



### **Permittee Logbook Holder Program**

The Directors Guild of Canada, British Columbia (DGC BC) is a labour organization that represents key creative and logistical personnel in the film industry. The DGC BC Collective Agreement covers the Director, Production/Unit Manager, Assistant Directors, Location Department and Production Assistants (PA). As the DGC BC is a membership-based organization, preference of engagement is always given to Members first.

The Permittee Logbook Holder Program is required to obtain Associate Membership with the DGC BC.

#### **Permittee Logbook Holder**

Permittee Logbook Holders are non-members who are provided a permit, or permission to work, under the DGC BC Collective Agreement.

**The first three (3) on set/locations Production Assistants must be DGC Members.** If Members are not available for these positions, a work permit request must be submitted by the production; this outlines the Employer's search for an available Member, and must be sent to the DGC BC office in advance of hiring a Permittee Logbook Holder. The Weekly and Daily Membership Availability Lists constitute Members who are available.

**The first Office Production Assistant hired must be a DGC Member or a Permittee Logbook Holder in Good Standing.** No exceptions will be granted. Additional PA positions must always be filled by available Members prior to considering Permittee Logbook Holders.

When hired by a production, **Permittee Logbook Holders must complete a DGC BC Deal Memo (A2) and a work permit form (Schedule B1).** Permit fees in the amount of five dollars per day for each day of work performed under the DGC BC Collective Agreement are automatically deducted from the Permittee Logbook Holders payroll for remittance to the DGC BC Office.

### **Permittee Logbook Holder Program Requirements**

The Permittee Logbook Holder Program is required for non-Members to be eligible for Associate Membership in the DGC BC.

Applicants must meet the following minimum eligibility requirements to be considered for the Permittee Logbook Holder Program:

- Be 17 years of age or older;
  - Be legally entitled to work in Canada as a Production Assistant;
  - Have worked a minimum of 30 days (within the past 5 years) as a PA Helper under the DGC BC Collective Agreement and while working under the DGC BC Collective Agreement have not been suspended, dismissed, denied employment or barred from employment due to engaging in conduct inconsistent with the DGC BC Bylaws and Constitution, the DGC Rules or the DGC National Constitution;
- \*\*Post-Secondary Film Production Students and Graduates (within the past 5 years) from a recognized British Columbia Film Program may submit proof of enrollment or graduation to defer the 30 PA Helper days. Please contact the office to verify if your schooling qualifies for this deferral. \**
- Have completed the following courses/training:
    - Motion Picture Industry Orientation (MPIO Course); WHMIS; Anti-Bullying & Harassment; Motion Picture Safety Awareness (MPSA); BC Traffic Control Certificate

Notwithstanding the above, admission to the Permittee Logbook Holder Program is at the sole discretion of the DGC BC. If the applicant is admitted they will be issued a Logbook which is used to verify paid work experience.

### **CHECKLIST**

The following is required to join the Permittee Logbook Holder Program:

- Resume
- Driver's License (or other photo ID)
- Proof of eligibility to work in Canada as a Production Assistant (birth certificate, valid passport, permanent residency paperwork, or valid work visa)
- Proof of 30 days of PA Helper work under the DGC BC Collective Agreement (pay stubs may be required) or proof of enrollment or graduation from a recognized British Columbia Film Program (within the past 5 years)
- Proof of successful completion of Motion Picture Industry Orientation (MPIO)
- Proof of successful completion of WHMIS
- Proof of successful completion of Anti-Bullying and Harassment (Actsafé)
- Proof of successful completion of Motion Picture Safety Awareness (MPSA)
- Valid BC Traffic Control Certificate (must be taken through the BCCSA or UHS)

[Click here to apply for the Permittee Logbook Holder Program.](#)

**DGC BC Administration**

**The following is administered by the DGC BC Office in order to assess a Permittee Logbook Holder's progress:**

- A Permittee Logbook Holder must work at least 100 paid days per one-year period under the DGC BC Collective Agreement, or request an extension in writing. Failure to attain 100 paid days of work per year without submitting a letter of explanation to the DGC BC Office will result in suspension and/or termination from the Program. Film students should refer to the Student Information Guide.
- Logbooks must be submitted to the DGC BC Office for review every 3 months, from the last submission. Failure to provide a logbook will result in automatic suspension from the Program. Logbook pages can be scanned and emailed to the office. Film students should refer to the Student Information Guide.
- Permittee Logbook Holders must complete all information as outlined in the Logbook (**including supervisor's signature**) before submitting the logbook for review to the DGC BC Office.
- Permittees must have a DGC Member working in a Full Member category sign the logbook entry; this can include the PM, 1<sup>st</sup> AD, LM, ALM, 2<sup>nd</sup> AD or 3<sup>rd</sup> AD. Production Coordinators, Trainees and Key PAs MAY NOT sign logbooks.
- Incomplete Logbooks cannot be accepted.
- Permittee Logbook Holders that are suspended for not submitting a complete quarterly submission will be terminated from the Program within 30 days. If you are terminated from the Program there is a one year waiting period to rejoin.
- Permittee Logbook Holders are not eligible to work as a Location Scout, TAD or TAL. No exceptions will be granted. If a Permittee Logbook Holder accepts work in any of these positions, they will automatically be terminated from the Program.
- For Approved Student guidelines please refer to the Student Information Guide.

