basis with a complete remittance breakdown.
  - 5) Pay to the Union, an amount equal to two percent (2%) of each Employee's total weekly wages as a Producer's Levy. The Company shall forward this payment directly to the Union on a weekly basis with a complete remittance breakdown.
  - 6) Pay to the Union, one dollar (\$1.00) per day worked in respect of safety and training. The Company shall forward this payment directly to the Union on a weekly basis with a complete remittance breakdown.
  - 7) The Company shall deduct from each Employee's pay cheque an amount for Union dues the amount of which the Company shall be notified in writing by the Union from time to time, which shall be forwarded to the Union no later than the fifteenth (15th) day of the month following the month in which such deductions were made, together with the names of the Employees on whose behalf the deductions were made, the amount of such deductions, and the basis for the calculation of such deductions.

- 8) The Company shall make all Employer Contributions under the Workers' Compensation Act (Ontario), Canada Pension Plan (Canada), Unemployment Insurance Act (Canada), Employer Health Tax (Ontario) and any similar plan or legislation applicable from time to time.
- 9) Notwithstanding any provisions in this Agreement or any Individual Employment Contract signed by an Employee, the Company agrees that no Employee shall be required to start work prior to the signing of a Collective Agreement with the Union, and the posting of a Performance Bond not more than the equivalent of two (2) weeks' payroll for all Members engaged, which will be invested in an interest-bearing security for the duration of the production.
- b) In the event of the Company's failure to post the appropriate Performance Bond and/or sign the appropriate Collective Agreements, the Union and its Members are under no obligation to provide services to the Company and the Union under no obligation to avert any work stoppages.
- c) The Performance Bond (plus accrued interest) shall not be released before a minimum of two (2) weeks has elapsed after the production has been completed, and not before Separation Certificates (Record of Employment) and Income Tax Receipts (T4 statements) have been issued to all Employees and the Company has satisfied all of the obligations of this Agreement, including the settlement of any outstanding grievances.
- d) Should an Arbitrator find that the Company has breached this Agreement, the Union may deduct from the amount of the Performance Bond any monies that the Arbitrator determines are owing to Employees and/or the Union arising out of a breach of this Agreement.
- e) Eligible companies shall be permitted to submit a Corporate Guarantee (Schedule D of this Agreement) in lieu of a Performance Bond.

#### **Article Fourteen      Paid Sick Leave**

- a) An Employee covered by this Agreement who has worked for a Company within the province of Ontario under this Agreement for at least thirty (30) days within a one (1) year period (such year to be measured, as designated by the Company, as either a calendar year or starting from the Employee's anniversary date) shall accrue paid sick leave under one of the following options:
  - 1) The Company may elect to allow eligible Employees to accrue one (1) hour of paid sick leave for every thirty (30) hours worked in the province of Ontario for the Company, up to a maximum of forty-eight (48) hours or six (6) days. Sick leave accrued on an hourly basis may be carried over to the following year of employment, but in no event shall an Employee have more than forty-eight (48) hours or six (6) days of paid sick leave available for use during each year of employment at any time. The Company may limit the use of sick leave accrued on an hourly basis to no more than twenty-four (24) hours or three (3) days during each year of employment. A "year of employment" shall be defined by the Company in advance as either a calendar year or starting from the Employee's anniversary date.
  - 2) The Company may elect to provide an eligible Employee with a bank of forty (40) hours or five (5) days of sick leave per year, such year to be measured, as designated by the Company, as either a calendar year or starting from the Employee's anniversary date. Such banked sick leave days may not be carried over to the following year.

The Company shall provide the Employee with advance notice of the option it has elected.

- b) Sick leave may be used in minimum increments of four (4) hours upon oral or written request after the Employee has been employed by the Company in the province of Ontario for ninety (90) days (based on days worked or guaranteed) on or after January 1, 2022. Reasonable advance notification of the need for sick leave is required if the use is foreseeable; otherwise, notice is required as soon as practicable. It is understood that an Employee may be required to produce a medical note to the Company in order to use paid sick leave.

- c) For Employees employed on an hourly or daily basis, a day of sick leave pay shall be equal to eight (8) hours' pay at the Employee's straight time hourly rate. If a four (4) hour increment of sick leave is taken, the Employee shall be paid four (4) hours of pay at the Employee's straight time hourly rate. For weekly Employees, a day of sick leave pay shall be equal to one-fifth (1/5th) of the Employee's weekly rate (or fifty percent (50%) thereof for a four (4) hour increment of sick leave taken). Sick leave payments shall not be subject to any fringe benefit contributions. Replacements for weekly Employees may be hired on a pro rata basis of the weekly rate regardless of any contrary provision in this Agreement. The Employee shall not be required to find a replacement as a condition of exercising the right to use paid sick leave.
- d) Any day on which an Employee makes use of paid sick leave shall not be considered a day worked for the purpose of calculating the sixth and/or seventh day of pay.
- e) Sick leave may be taken for the diagnosis, care or treatment of an existing health condition of, or preventive care for, the Employee or the Employee's "family member."
- f) Accrued, unused sick leave is not paid out on termination, resignation or other separation from employment. If an Employee is rehired by the Company within one (1) year of the Employee's separation from employment, the Employee's accrued and unused sick leave shall be reinstated, and the Employee may begin using the accrued sick leave upon rehire if the Employee was previously eligible to use the sick leave or once the employee becomes eligible as provided above.
- g) The Company shall include in the Employee's start paperwork the contact information for the designated Company representative whom the Employee may contact to confirm eligibility and the amount of sick leave available. Such start paperwork shall also include information with respect to the year period (i.e., calendar year or the Employee's anniversary date) that the Company selected to measure the thirty (30) day eligibility period and the three (3) days set forth in subparagraphs (a)(1) and (2) above. The Company also shall notify the Union of the name and contact information of the designated Company representative.
- h) Nothing shall prevent a Company from negotiating a sick leave policy with better terms and conditions. There shall be no discrimination or retaliation against any Employee for exercising the right to use paid sick leave.
- i) The term "Company," for purposes of this Article 14 only, shall refer to the Company itself as well as all other Employers that the Company designates under Article 26(b).

