



# **THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH**

## **ENGINEERING DEPARTMENT**

### *Film Production Application Guidelines*

This collection of personal information is authorized under the Local Government Act, Community Charter and the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Information and Privacy Officer at [municipal.hall@csaanich.ca](mailto:municipal.hall@csaanich.ca) , phone 250-652-4444.

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*For further information, contact:*

engineering@csaanich.ca  
Corporation of the District of Central Saanich  
Engineering Department  
1903 Mount Newton Cross Road, B.C. V8M 2A9  
Phone: (250)544-4210

# **FILM PRODUCTION POLICY AND PROCEDURE DOCUMENT**

## **OBJECTIVE:**

The objective is to establish policies and procedures regarding requests by film production companies who wish to undertake filming projects in and around the Corporation of the District of Central Saanich. The specific objectives of this policy are to:

- (a) protect the citizens' rights to the quiet use and enjoyment of both public and privately owned lands;
- (b) recover all direct costs and expenses incurred by the Municipality in pursuing these objectives;
- (c) establish costs for the use of Municipal properties and facilities and for the provision of Municipal services.

## **POLICY:**

To achieve the stated objectives and to process the requests of filming companies expeditiously, the Municipal Engineer or their delegate is responsible for receiving and approving most requests and for pursuing the stated objectives within the parameters herein described.

As the nature of the film industry and the subsequent requests received require that prompt responses to the various requests be provided, Council has delegated authority to the Municipal Engineer as follows:

- (a) review the objectives and requirements of the filming request;
- (b) assess the impact on the community to ensure that the Municipality and the public interests are protected;
- (c) establish terms and conditions under which approvals are granted;
- (d) to issue approvals or denials of the requests;
- (e) establish and administer a cost recovery procedure which will facilitate reimbursement of the Municipality's direct costs in providing facilities, labour and materials.
- (f) review applications for compliance with Municipal Bylaws and, where applicable, facilitate exemptions to be granted.

**\* Applications must be submitted at least *10 business days* prior to filming beginning. \***

**HOW TO APPLY:**

- (1) Read this document, District of Central Saanich Film Permit Guidelines
- (2) Submit the documents required for a film permit application
- (3) Contact Engineering (engineering@csaanich.ca)

**DOCUMENTS REQUIRED:**

- (1) Film permit application
- (2) Filming notification letter
- (3) Liability insurance
- (4) Film permit damage deposit cheque (\$500.00)
- (5) Film permit fees (if required)
- (6) Polling letter and form (if required)
- (7) Special Effects Permit Application (if required)

**PROCEDURE:**

- (1) The Film Company representative fills out the Application with the appropriate information and submits it to Engineering (engineering@csaanich.ca).
- (2) The Film Company representative provides insurance confirmation indicating an additional clause indemnifying the Corporation of Central Saanich with a minimum of \$5,000,000 public liability.
- (3) The Film Company provides the estimated costs for services up front, as established in the Municipal Fee Schedule.
- (4) The Film Company must notify the neighbourhood of their upcoming activities by one of two methods as follows:
  - (i) For minimum disruption to a neighbourhood, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner is sufficient.
  - (ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signed survey to determine any concerns in the area, is required which must encompass a radius of no less than 200 metres from the location being used for filming. Large or disruptive productions may require advertisements in newspapers and other local media as well.
- (5) If applicable, a Special Effects Permit Application will be completed and submitted with the Film Permit Application.
- (6) For Municipal Parks and/or Recreation Facilities rentals, the Film Company must, as part of the application, provide written details if this is required as there are applicable fees.

