

COUNCIL POLICY C028

13 - Planning & Development

Filming Policy

Effective Date: August 17, 2004

Revised Date: September 6, 2016

1. Definition

"City" means the City of Pitt Meadows

"Director" means a City hired Director or a person authorized to act on the Director's behalf.

2. Purpose:

The purpose of the Filming Policy is to:

- Establish requirements, fees, guidelines and procedures by which filming activities within the City and on public premises will occur.
- Allow filming activity while protecting the City's assets and premises, operations and maintenance activities, and normal use and enjoyment for residents, businesses and visitors from unacceptable disruption, potential liability and adverse impact on resources.
- Recover direct costs associated with filming.
- Ensure that filming companies fully observe the City Bylaws and regulations of all other government jurisdictions.

3. Policy:

The City of Pitt Meadows welcomes the film industry to enjoy our many assets and our quality of life. We support the use of facilities by commercial and non-commercial film companies and photographers for moving and still photography. All filming are required to regard the rights, safety and privacy of the residents, businesses and visitors of Pitt Meadows and for the security and preservation of the properties.

4. Application:



The City of Pitt Meadows Filming Policy, Regulations, Procedures and Guidelines shall refer to, but not be limited to, all commercial, non-commercial and educational or student filming, commercial photography, and sound and video recordings.

This policy applies to all public amenities and facilities belonging to the City of Pitt Meadows.

5. Procedures:

Regulations pursuant to this policy describe the requirements and restrictions applicable to permitting commercial and non-commercial filming on City premises.

Filming Permit Application Process

Permits are required for location filming, except for current affairs and newscasts, on streets or properties under the jurisdiction of the City of Pitt Meadows and as authorized by the Director.

Process

The nature of the film industry and the subsequent requests received by the City require that prompt responses to the various requests be provided. In order to achieve this, Council has delegated the necessary authority to City Staff to:

1. Review the requirements of the filming request;
2. Assess the impact on the community to ensure that the public interests are protected;
3. Establish terms and conditions under which approvals are granted;
4. Issue approvals or denials of the request; and
5. Establish a fee schedule which will reflect the City's costs in administering this guideline as well as the direct costs in providing access to Municipal facilities.

Guidelines

1. The appropriate application completed and filed with the City a **minimum** five (5) working days in advance of proposed filming will allow for processing through the various approval stages. Such application to be accompanied by a site plan with times, dates, filming and parking areas highlighted. Applications that include



requests to close City streets or Right-of-ways in residential neighbourhoods beyond the short interval provisions outlined in guideline 10 require a minimum of 10 working days advanced notice and approval is at the discretion of the Director.

2. A (non-refundable) application fee is required prior to application processing as per the Filming Fee Bylaw 2700, 2015.
3. The film company will be required to obtain a City of Pitt Meadows Business License under the Business Licensing and Regulation Bylaw 2643.
4. A certified copy of the film companies insurance policy evidencing a minimum of \$5,000,000.00 comprehensive liability insurance, naming the City of Pitt Meadows an additional named insured and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days notice in writing delivered to the City prior to issuance of a Filming Permit.
5. A Security Deposit will be required for filming on Municipal properties or road right of ways.
6. Pre and post film inspections on public property by applicable City Staff will be required at the film company's expense. If any inspections are required during filming these will also be at the film company's expense.
7. The film company will be required at their cost to have an onsite production liaison during all hours of pre-event, post-event and film shoot day activities to liaise with City Staff, residents and businesses as required.
8. The film company will be required to obtain, at their cost, certified traffic control personnel for traffic and/or crowd control, where deemed necessary by the City.
9. Emergency equipment shall have the absolute right-of-way and shall not be impeded for any reason, or at any time.
10. When traffic cannot be effectively diverted onto other streets, traffic shall be stopped only intermittently and for no longer than three continuous minutes during each ten minute period. When filming is occurring on a sidewalk or pathway a safe alternate shall be provided for pedestrians.
11. A letter is to be delivered to surrounding neighbors and businesses informing them of filming, including a contact name and telephone number, a minimum of three business days before filming is to commence. Notification of a full street closure



requires notification to the surrounding neighbours and businesses a minimum of seven days before filming commences. Any concerns by surrounding neighbours and businesses need to be addressed by the film company with notification of resolution to the City prior to filming commencing.