### **Article Fifteen      Remuneration and Payment of Wages**

- a) The Company agrees to pay Employee's remuneration at rates not less than the minimums set out in Schedule B of this Agreement.
- b) Payment for work performed and any other payments or considerations shall be paid on the fourth (4th) workday of the following week, at or before 4:00 p.m. (1600 hours) for work performed the week ending the seventh (7th) day midnight (2400 hours), except that in the case of a Company which elects to pay Employees via direct deposit, payment processed on the fourth (4<sup>th</sup>) workday may be deposited in the Employee's account up until 11:59p.m. on the fifth (5<sup>th</sup>) workday. The Company shall affix a copy of the Employee's time sheet to the paycheque, showing earnings in detail. Copies of said time sheets shall be provided to the Union upon request.
- c) In the event of late payment by the Company, a penalty of three percent (3%) per day of the gross wages for that week shall be paid to the Employee and such penalty shall be added to the next week's wages or, if none, by a separate cheque.
- d) In the event of non-payment of wages of more than seven (7) days or other monies due to Employees or to the Union, the Union and its Members are under no obligation to continue to provide services to the Company, and the Union is under no obligation to avert any work stoppage.

- e) If requested by the Member while still actively engaged and while the production is still underway the Producer will complete a T2200 form or equivalent for expenses incurred as a result of their engagement. The completed T2200 will be provided no later than the last payday.
- f) In the event that a Statutory Holiday is observed on a Monday within a work week, payroll payday may be pushed by one (1) day.
- g) Payments for any per diem or meal monies may be paid by cheque to the Employee.

### **Article Sixteen      Travel and Accommodation**

- a) When the unit is away from the Company's home base on distant locations requiring that the Employee layover away from their home base over the sixth (6th) or seventh (7th) day of the week, the Employee shall receive an additional one-fifth (1/5th) of their weekly contracted rate for each day away in addition to all per diem allowances.
- b) If work is performed on the sixth (6th) or seventh (7th) days of the week, or on paid Holidays, Article 7, Article 8, Article 9, and Article 12 shall apply.
- c) Should the Employee be required to travel to or from a distant location this will be considered a workday and paid as such.
- d) Should the Employee be required only to travel to or from a distant location on a sixth (6th) or seventh (7th) day of the week they shall be paid an additional one-fifth (1/5th) of their weekly contracted rate. If this travel occurs on a Statutory or Proclaimed Holiday, the payments under this Section will be in addition to the payment for the Holiday in Article 12.
- e) When Employees are travelling to and from a location outside the boundaries of the Studio Zone, first-class transportation shall be provided by the Company. Round-trip economy class air travel shall be considered adequate for the purposes of this Agreement only for flights gate-to-gate under five (5) hours inclusive. For flights over five (5) hours gate-to-gate, business air travel shall be provided.
- f) When transporting Employees by car to location within a two (2) hour driving distance from the Company base, the maximum number of passengers per standard sedan and standard nine passenger vehicle shall be five (5) and eight (8) respectively, including the driver. If the driving distance exceeds two (2) hours from base to location, the maximum shall be reduced by one (1) to four (4) and seven (7) respectively, including the driver. The driver shall adhere to the traffic regulations and to speed limits as posted and be the holder of a valid driver's license. It is the Company's responsibility to ascertain that all vehicles and occupants are fully insured by the Company.
- g) In the event that an Employee is required by the Company to use their personal vehicle for transportation, they shall be reimbursed a kilometer allowance equal to the Canadian Automobile Association (CAA) or American Automobile Association (AAA) national average as of the first day of the calendar quarter preceding the start of employment. See the CAA website. Such approval for personal vehicle use for production purposes shall be agreed upon in advance.
- h) An Employee refusing in good faith to travel by plane or helicopter will not jeopardize their current and future working opportunities on assignments, which do not require travel by plane or helicopter.
- i) When an Employee is required to travel overnight by train, the Company must provide at least lower berth accommodation.
- j) When Employees are on location and are required to remain overnight or longer, first class accommodation equal to current CAA or AAA shall be available. The most current list of the Association(s) shall be used. The cost of accommodation while on location shall be borne by the Company. Should the Employee be required to pay for such accommodation, the Company shall reimburse the Employee all reasonable costs. Accommodation shall be understood to mean single



occupancy except where agreed to by Employee.

- k) The Company shall pay each Employee seventy dollars (\$70.00) per diem; fifteen dollars (\$15.00) for breakfast, twenty dollars (\$20.00) for lunch, and thirty-five dollars (\$35.00) for supper. The per diem shall be for a twenty-four (24) hour period if and as it becomes due.
- l) Should the Company provide at no cost to the Employee accommodations and meals on location, such allowance and meal monies will be deemed satisfied.
- m) The Company further agrees that where meals and/or accommodation of the above standards are unavailable at the above stated costs, the Company will pay the overage.
- n) On distant locations, each Employee shall be notified prior to departure as to what accommodations are available on location. All Employees will be informed at least twenty-four (24) hours prior to departure as to what kind, class, or mode of transportation will be furnished. The return fare is to be paid before departure.
- o) On distant locations, all travel time from the hotel to the workplace and back shall be considered as time worked.
- l) When Employees are required to work outside of Canada, all expenses that are payable pursuant to this Article, shall be paid in U.S. dollars in the numerical amounts provided herein.

#### **Article Seventeen Insurance**

- a) The Company agrees to bring all Employees supplied by the Union under the terms of the *Workers' Compensation Act* and proof thereof shall be provided to the Union before any Employees commence work.
- b) When Employees are required to travel, the Company shall insure each Employee for the duration of the travel, including the return trip, for the sum of two hundred and fifty thousand dollars (\$250,000). Employees shall be required to fill out a form specifying a beneficiary. This form shall be filed with the designated representative of the Company, and a copy forwarded to the Union office.
- c) When Employees are required to work outside of Canada, the Company agrees to provide Out-of-Canada Medical Coverage which would cover such items as all hospital expenses, all medical expenses other than hospital costs, all lodging during convalescence away from home, all prescriptions and medicine, all travel for medical purposes and all costs of repatriation.

#### **Article Eighteen Cancellation of Calls**

- a) The Company may cancel daily calls for Employees up to 6:00 p.m. (1800 hours) the day before the call. In the event that such a notice is not given, the Company shall pay the Employee one (1) day's pay at the basic rate.

#### **Article Nineteen Discipline, Layoff and Dismissal**

- a) All notices of layoff of Employees engaged on a weekly basis shall be given in writing by the sixth (6<sup>th</sup>) hour of the Employee's workday on the first (1<sup>st</sup>) day of the work week. Failure by the Company to give such notice of layoff shall entitle the Employee to one (1) additional week's salary in lieu thereof.

- b) Employee's may be disciplined and/or dismissed for just cause. The parties agree that the principles of progressive discipline will be applied in appropriate circumstances. The Company agrees to notify the Union in writing when a Member has been given a verbal reprimand or warning. The notification shall specify the Member involved and a description of the reason for the reprimand. The Company agrees to provide the Union with a copy of written reprimands and/or a written notice of discipline, which exceeds a written reprimand in severity, including dismissal.
- c) The Company shall provide the Union with copies of all notices of layoff, dismissal, or termination upon issuance to the Employee.
- d) A Member engaged on a weekly basis shall give the Producer a minimum of one (1) week's written notice of resignation.