### **Associate Membership Requirements**

To be eligible to apply for DGC Associate Membership, Permittees must have completed all Permittee Logbook Holder Program requirements. Requirements include a minimum number of days worked, professional conduct and three training courses. Registration for all training courses is by invitation only, and is on a first come, first served basis. Invitations are emailed to Logbook Holders based on when the individual joined the program and the number of days worked.

Associate Membership requirements are:

1. **Days Worked**

The applicant must have worked a minimum of 150 paid days in a DGC BC category on at least three (3) separate productions that are signatory to the DGC BC Collective Agreement.

Of the 150 workday requirements:

The 150 paid days must have been worked within the five (5) year period immediately prior to applying for Associate Membership. Only 45 Office PA days will count towards the Associate Membership Application.

2. **Professional Conduct**

The applicant must not have been:

- suspended, dismissed, denied employment or barred from employment due to engaging in conduct inconsistent with the DGC BC Bylaws and Constitution, the DGC Rules or the DGC National Constitution; or
- suspended or terminated from the Permittee Program for just cause as defined in the Permittee Logbook Holder Agreement.

3. **DGC Fundamentals**

DGC Fundamentals introduces you to the Directors Guild of Canada, British Columbia. You will learn about the structure of the Guild and how it works, the benefits of being a Member, and how the Collective Agreement protects you. Time will be dedicated to a segment on Respectful Workplaces and you will have the opportunity to meet your PA Caucus Rep. This seminar is required for Membership and is offered only to those who are in the Permittee Logbook Holder Program. Registration is by invitation only.

4. **Trainee Assistant Director (TAD) or Trainee Assistant Location Manager (TAL) Training**

Logbook Holders must complete either the TAD or TAL training courses. The TAD course introduces participants to the Assistant Director department and the role of TAD; the TAL course introduces participants to the Locations department and the role of the TAL. These four-week interactive courses include four mandatory instructor-led classes held on weekends plus independent online self-study during the week. Logbook Holders must attend all four classes, complete all assignments, and successfully pass the final exam in order to complete the course. Logbook Holders may complete only one of either the TAD or TAL courses, and these courses are not available to Members.

5. **Film Leadership Essentials**

Film Leadership Essentials is a 4-hour interactive workshop aimed at developing strong leadership within the stressful workplace that film represents.

The DGC BC also offers an unpaid Practicum as a supplement to the TAD/TAL training. It is **not** a requirement for Associate Membership.

**Unpaid Practicum Training (Optional)**

*The practicum is not available while Covid-19 safety protocols are in effect. This program is NOT MANDATORY and is offered as an opportunity to enhance the knowledge gained in TAD/TAL classroom training.*

Students will be assigned to a production by the DGC BC for 3 or 5 consecutive days of unpaid supervised practical application of course training with an Assistant Director team or Locations team who will provide them with feedback throughout the process. If an eligible student has a relationship with a production, they can contact the DGC BC office to organize a Practicum with that team. Students can participate in a Practicum at any time, as long as the DGC BC office is given a minimum of two weeks' notice. This is only available to those Permittee Logbook Holders who have completed TAD/TAL Training.

Logbook Holders will be credited with an additional 10 days towards Membership for a three-day Practicum and 15 days towards Membership for a five-day Practicum. Associate Members that have completed a Practicum will be listed first on the Availability List and will be identified as having completed the Practicum.

If you are interested in participating in the Practicum after successfully completing either the TAD or TAL course, please contact Karen Gabriel, Training Coordinator, at the DGC BC office at [training@dgcbc.com](mailto:training@dgcbc.com).

**Student Information Guide: DGC BC Permittee Logbook Holder Program**

Full-time British Columbia Film students must be approved by the DGC BC to be eligible for the following adjusted Permittee Program regulations:

- Students are not obligated to work 100 days per year with proof of enrollment in a recognized film program.
- Students must submit the DGC BC Student Registration form by September 30 each year to maintain their Good Standing.
- Students are expected to contact the DGC BC every 3 months via email and submit logbook pages for all days worked.

All other Permittee obligations remain in place. Please contact the office if you have further questions. If proof of registration is not received by the dates stated above then the standard Permittee Program requirements will apply.