12. Approval and compensation for lost business to be arranged with the individual businesses affected. If businesses can prove loss as a result of filming, than the production will compensate, after the loss has occurred.
13. Any disturbances in Transit Services must be arranged directly through Coast Mountain Bus Company.
14. All City Bylaws must be observed, in particular, but not limited to the following; Highway and Traffic Bylaw, Noise Control Bylaw and the Fireworks and Pyrotechnics Bylaw and other bylaws as applicable.
15. Filming requests in Pitt Meadows Municipal Parks &/or Municipal Buildings must be arranged with the Recreation Services booking clerks. All facility and park booking fees are to be paid to the City of Pitt Meadows. Filming in municipal facilities is discouraged during the facility operating hours, but requests on a case by case basis will be considered. A municipal representative must be present at all times when filming occurs in a municipal facility.
16. Ministry of Environment (MOE) approvals are required for filming at any location within the Pitt Addington Wildlife Management Area. MOE and other agency approvals may be required when filming adjacent to a watercourse, riparian area or an Environmentally Sensitive Area (ESA) including, but not limited to, ditches, sloughs, wetlands and rivers as directed by City Staff.
17. Filming requests on Pitt Meadows dikes must be arranged through the Operations Superintendent for access to the dikes and key arrangements prior to the issuance of a filming permit by the City.
18. Filming requests on Pitt Meadows bridges will be restricted to the use and closure of one lane only. Special requests for the use of bridges for filming requiring closures will be reviewed on an individual basis by the City.



19. Arrangements for filming at the Pitt Meadows Regional Airport need to be made directly with the Airport. A filming permit is still required from the City of Pitt Meadows and requirements in this policy are applicable.
20. Filming requests at "Bordertown" requires permit from the City of Pitt Meadows and may also involve permit requirements from the City of Maple Ridge. The film company will be required to contact both municipalities to ensure all applicable permits are received.
21. When filming is completed, the property must be returned to the same or better condition as when the application was received. Inspection to be done by the City and all repairs completed to the satisfaction of the City Operations Foreman. Any repairs will be the responsibility of the production company.
22. The City of Pitt Meadows reserves the right to approve or deny any requests for filming on location involving City property.
23. The City of Pitt Meadows has implemented a post-production questionnaire. All film companies must complete this questionnaire which will assist the City in learning more about the company experience, economic impact of filming and local services used while filming in Pitt Meadows. The City of Pitt Meadows reserves the right to hold the release of security deposit until such a time as the questionnaire has been remitted.
24. Application for a Noise Abeyance is limited to an extension of hours up to 10:00pm in the urban area and on a case by case basis in the rural area.
25. In the event that a specific area in the community is receiving legitimate complaints from area residents and/or businesses the area can be determined as film sensitive. All film sensitive areas will be reviewed by Council, and through their authority can give the

area a "Film Hotspot" designation. A "Film Hotspot" designation immediately stops all filming in the defined area and applies a minimum of a four (4) month no-filming period to the defined area. During the four (4) month no-filming period staff will meet with area residents and/or businesses to ensure all concerns have been identified and propose additional film restrictions beyond the general policy.

Additional restrictions for consideration include but are not limited to maximum number of film days in a specific time period, increased notification requirements, limits on days of the week and hours for filming.



26. Filming will not be allowed should adjacent facilities sharing the same parking area be booked during the same requested time.
27. Parking for film crews and operations will be limited therefore film crews will need to make off-site arrangements. A parking plan will need to be submitted detailing all off-site locations where parking of vehicles and equipment will occur.
28. If applicable, additional garbage service will need to be arranged in the area at the expense of the film company.
29. If any conditions of this policy are found to be in violation after a permit is granted, the City reserves the right to immediately suspend the permit until the violation is rectified.



SCHEDULE A

FILM PERMIT

Filming Permit No. _____

Name: _____

Address _____

Telephone _____

Location _____

Date(s) _____

Detail(s) _____

FOR OFFICE USE ONLY

Pursuant to the City of Pitt Meadows Filming Policy C029, permit _____ is hereby issued.

Approved by:



CITY OF
Pitt Meadows
The *Natural* Place

Director

Date issued: _____

Expiry Date: _____

SCHEDULE B

HOLD HARMLESS AGREEMENT FOR FILMING PERMITS

_____ agrees to assume and hold harmless the City of Pitt Meadows, its officers, employees and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of

_____ activities for which they were granted a Filming Permit by the City of Pitt Meadows, except to the extent caused by the acts or omission of any officers or employees of the City of Pitt Meadows.