## **Article Twenty      Settlement of Disputes**

- a) The Union acknowledges the principle of "work now and grieve later" and as such, the existence of a grievance or dispute will not disrupt production, subject to an Employee's lawful right to refuse work.
- b) In the event that any grievance or dispute should arise between the Company and the Union, or between the Producer and the Union or between the Producer and any Member under this Agreement, concerning the interpretation or violation of this Agreement, it shall be considered a grievance and shall be settled in accordance with the following procedures. The grieving party shall have thirty (30) days from the date on which the party becomes aware, or ought to have become aware, of the act or omission, giving rise to the dispute to initiate a grievance. In order to be deemed a grievance, the dispute must be submitted in writing to the other parties within the allotted thirty (30) daytime period.
- c) The grievance shall be discussed by the Producer, or the Producer's duly authorized representative, the Company and a representative of the Union within five (5) working days after the grievance has been brought to the attention of the Producer. When any Member is called upon to attend a meeting endeavouring to settle such dispute or disagreement, it is understood that during this period the Member will not suffer the loss of his/her normal wage.
- d) In the event that the representative of the Producer and/or the Company and the Union cannot reach an agreement, the dispute may, by written notice of any party to the other party, be submitted to final and binding arbitration. Such notice must be made within ten (10) days (or in the case of payroll disputes within ninety (90) days) of the meeting provided for in Step 1, or the matter shall be considered resolved. The parties, who shall include the Company, the Producer and the Union, shall within ten (10) days of the sending of the notice requesting arbitration select a mutually acceptable Arbitrator. If the parties are unable to agree on the selection of an Arbitrator within these ten (10) days, the Ontario Minister of Labour shall be requested to appoint the Arbitrator. The cost and/or expenses of the Arbitrator shall be borne equally by the Producer or Company and the Union, except that no party shall be obligated to pay the cost of a stenographic transcript without express consent of the other party. The final written decision or award of the Arbitrator shall be made as soon as practicable after submission of the grievance or dispute to him/her. The parties agree that such final decision or award shall be binding on each of the parties to this Agreement, and they will comply within five (5) days of the arbitration award subject to such decisions, rules or regulations as any Provincial Agency having jurisdiction may impose. In no event shall the Arbitrator modify or amend any provision of this Agreement. In determining any grievance arising out of discharge or other discipline, the Arbitrator may dispose of the claim by affirming the Producer's actions and dismissing the grievance or by setting aside the disciplinary action involved with or without compensation and such other manner as may in the opinion of the Arbitrator be justified.

- e) If either the Union or Company considers that this Agreement is being misunderstood, misinterpreted or violated in any respect by the other party, the matter will be put in the form of a policy grievance and discussed between representatives of the Company and the Union. If not satisfactorily settled within thirty (30) days of the matter first coming to the attention of the aggrieved party, either party may refer the matter to arbitration as a policy grievance in accordance with Article 20(d). A matter not referred to arbitration in this time shall be considered resolved.
- f) Any time limits prescribed in Article 20 may be extended by mutual agreement of the parties to the grievance.

### **Article Twenty-one Health and Safety**

- a) The Company shall ensure that no workplace will pose a health hazard to the Employees. If requested by the Union, the Company shall provide information about the type of materials that were used in the workplace prior to work being performed at that site.
- b) The Company agrees that they are responsible to provide a safe and secure work environment for their Employees. As such, no Employee shall be required to work in a production office alone unless the production office is secure and monitored by a recognized alarm system or patrolled by a qualified security guard.
- c) Any Employees unable to complete their minimum daily call because of an injury sustained on the job, shall be paid the minimum daily call.
- d) It is agreed by the parties that great emphasis shall be placed on the need to provide a safe working environment. In that context, it shall be the responsibility of the Company:
  - 1) To provide employment and places of employment which are safe and healthful for the Employee;
  - 2) To provide and use safety devices and safeguards, and adopt and use practices, means, methods, operations and processes, which are reasonably adequate to render such employment and places of employment safe and healthful;
  - 3) To do every other thing reasonably necessary to protect the life, safety and health of Employees; and
  - 4) To not require or permit any Employee to enter into or be in any employment or places of employment which are not safe and healthful.
- e) The Company and every Employee shall comply with the occupational safety and health standards and all rules, regulations and orders pursuant to applicable laws, which for greater certainty include the *Workplace Safety and Insurance Act, 1997* and its regulations.
- f) No representative of the Company nor any Employee shall:
  - 1) Remove, displace, damage, destroy or carry off any safety device, safeguard, notice or warning furnished for the use in any employment or places of employment;
  - 2) Interfere with the use of any method or process adopted for the protection of any Employee, including his/herself, in such employment or places of employment.
- g) Rigid observance of safety regulations must be adhered to and failure of any Employee to follow safety rules and regulations can lead to disciplinary action including discharge; however, no Employee shall be discharged or otherwise disciplined for refusing to work on a job that exposes the individual to clear and present danger to life or limb. No set of safety regulations, however, can comprehensively cover all possible unsafe practices of working. The Company and the Union therefore undertake to promote in every way possible the realization of the responsibility of the individual Employee with regard to preventing accidents to him/herself or his/her fellow Employees.

- h) Employees shall be covered by the Workers Safety and Insurance Board of Ontario or its equivalent coverage by a private insurance carrier. The Company shall bear the full costs of such coverage and shall provide the Union with confirmation that such insurance is in effect.
- i) The Producer, the Member and the Union shall comply with all obligations under the *Occupational Health and Safety Act*.
- j) The Producer will post a copy of the Production's *Occupational Health and Safety Act* compliant Violence and Harassment policy in the production office.
- k) Where the location of the production office or the lateness of the hour could affect the Employee's safety, or when the Employee's shift ends, or begins, between the hours of 12:00 a.m. midnight and 6:00 a.m., the Producer shall, except when the Employee declines, arrange for safe and convenient transportation to the Employee's home or accommodation within the Studio Zone or an escort until the Employee has boarded the nearest public transit that will transport the Employee home or to their accommodation within the Studio Zone. Upon request, the Employee shall receive an escort to his/her vehicle. Ownership of a vehicle shall not be a condition of engagement. When any workday is fourteen (14) hours in duration or longer, upon request, the Employee shall be provided with transportation home.
- l) The Employer will take the necessary steps to ensure menstruation products are made available to Employees in all workplace washrooms at no cost to Employees.
- m) An Employee may request suitable private space for breast feeding or pumping by giving reasonable advance notice of the Employee's need to Human Resources and/or the appropriate individual designated by the Company for the receipt of such requests. Upon receiving the Employee's request, the Company shall make best efforts to accommodate the Employee's request by providing a suitable private space. It is understood that the availability and type of spaces that may be used to accommodate the Employee's request may vary depending on factors such as the location at which production is operating.

