

Filming Policy

Effective Date: August 17, 2004
Revised Date: September 6, 2016
Revised Date: November 30, 2021

1. Policy Statement

The City of Pitt Meadows welcomes the film industry. We support the use of facilities by commercial and non-commercial film companies and photographers for moving and still photography. All filming is 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.

2. Purpose

The purpose of the Filming Policy is to:

- i. Establish requirements, guidelines and procedures by which filming activities within the City will occur;
- ii. 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;
- iii. Ensure that filming companies fully observe the City Bylaws and regulations of all other government jurisdictions.

3. Scope

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. Regulations pursuant to this policy describe the requirements and restrictions applicable to permitting commercial and non-commercial filming within the City of Pitt Meadows.

4. Exclusions

Permits are not required for broadcasting of current affairs and newscasts.

5. Policy

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:

- i. Review the requirements of the filming request;
- ii. Assess the impact on the community to ensure that the public interests are protected;
- iii. Establish terms and conditions under which approvals are granted;
- iv. Issue approvals or denials of the request; and collect fees established in Filming Fee Bylaw No. 2700 which will reflect the City's costs in administering this policy as well as the direct costs in providing access to City facilities.

5.1 Definitions

In this policy,

(a) **City** means City of Pitt Meadows

(b) **Director** means a City hired staff Director or person authorized to act on the Director's behalf

5.2 Procedures and Guidelines

Application Requirements

- i. The City requires one application per film location. Applications must be completed and received by the City a **minimum** five (5) working days in advance of proposed filming to allow for processing through the various approval stages. Applications which include pyrotechnics, the assistance of the Fire Dept. or RCMP require ten (10) working days in advance of proposed filming. Failure to obtain a permit will result in a fine as per Filming Fee Bylaw No. 2700.
- ii. A Security Deposit is required at time of application for filming within the City of Pitt Meadows. Filming fees and non-refundable administrative fee will be withdrawn from the deposit as per Filming Fee Bylaw No. 2700.



- iii. The film company will be required to obtain a City of Pitt Meadows Business License under the Business Licensing and Regulation Bylaw No. 2643.
- iv. A certified copy of the film companies insurance policy evidencing a minimum of \$5,000,000 comprehensive liability insurance, naming the City of Pitt Meadows an additional 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.
- v. Applications must be accompanied by a site map which includes dates, times, filming and parking areas highlighted.
- vi. Parking for film crews and operations will be limited therefore film crews may 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.
- vii. A notification letter which includes filming details, contact name and telephone number is to be delivered to surrounding neighbours and businesses, a minimum of three business days before filming is to commence.
- viii. Applications that include requests to use or close City streets, Dikes or Right-of-ways will require completion of a Highway Use application as per Highway & Traffic Bylaw No. 2836 and usage fees are set in accordance with this bylaw. A minimum of 10 working days advanced notice is required to close City Streets, Dikes or Right-of-ways and approval is at the discretion of the Director.
- ix. 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.
- x. The film company will be required at their cost to have a designated crew member onsite during all hours of prep, post and film shoot day

activities to liaise with City Staff, Fire Department, RCMP, residents and businesses as required. The contact details must be provided on their application and they must be reachable to answer any questions as they may arise.

- xi. The City of Pitt Meadows requires completion of a post-production questionnaire. This will assist the City in learning more about the company experience while filming in Pitt Meadows. The City of Pitt Meadows reserves the right to hold the release of security deposits until such a time as the questionnaire has been remitted.

5.2.1 General Information

- i. Permissible filming hours in the City of Pitt Meadows is between the hours of 07:00 – 21:00 Monday to Friday and between the hours of 09:00 – 21:00 on Saturdays, Sundays and statutory holidays. 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 rural areas as per Noise Control Bylaw No. 2138.
- ii. Pre and post film inspections by applicable City Staff will be required on public property at the film company's expense. If any inspections are required during filming these will also be at the film company's expense.
- iii. When filming is complete, the property must be returned to the same or better condition as when the application was received. During the Post film inspection if any damage is identified to public property the production company must complete all repairs to the satisfaction of the City. The damage deposit will be withheld and future filming permits suspended until this has been complete.
- iv. Film companies will be required to work directly with any business affected to ensure a beneficial agreement for both parties. Compensation for lost business is to be arranged between the film company and the individual businesses affected.
- v. 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. Emergency equipment shall have the absolute right-of-way and shall not be impeded for any reason, or at any time.
 - (a) 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.

- vi. Any disturbances in Transit Services must be arranged directly through South Coast British Columbia Transportation Authority (Translink).
- vii. When using a drone for filming on location, the production is required to follow all federal regulations issued by Transport Canada, Transport Canada. Additional details may be required as part of their submission. Drone use is strictly prohibited in the Pitt-Addington Marsh.
- viii. Student Film applications must follow all filming guidelines and will be charged an administration fee as per Filming Fee Bylaw No. 2700
- ix. All garbage and recycling must be removed by the film company at the expense of the film company. Productions are encouraged to follow the Reel Green initiative as part of their best practice to reduce their environmental impact.

5.2.2 Location Information

The following guidelines are in place for locations in Pitt Meadows

- i. **Pitt Meadows City Parks, Buildings &/or Parking lots** - Filming requests must be arranged through the film liaison. Film companies will be charged the commercial rental rates and booking fees are to be paid to the City of Pitt Meadows as per Filming Fee Bylaw No. 2700. Filming in City facilities is discouraged during the facility operating hours, but requests on a case by case basis will be considered.
- ii. **Pitt Addington Wildlife Management Area** - Ministry of Environment (MOE) approvals are required for filming at any location within this 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.
- iii. **Pitt Meadows Bridges and Highway** - Filming requests 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. For the Golden Ears Bridge and Golden Ears Way a separate permit would have to be obtained through Translink. For use of the Pitt River Bridge and Lougheed Highway a separate permit would have to be obtained through the Ministry of Transportation and

Infrastructure. Coast Mountain Bus Company would have to be notified of any changes to their schedules due to filming.

- iv. **Pitt Meadows Regional Airport** - Arrangements for filming 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.
- v. **Bordertown** - Filming requires permits from the City of Pitt Meadows and the City of Maple Ridge. The film company will be required to contact both municipalities to ensure all applicable permits are received.
- vi. **South Bonson and Osprey Village** – Filming requests will be reviewed on a case by case basis.

The City of Pitt Meadows reserves the right to approve or deny any requests for filming in Pitt Meadows.

5.2.3 Location Hotspots

- i. 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 for a minimum of a four (4) month no-filming period. 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.
- ii. 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 and site inspections by City staff.

Failure to obtain a film permit and/or any other applicable permits as part of their filming activities in the City of Pitt Meadows are subject to fines found in relevant bylaws noted within this policy. 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.

Relevant Policy and Bylaws:

Other related policies include:

- (a) Fees and Charges Policy C070
- (b) Facility Allocation – Regular Use C088
- (c) Hosting for an Event in the Agricultural Land Reserve Policy C099

All City Bylaws must be observed, in particular, but not limited to the following;

- (a) Filming Fee Bylaw No. 2700, 2016
- (b) Bylaw for Fee Setting – Parks & Leisure Services Bylaw No. 2010
- (c) Business Licensing and Regulation Bylaw No. 2643, 2014
- (d) Highway and Traffic Bylaw No. 2836, 2020
- (e) Noise Control Bylaw No. 2138, 2003
- (f) Fireworks and Pyrotechnics Bylaw No. 2673, 2015
- (g) Bylaw Notice Enforcement Bylaw No. 2439