Further, _____ agrees to indemnify and defend, saving harmless the City of Pitt Meadows, its officers, employees and agents against any liability, or claims or liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the permit holder, his agents or employees, or caused by or arising out of the condition of any Municipally-owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this permit was issued, except to the extent caused by the acts or omission of any officers or employees of the City of Pitt Meadows.

Business Name: _____

Applicant: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Director

Date

SCHEDULE C

Film Wrap Form



Film Application #

1 Production Company	
Company Name	
Production Title	
2 Production Information	
Total Prep & Wrap Days	Total Shoot Days
Director	1 st Assistant Director
Locations Manager	Assistant Locations Manager
Special Effects Coordinator	
Estimated Total Production Budget <i>(select range that is most applicable)</i>	
<input type="checkbox"/> Under \$100,000 <input type="checkbox"/> Between \$100,000 - \$250,000 <input type="checkbox"/> Between \$250,000 - \$1,000,000 <input type="checkbox"/> Between \$1,000,000 - \$5,000,000 <input type="checkbox"/> Over \$5,000,000	
Estimated Number of Local Talent Hired / Jobs Created <i>(select range that is most applicable)</i>	
<input type="checkbox"/> Under 10 <input type="checkbox"/> Between 10 - 25 <input type="checkbox"/> Between 25 - 100 <input type="checkbox"/> Over 100	
Were any of these jobs permanent jobs? If yes, how many? _____	
Estimated Total Location Fees & Expenses <i>(select range that is most applicable)</i> <i>(including location/property rentals, parking use, loss of use compensation & remuneration, etc)</i>	Estimated Total Non-Location Fees & Expenses <i>(select range that is most applicable)</i> <i>(including set decorations, equipment & vehicle rentals, catering, etc).</i>
<input type="checkbox"/> Under \$5,000 <input type="checkbox"/> Between \$5,000 - \$10,000 <input type="checkbox"/> Between \$10,000 - \$25,000 <input type="checkbox"/> Between \$25,000 - \$100,000 <input type="checkbox"/> Over \$100,000	<input type="checkbox"/> Under \$5,000 <input type="checkbox"/> Between \$5,000 - \$10,000 <input type="checkbox"/> Between \$10,000 - \$25,000 <input type="checkbox"/> Between \$25,000 - \$100,000 <input type="checkbox"/> Over \$100,000

Engineering 12007 Harris Road, Pitt Meadows BC, V3Y 2B5 t. 604.465.5454 f. 604.465.2404 info@pittmeadows.bc.ca

Document Number: #129420v2



Estimated Total Donations to Local Community Organizations
(select range that is most applicable)

None
 Between \$100 - \$500
 Between \$500 - \$1,000
 Between \$1,000 - \$5,000
 Over \$5,000

Types of Community Not-for-Profit Organizations Supported by
 Production Donations *(select all that apply)*

Local Food Banks
 Local Heritage Organizations
 Local Homeless / Abuse Prevention Shelters
 Local Seniors Organizations
 Local Youth Organizations
 Local Animal Protection Organizations
 Local Wildlife and/or Environmental Protection Organizations
 Other: (please specify)

Local Businesses or Services Procured by Production

Food _____
 Food Service _____
 Contractors _____

(please list)

3 Feedback

Municipal Permitting Process

Very Satisfied Somewhat Satisfied Not Very Satisfied Not At All Satisfied

Comments

Working with Neighbourhood & Community

Very Satisfied Somewhat Satisfied Not Very Satisfied Not At All Satisfied

Comments

Suggested Improvements

Completed By (Please Print)	Date
Signature	Date

SCHEDULE D

Hot Spot Area #1 South Bonson

Conditions:

1. Any parking which may have a negative impact on traffic flows will be prohibited.
2. Parking will be limited to occupy half of a block or less.
3. Private driveway rentals will be encouraged and permitted at owner's discretion.
4. Notification area to be determined by the City.
5. Filming within the Hot Spot will be limited to 20 days within a one year period.
6. Filming will only be permitted Monday to Friday.
7. Filming will be limited to 3 days maximum on the same street within a 90 day period.
8. Use of local businesses is encouraged.
9. Filming involving lights in the evening will not be permitted.
10. No filming on weekends and statutory holidays.

Review in fall 2018 and every 5 years thereafter or until the Hot Spot Designation is removed or as otherwise directed by Council.



SCHEDULE E

Hot Spot Area #2 Osprey Village

Conditions:

1. Moratorium on all filming activities.

Review the moratorium in spring 2018 and every 3 years thereafter until the moratorium or Hot Spot Designation is removed or as otherwise directed by Council.