#### **Article Twenty-two Employee Indemnification**

- a) The Company hereby releases and forever discharges, and agrees to defend, indemnify and save harmless any Employee (including persons engaged through a Loan Out Corporation), and in the event of such Employee's death, the Employee's heirs and executors, against any and all losses, claims, damages, actions, causes of action, liabilities and necessary costs, including legal fees, incurred during the effective dates of this Agreement and in the course of performance of the Employee's duties performed within the scope of the Employee's engagement for the Company that resulted in contractual liability for such Employee or in bodily injury or property damage suffered by any person subject to the following conditions:
  - 1) This Article does not apply to grossly negligent conduct by the Employee.
  - 2) The Employee shall co-operate fully in the defence of the claim or action, including, but not limited to, providing notice to the Company within five (5) business days upon becoming aware of any claim or litigation, attending hearings and trials, securing and giving evidence and obtaining the attendance of witnesses.

#### **Article Twenty-three Working Conditions**

- a) In the workplace, coffee, drinking water, suitable refrigerated beverages and a selection of food items will be provided by the Company for the Employees at all times.
- b) Washroom and toilet facilities shall be provided by the Company at all workplaces and shall be maintained on a standard at least equal to the standards required by *the Employment Standards Act, 2000* and any other applicable legislation or regulation.
- c) The Company shall provide a clean, healthy, climate-controlled work environment with appropriate furniture.

- d) The Company shall meet all minimum requirements of the *Occupational Health and Safety Act* and the *Employment Standards Act, 2000* and any other applicable legislation or regulation including air quality.
- e) Due to the sensitive nature of the work required, the Production Coordinator shall be provided with their own office, if feasible, within the production office location. If a private office is not practicable, then a lockable cabinet which can accommodate the sensitive documents and information being gathered, created or used by the Production Coordinator, are to be placed next to or near their work station for their sole use and the keys to such cabinet will be provided to them.
- f) All costs associated with the production rental vehicle shall be the responsibility of the Company, excluding any traffic violations and/or driving infractions.

#### **Article Twenty-four Application for Work Permits**

- a) In the event that the Company makes a request to employ an individual who is not a Member of the Union, the Company shall submit the request in writing along with the following information to the Union for consideration in the granting of a work permit:
  - 1) A description of the position to be held by the permittee;
  - 2) The reasons for the necessity of that individual being permitted;
  - 3) A list of credits or a resume of the requested permittee;
  - 4) A list of available Members contacted or interviewed, explaining why they are not suitable for the position.
- b) If it is necessary to employ individuals who are not Members of the Union, and their presence is established to be necessary, the Union, in their absolute discretion, may grant to the individual permission to work for a period not exceeding the duration of the production for which the Collective Agreement has been signed and only after the following conditions have been met:
  - 1) These individuals have been approved by the appropriate government agency, in co-operation with the Union if necessary;
  - 2) The rates, conditions, and/or terms of this Collective Agreement regarding Union personnel have been fully met.
- c) The Company shall not employ any individual who is not a Member of the Union until the Company has received written permission from the Union.
- d) The Company shall make arrangements with the Union to submit any negotiated permit fees.
- e) The Company agrees to follow all other requirements set forth in the "Permit Application Policy," which can be requested through the Union.

#### **Article Twenty-five Communications**

- a) Any communications directed to either party is to be addressed to the addresses shown at the end of this Agreement, and both parties will keep each other informed of any changes in address. Unless the Union is advised in writing of a change of address, any communication of any legal proceedings on the address indicated at the end of this Agreement shall be good and valid service.

### **Article Twenty-six Intent of Agreement**

- a) It is the purpose of this Agreement to set forth conditions of employment to be observed between the parties and to provide a procedure for prompt and equitable adjustment of grievances in order that there will be no impeding of work, work stoppages or strikes, or other interferences with productions and Company facilities during the life of this Agreement.
- b) It is the further intent of this Agreement to foster a friendly spirit of co-operation between the Company and its Employees and to this end the Agreement is signed in good faith by both parties. This Agreement will be binding upon and enure to the benefit of the parties and their respective heirs, executors, administrators, receivers, successors and assigns.
- c) In this spirit, the Union will promptly and in good faith consider any requests for variances to this Collective Agreement made by the Company, which are necessary to facilitate the needs of a particular production.

### **Article Twenty-seven Productions Made for New Media**

- a) New Media, as defined for the purposes of this Collective Agreement, applies to the production of content available through the internet or accessible on any digital device, including, but not limited to, on-demand networks, online newspapers, advertisements, blogs, wikis, mobile apps, set-top apps, social media, and any other current or future means of mass communications using digital technologies with the exclusion of “Derivative New Media Production” as defined below.
- b) The Company agrees, for all New Media productions as defined above, to pay Employees remuneration at rates not less than the minimums set out in Schedule B of this Agreement. All other terms and conditions of this Agreement apply.
- c) A “Derivative New Media Production,” hereinafter collectively referred to as “Derivative Production,” is a production for New Media based on an existing dramatic television motion picture covered by the Collective Agreement that was produced for “traditional” media—e.g., a free television, basic cable or pay television motion picture (“the source production”)—and is otherwise included among the types of motion pictures traditionally covered by the Collective Agreement.
- d) Employees may be employed by a Company and assigned to a Derivative Production as part of their regular workday on the source production. The work for the Derivative Production shall be considered part of the workday for the Employees on the source production and shall trigger overtime if work on the Derivative Production extends the workday on the source production past the point at which overtime would normally be triggered on the source production. All other terms and conditions, including fringe benefits, shall continue as if the Employee were continuing to work on the source production.

### **Article Twenty-eight Bereavement Leave**

- a) In the event of the death of a spouse or common-law partner, parent, step-parent, grandparent, grandchild, sibling, step-sibling, or child, step-child, spouse or common-law partner of a child or step-child, parent or step-parent of a spouse or common-law partner or any relative residing permanently in the same immediate household of an eligible Employee, such Employee shall be allowed up to three (3) paid days off and his/her job shall be available upon return from bereavement leave. Employees who work fifty percent (50%) or more of the total workdays of their department shall be deemed eligible for bereavement leave pay.
- b) Payment for bereavement leave may be deferred until the Employer can determine the Employee’s eligibility. Bereavement pay shall be calculated on the same basis as un-worked Holidays.

### **Article Twenty-nine Non-Discrimination and Anti-Harassment**

- a) The Producer shall not discriminate against any Member because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, Union membership or participation in the lawful activities of the Union.

- b) The Producer shall not harass any Member based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, Union membership or participation in the lawful activities of the Union.

**Article Thirty Leave of Absence**

- a) The Employer shall comply with its obligations as it relates to leaves set out in the Ontario *Employment Standards Act, 2000*.

**Article Thirty-one Term**

The Agreement shall come into effect January 1, 2025 and shall expire on December 31, 2025. The Agreement shall be applicable to all productions that open a production office in Ontario. All rates and additional payments of a newly ratified contract will be applicable to all productions, including those that carry over from one year into the next at any stage of production.

**SIGNED BY THE UNION**

I.A.T.S.E. Local 411 2087 Dundas  
Street East Unit 104  
Mississauga, Ontario L4X 2V7

\_\_\_\_\_  
Print name of Business Agent

\_\_\_\_\_  
Business Agent Signature

**SIGNED BY THE COMPANY**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_

\_\_\_\_\_  
Print name and title of Representative

\_\_\_\_\_  
Company Address

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

## **SCHEDULE A: JOB DESCRIPTIONS**

### **Production Coordinator**

The duties of the Production Coordinator include; the setting up and closing down of the production office and includes ordering of furniture, equipment, telephone and internet service, and supplies; preparation and distribution of schedules, crew, cast and vendor lists, call sheets, production reports, movements orders and the distribution of scripts; cast change of date bookings and cancellations; the coordination of all production travel, production accommodation, union work permits, government work visas, medical examinations and immunizations for principal crew and cast, to conform with Company insurance and foreign travel requirements, the preparation and distribution of travel memos, travel movements orders and all other documentation required regarding production travel arrangements; the ordering, importing and exporting of equipment, animals, and booking of personnel as directed by the Production Manager and/or Producer; the pick-up and delivery of equipment and personnel, in conjunction with the Transportation Department; the shipment of film and sound tape or similar, to and from the laboratory on distant locations. Supervision of all work of the production office staff, including; daily production reports, performer contracts, insurance certificates, and travel arrangements.

### **1<sup>st</sup> Assistant Production Coordinator**

The duties of the 1<sup>st</sup> Assistant Production Coordinator shall include; creating and maintaining the crew, cast, and vendor lists, creating the daily call sheet (in collaboration with the 2<sup>nd</sup> AD), creating electronic and hard copy distribution lists for all schedules, scripts and other paper work, distribution of all paperwork by email, fax, posting to studio / network document distribution website, or hard copy as required, drafting daily production reports for approval, drafting performer contracts for approval, booking daily labour, issuing insurance certificates, ordering office supplies, supervising the 2<sup>nd</sup> Assistant Production Coordinator and Production Assistants, photocopying, document scanning, emailing, typing, filing, and related duties in maintaining an organized production office, as delegated by the Production Coordinator.

### **2<sup>nd</sup> Assistant Production Coordinator**

The duties shall include the assisting of the Production Coordinator and the 1<sup>st</sup> Assistant Production Coordinator in; photocopying, document scanning, emailing, typing, filing, answering the telephone, ordering office supplies, maintaining crew, cast, and vendor lists, issuing insurance certificates, distribution of paperwork electronically or by hard copy and related duties in maintaining an organized production office, as delegated by the Production Coordinator and 1<sup>st</sup> Assistant Production Coordinator.

### **Travel Coordinator**

In the event that such a position is required, the duties of the Travel Coordinator shall include the coordination of all production travel, production accommodation, union work permits, government work visas, medical examinations and immunizations for principal crew and cast, to conform to Company insurance and foreign travel requirements. The preparation and distribution of travel memos, travel movements orders and all other documentation required for the above listed work, as delegated by the Production Coordinator and/or Production Manager and/or Producer. The Travel Coordinator may also assist in maintaining an organized production office, as delegated by the Production Coordinator and 1<sup>st</sup> Assistant Production Coordinator where possible.



### **Script/Story Coordinator**

The duties of the Script/Story Coordinator include: format and proofread the script; input script revisions; check spelling, punctuation and grammar; maintain a database of all drafts of the script(s); produce and distribute script status reports and script delivery schedules; track delivery of scripts and outlines; notify accounting department to facilitate payment of writers and story editors; send scripts and revisions to research company; vet research reports; vet and distribute network/studio standards and practices to facilitate compliance; conduct story-related research as assigned by the writer, producer, director or story editor; act as story department point person liaising with various production departments, producers, writers and network/studio personnel; and in conjunction with the production department, ensure the distribution of the script and script revisions to all cast, crew and network/studio personnel as required.

### **Production Assistant**

The duties of a Production Assistant shall include the assisting of the Production Coordinator, 1<sup>st</sup> Assistant Production Coordinator, 2<sup>nd</sup> Assistant Production Coordinator or any Other Coordinator contemplated in this Agreement in all tasks falling within the purview of the departmental Coordinator whom the Production Assistant reports to. Tasks may include non-standard office functions relating to travel, scripts, set decoration and/or sustainability, such as posting informational sustainability signage and ensuring proper distribution of the waste bin system and other landfill diversion processes, as well as standard office functions, such as answering telephones photocopying, scanning and distributing production paperwork and running errands. A Production Assistant may not take on the roles and responsibilities of any of the other classifications contemplated in this Agreement and must report to a departmental Coordinator.

### **Set Decoration Coordinator**

The Set Decoration Coordinator serves as an extension of the Production Office team, dedicated solely to the Set Decoration Department, and works under the joint supervision of the Production Coordinator and Set Decorator. The duties of the Set Decoration Coordinator include: setting up, organizing and maintaining the department office – (furniture, internet connections, phone extensions, photocopiers and printers); generating department crew lists, extension lists, vendor lists; creating forms and templates (run sheets, work orders, signage, workflow processes, instructions); distributing production documents within the department; obtaining clearance releases from artists and vendors; liaising between vendors and studio; issuing and reconciling PO's and cheque requests; completing, managing and filing run sheets; creating and managing the filing system; coordinating all shipping incoming and outgoing; managing communication within the department and serving as the point person for the department to the Accounting Department and Production Office/ Production Manager. If the Set Decoration department is located in a satellite office, the Set Decoration Coordinator shall be the point person for the landlord for building-related issues at that location including but not limited to parking assignments, building maintenance issues, issuing keys/ access fobs, ensuring cleaning is done, etc.

### **Sustainability Coordinator**

The Sustainability Coordinator is dedicated to the implementation of Company sustainability initiatives and policy on and off set. The Sustainability Coordinator is an additional member of the Production Office team. The duties of the Sustainability Coordinator may include, but are not limited to: creating and chairing the Sustainability Committee and holding regular meetings in accordance with Company protocols; coordinating with all departments to confirm budgetary needs and outline a sustainability plan; implementing the use of informational signage to promote eco-friendly practices; educating crew members on proper waste disposal, landfill diversion processes and other sustainability information; collecting data from each department and tracking data using prescribed software; researching alternative materials and implementing their use; facilitating adoption of recycling, compost and waste disposal practices; vetting and connecting production with local waste haulers, recycling programs, food rescue organizations and any other vendors with sustainability missions; budgeting and tracking the costs of all sustainability practices and working with Accounting to code these costs appropriately; auditing each department's purchases to identify areas of improvement.

### **Sustainability Production Assistant**

The Sustainability Production Assistant assists the Sustainability Coordinator in implementing Company sustainability initiatives and policy on and off set. This role encourages eco-friendly practices with the crew while ensuring the sustainability plan set by the Sustainability Coordinator is followed. The duties of the Sustainability Production Assistant may include, but are not limited to: posting informational sustainability signage; ensuring proper distribution of the waste bin system and other landfill diversion processes; informing crew of proper recycling habits and other best practices; distributing sustainability materials on set; acting as a resource for sustainability-related questions, while also providing guidance on sustainability methods and practices; helping the production avoid single use plastic waste by ensuring widespread availability of water refill stations; reporting observations regarding eco-friendly initiatives to the Sustainability Coordinator.

### **Other Coordinator Positions**

Other Coordinator Positions are positions for which Employees are hired to perform work that is otherwise regularly performed by employees holding the title of "Assistant Coordinator", including but not limited to work contemplated in Article 6(c) of this Agreement. Other Coordinator Positions include a Local 411 member hired in a category that includes but is not limited to, Visual Effects Coordinator or a similar administrative position, for example in the Special Effects, Construction, Set Decoration or Transportation departments. Should the show require additional staff, Local 411 work may be further subdivided to other positions, in compliance with Articles 4 and 6.

**SCHEDULE B: MINIMUM WEEKLY CONTRACTED RATES**  
**Effective January 1, 2025 to December 31, 2025**

**Budget Tier**

| Tier | Theatrical Motion Pictures (includes Feature Films) | Television Motion Pictures (includes M.O.W. & Direct-to-Video) | Mini Series Per 2-hour Episode | Television Series Per 1-hour Episode (includes Pilots) | Television Series Per 1/2-hour Episode (includes Pilots) | Serial and Strip Programs (1 hour) | Serial and Strip Programs (1/2 hour) | New Media (webisode/ podcasts/ interstitials, etc.) |
|------|---|--|--------------------------------|--|--|------------------------------------|--------------------------------------|---|
| A    | \$13,440,284 and over                               | \$10,071,408 and over  | \$8,070,041 and over           | \$2,142,228 and over                                   | \$1,291,207 and over                                     | \$1,349,897 and over               | \$674,949 and over                   | \$13,440,284 and over                               |
| B    | \$13,440,283 - \$7,483,127                          | \$10,071,407 - \$7,553,555                                     | \$8,070,040 - \$5,869,121      | \$2,142,227 - \$1,687,372                              | \$1,291,206 - \$943,130                                  | \$1,349,896 - \$1,187,931          | \$674,948 - \$601,584                | \$13,440,283 - \$7,483,127                          |
| C    | \$7,483,126 - \$4,577,913                           | \$7,553,554 - \$4,196,421                                      | \$5,869,120 - \$4,401,841      | \$1,687,371 - \$1,188,494                              | \$943,129 - \$645,602                                    | \$1,187,930 - \$851,022            | \$601,583 - \$425,510                | \$7,483,126 - \$4,577,913                           |
| D    | \$4,577,912 - \$2,962,777                           | \$4,196,420 - \$2,962,777                                      | \$4,401,840 - \$2,962,777      | \$1,188,493 - \$762,984                                | \$645,601 - \$469,529                                    | \$851,021 - \$337,472              | \$425,509 - \$264,107                | \$4,577,912 - \$2,962,777                           |
| E    | \$2,962,776 - \$1,551,932                           | \$2,962,776 - \$1,551,932                                      | \$2,962,776 - \$1,551,932      | \$762,983 - \$317,442                                  | \$469,528 - \$176,357                                    | \$337,471 - \$268,061              | \$264,106 - \$155,194                | \$2,962,776 - \$1,551,932                           |
| F    | Under \$1,551,932                                   | Under \$1,551,932  | Under \$1,551,932              | Under \$317,442  | Under \$176,357  | Under \$268,061                    | Under \$155,194                      | Under \$1,551,932                                   |

**MINIMUM WEEKLY RATES**

|  | Tier A     | Tier B     | Tier C     | Tier D     | Tier E     | Tier F     |
|--|------------|------------|------------|------------|------------|------------|
| <b>Production Coordinator</b>                          | \$3,479.20 | \$3,322.10 | \$3,181.41 | \$2,957.39 | \$2,684.18 | Negotiable |
| <b>1<sup>st</sup> Assistant Production Coordinator</b> | \$2,615.88 | \$2,546.22 | \$2,475.18 | \$2,331.78 | \$2,117.29 | Negotiable |
| <b>2<sup>nd</sup> Assistant Production Coordinator</b> | \$1,850.28 | \$1,785.12 | \$1,666.65 | \$1,585.14 | \$1,428.71 | Negotiable |
| <b>Travel Coordinator</b>                              | \$2,615.88 | \$2,546.22 | \$2,475.18 | \$2,331.78 | \$2,117.29 | Negotiable |
| <b>Script/Story Coordinator</b>                        | \$2,263.47 | \$2,181.49 | \$2,099.54 | \$1,971.13 | \$1,781.25 | Negotiable |
| <b>Production Assistant</b>                            | \$1,404.62 | \$1,404.62 | \$1,404.62 | \$1,404.62 | \$1,404.62 | Negotiable |

All rates listed are minimums.

Rates are based on a 12-hour day.

All rates are listed in Canadian dollars

**MINIMUM DAILY RATES**

|  | Tier A   | Tier B   | Tier C   | Tier D   | Tier E   | Tier F     |
|--|----------|----------|----------|----------|----------|------------|
| <b>Production Coordinator</b>                          | \$695.84 | \$664.42 | \$636.28 | \$591.48 | \$536.84 | Negotiable |
| <b>1<sup>st</sup> Assistant Production Coordinator</b> | \$523.17 | \$509.25 | \$499.20 | \$466.36 | \$423.46 | Negotiable |
| <b>2<sup>nd</sup> Assistant Production Coordinator</b> | \$370.05 | \$357.02 | \$333.33 | \$317.02 | \$285.74 | Negotiable |
| <b>Travel Coordinator</b>                              | \$523.17 | \$509.25 | \$499.20 | \$466.36 | \$423.46 | Negotiable |
| <b>Script/Story Coordinator</b>                        | \$452.69 | \$436.30 | \$419.91 | \$394.22 | \$356.25 | Negotiable |
| <b>Production Assistant</b>                            | \$280.92 | \$280.92 | \$280.92 | \$280.92 | \$280.92 | Negotiable |

All rates listed are minimums.

Rates are based on a 12-hour day.

All rates are listed in Canadian dollars.

Rates for Other Coordinators are to be the same as the rate of 1st Assistant Production Coordinator. Other Coordinator Positions are positions for which Employees are hired to perform work that is otherwise regularly performed by employees holding the title of "Assistant Coordinator", including but not limited to work contemplated in Article 6(c) of this Agreement. Other Coordinator Positions include a Local 411 member hired in a category that includes but is not limited to Visual Effects Coordinator or a similar administrative position, for example in the Special Effects, Construction, Set Decoration or Transportation departments. Should the show require additional staff, Local 411 work may be further subdivided to other positions, in compliance with Articles 4 and 6.

**SCHEDULE C: CERTIFIED BUDGET**

The undersigned \_\_\_\_\_ is the Completion Guarantor for \_\_\_\_\_ being produced by \_\_\_\_\_.

We certify that the budget dated \_\_\_\_\_ having a total production cost (above and below-the-line, all amortized and episodic expenses) of \$ \_\_\_\_\_ (Grand Total) is the budget approved by us for this production.

Budget Tier level \_\_\_\_\_.

For series, indicate # of episodes \_\_\_\_\_ and duration of episodes  ½-hour  1 hour

For co-productions, please complete the following:

The production titled \_\_\_\_\_ is a co-production: Yes  No

This budget figure represents the total production cost, total herein defined as costs incurred by all

Producers: Yes  No

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of the Company Signing Officer

\_\_\_\_\_  
Print name of the Company Signing Officer

**SCHEDULE D: CORPORATE GUARANTEE**

**NOTE: Corporate Guarantees are only accepted from eligible companies.  
All others must post a Performance Bond per Article Thirteen.**

**In favour of**

**I.A.T.S.E. Local 411 Production Coordinators**

Union: I.A.T.S.E Local 411 Production Coordinators

Guarantor: \_\_\_\_\_

Address for Service: \_\_\_\_\_

Producer: \_\_\_\_\_

Production: \_\_\_\_\_

Date: \_\_\_\_\_

Reference is made to the Collective Agreement dated January 1, 2025 as mutually amended or varied from time to time made between Union and Producer regarding Production (the “Collective Agreement”) and, in particular, the obligation of Producer to post a Performance Bond (the “Bond”) with Union pursuant to the Collective Agreement.

In consideration of the Union waiving the posting of the Bond by Producer (which is of material benefit to Guarantor), and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by Guarantor, Guarantor covenants and agrees with Union as follows:

1. Guarantee

- a) Guarantor, as a principal debtor and obligor, agrees to indemnify Union for the payment of any of all past, present and future debts and entitlements (collectively, the “Obligations”) due or owing to Union or its members from or by Producer in connection with the Production, including, without limitation, all monetary obligations under the Collective Agreement and all reasonable outside costs and expenses actually incurred by the Union to collect any outstanding Obligations or to enforce this Guarantee. This Guarantee shall be a continuing guarantee.
- b) Guarantor acknowledges receipt of the Collective Agreement and consents to and approves of it. Without affecting Guarantor’s liability hereunder and without obtaining the consent of or giving notice to Guarantor, Union and Producer may mutually vary or amend any terms and conditions of the Collective Agreement. This Guarantee shall in no way affect the right of Union to pursue, in its sole discretion, a grievance under the Collective Agreement against Producer in lieu or in addition to seeking recourse and remedy against Guarantor.
- c) Guarantor’s liability shall not in any way be affected by any act, omission, thing or circumstance, which would or might, but for this provision, constitute a legal or equitable discharge or defence of a surety. Guarantor hereby expressly waives all requirements, if any, of demand, presentment, diligence, protest, notice of dishonour and notice of acceptance and other notices of every kind of nature.

## 2. Requirements to Pay

- a) If at any time, payment of any amount guaranteed herein is in default for more than seven (7) days, the Union shall be entitled to deliver to Guarantor a formal demand in writing outlining the specific sum involved and particular of the default. Upon receipt of such demand, Guarantor will forthwith pay to Union the sum set out in such notice. If there is any dispute as to the amount owing by Producer, or whether any amount is owing at all, Guarantor will nevertheless pay the sum set out in such notice to a mutually agreed upon third party escrow agent (the "Escrow Agent") in trust, and the Escrow Agent will hold such sum in trust in an interest bearing account. Immediately upon such dispute being resolved, the Escrow Agent will pay the applicable amount to Union (if any) and refund to Guarantor any sums determined to be in excess (if any) of what was owing to Producer, along with accrued interest.
- b) Union shall have the unilateral right to terminate this Agreement and revert back to the requirements of Article 13(a)(9) of the Collective Agreement in respect of the Production if the payment of any amount guaranteed herein pertaining to the Production is in default for more than seven (7) days after Guarantor has been served with the demand provided in paragraph 2(a) above or in the event that Guarantor is unable to satisfy or comply with any of its obligations under this Guarantee as determined by the Union, acting reasonably.
- c) Guarantor shall be released from the guarantee given herein and all obligations resulting there from in respect of the Production of the full payment of all amounts guaranteed herein pertaining to the Production.
- d) The termination of this Agreement by Union pursuant to paragraph 2(b) above shall in no way annul, terminate or otherwise affect the obligations of the Guarantor with respect to any amounts accruing prior to the date of such termination by Union, subject to paragraph 2(c) above.
- e) If Union terminates this Agreement pursuant to paragraph 2(b) above, Producer shall, within forty-eight (48) hours of receipt of written notice of such termination, post security in the form of a cash deposit or letter(s) of credit in accordance with Article 13(a)(9) of the Collective Agreement. If there is any dispute as to the amount owing at all, Producer will nevertheless pay the sum set out in such notice to the Escrow Agent in trust, to be held by the Escrow Agent in an interest bearing account. Immediately upon such dispute being resolved, the Escrow Agent will pay the applicable amount to Union (if any) and refund to Producer any refund to Producer any sums to be in excess (if any) of what was owing by Producer, along with accrued interest.

## 3. Representations and Warranties

- a) Guarantor hereby represents and warrants to Union, which shall survive the execution and delivery of this Guarantee that Producer is a wholly owned subsidiary of Guarantor.

## 4. General

- a) Any demand, notice or other communication to Guarantor in connection with this Guarantee will be deemed to have been made, given and received if delivered to Guarantor or sent by prepaid courier service to the address for service set forth herein, personally served upon a director or officer of Guarantor, at the time such delivery or service
- b) This Guarantee shall be binding on Guarantor and its successors and shall enure to the benefit of Union and its successors and assigns. Guarantor may only assign its rights or obligations hereunder to an assignee who is a company which is a parent of Guarantor, in which event Guarantor will be relieved of all obligations under this Agreement.
- c) In the event that Guarantor consists of more than one person, firm or corporation, the obligation and liability of each such person, firm or corporation pursuant to this Guarantee shall be joint and several. All grammatical changes in gender, tense and number required to give meaning to any provision herein shall be deemed to be made. Subject to the provisions herein, time will in all respects be of the essence of this Guarantee and no extension or variation of this Guarantee or any obligation hereunder will operate as a waiver of this provision.

- d) This Guarantee shall be governed by and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. Guarantor hereby irrevocably attorns to the non-exclusive jurisdiction in which any assets of Guarantor may be located from time to time.
- e) This Guarantee may be executed in two or more counterparts, each of which shall constitute an original and binding agreement, and a facsimile copy of photocopy of this Guarantee is as binding as the original hereof.

IN WITNESS WHEREOF Guarantor has executed this Guarantee on the date set out above.

**GUARANTOR**

**Per:**

\_\_\_\_\_  
Authorized Signing Officer Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

ACCEPTED AND AGREED TO by Union on the date set out above.

**I.A.T.S.E. LOCAL 411**

**Per:**

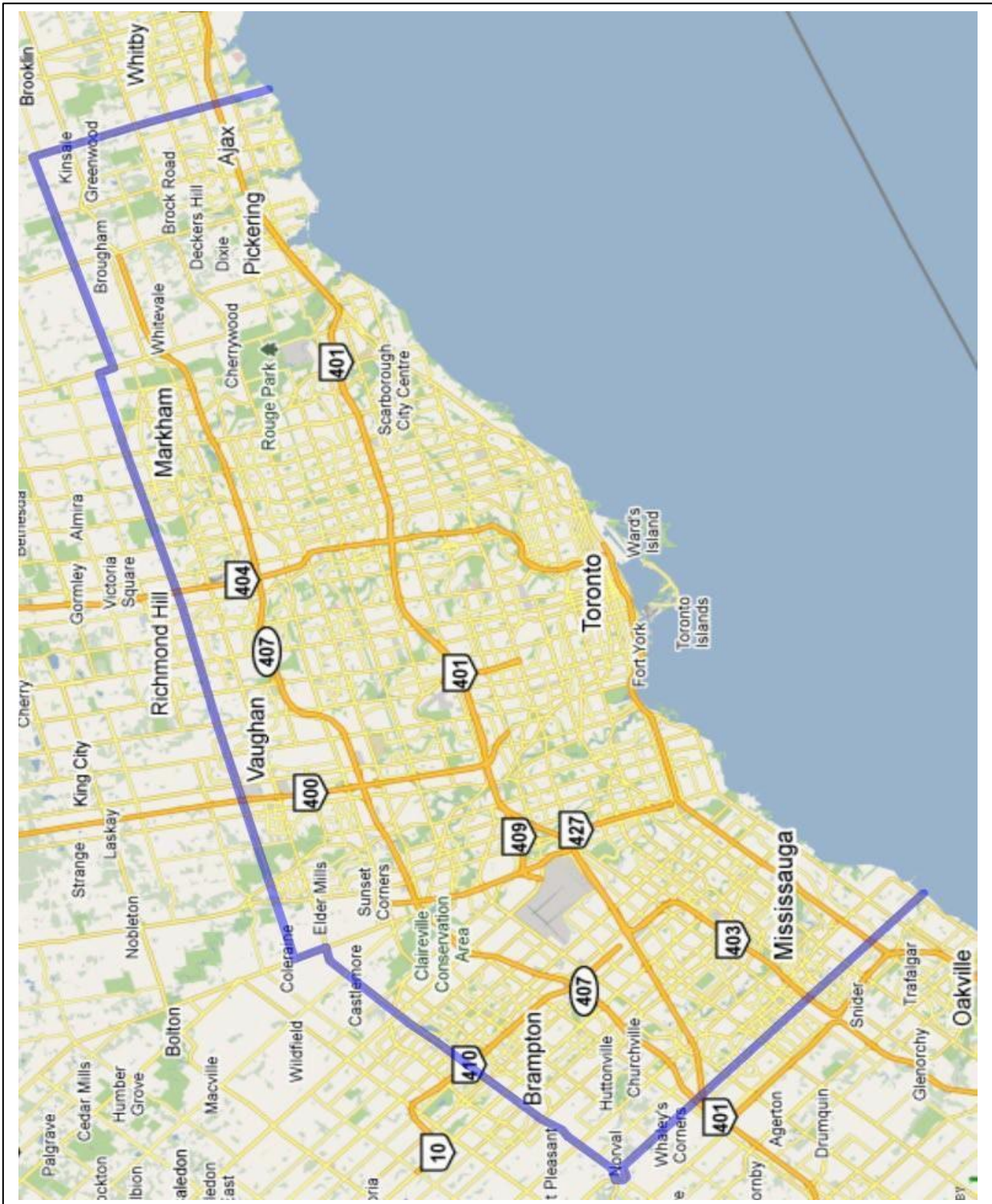
\_\_\_\_\_  
Business Agent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



### SCHEDULE E: BOUNDARY MAP





# LOCAL 411

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Of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada  
2087 Dundas Street East, Unit 104, Mississauga, Ontario L4X 2V7 Tel: (905) 232-6411 [www.iatse411.ca](http://www.iatse411.ca)  
REPRESENTING PRODUCTION COORDINATORS, CRAFTSERVICE PROVIDERS AND HONEYWAGON OPERATORS IN THE PROVINCE OF ONTARIO