## **FILM PERMIT GENERAL CONDITIONS**

The following general conditions apply to all Film Permit Applications:

1. The Corporation of the District of Central Saanich requires that anyone planning a film production on Municipal property, including streets, sidewalks and other public space, have a permit. Filming locations must not compromise the safety of participants or the public and must be approved in advance by the Municipality.
2. The Corporation of the District of Central Saanich requires that the applicant for all filming permits shall provide proof of a valid public liability insurance of at least \$5,000,000 against claims for personal injury, death or property damage occurring upon, in or about the site. The Policy will include the Corporation of the District of Central Saanich as an additional named insured and contain a cross liability clause.
3. The applicant must comply with all existing Municipal Bylaws. Any exemptions must be applied for in writing and approved by Central Saanich Municipal Council.
4. The Municipality of Central Saanich requires that all Municipal costs be recovered. All costs as stated in the Municipal Fee Schedule are the responsibility of the applicant and must be paid up front (see our Fee Schedule for specific costs, deposits and bonds).
5. Where applicable, the applicant must obtain an Electrical Permit from the Province of British Columbia, Electrical Safety Branch and must be available on site for inspection.
6. The Corporation of the District of Central Saanich requires that the Film Company notify neighbourhoods/areas of their upcoming activities by one of two methods as follows:
  - (i) For minimum disruption to a neighbourhood, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner is sufficient.
  - (ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signed survey to determine any concerns in the area is required, which must encompass a radius of no less than 200 metres from the location being used for filming. Large or disruptive productions may require advertisements in newspapers and other local media as well.
7. No road in Central Saanich may be closed without prior written permission from the Municipal Engineer, and all road closures require prior notification of Police, Fire and Ambulance Services.

8. The Corporation of the District of Central Saanich reserves the right to revoke a Permit or shut down a shoot in case of emergency.
9. The applicant is responsible for maintaining the site/route in a clean condition and for any clean-up following and is liable for any damage caused to Municipal property as a result of the Film Company's use of the facilities. Any damaged or missing equipment/chattel of the Municipality will be replaced/reimbursed by the applicant.
10. The applicant hereby indemnifies and agrees to indemnify and save harmless the Municipality in respect of any and all claims, demands, suits and costs arising out of any act or omission of the applicant or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site/route by the applicant.
11. Where applicable, the applicant must obtain a Special Effects Permit from the Central Saanich Fire Department and it must be available on-site for inspection.
12. The applicant will give credit to the Corporation of the District of Central Saanich in the production.

## **FILM INDUSTRY CALLOUT PROCEDURE GUIDELINES FOR ATTENDING POLICE MEMBERS**

### **OVERVIEW:**

The Corporation of the District of Central Saanich requires Film Companies to have Police present during filming of various situations, which are described in this package. Film Companies are required to pay up front for Police services as established by the Chief Constable (See Municipal Fee Schedule).

Police are to ensure all Municipal Film Permit General Conditions are complied with and that this takes place in a manner that is safe with as little disruption as possible to the area. Police members are encouraged to solicit input from the Film Company staff and to assist the filming process in any reasonable way. Police members are not employees of the movie industry.

### **STREETS AND TRAFFIC REGULATION BYLAW NO. 251**

#### **PART I – TRAFFIC REGULATIONS**

- 1.01 The Council may place or order traffic control devices to be placed or installed as necessity requires within the Municipality.
- 1.02 The Chief Constable may order to be placed for temporary periods not exceeding thirty (30) days at any one time, signs prohibiting parking or stopping and indicating restricting parking or detours:
  - (a) Upon either or both sides of any street or portion of street along the route of a parade or procession or in the vicinity of a large public gathering;
  - (b) In any other location where under special circumstances he deems it necessary in the public interest to do so.

#### **SECTION 5 – GENERAL**

- 5.01 Police Officers may at any time regulate and direct both vehicular and pedestrian traffic upon all streets and sidewalks and may at any time block off temporarily any street or part or parts thereof or sidewalk or part thereof. A direction of the Police Officer regulating traffic may be made by motion of the hand or by word of mouth or any mechanical device.

## HOURS OF FILMING

Hours of filming are established under existing Bylaws. Filming hours may be extended with Council approval. Any complaints of excessive noise during late night filming must be reported to the Chief Constable or his Deputy. If hours of filming have been extended to accommodate the film production and reasonable noise complaints persist, the Film Company should be ordered to cease whatever activity is causing the complaint. If the noise is essential to filming, then filming should cease. Any failure to comply should result in charges under the Noise Bylaw.

## TRAFFIC CONTROL FOR ROAD CLOSURES & LOCKUPS

Only Police or Certified Traffic Control personnel have authority to undertake traffic control duties. Police must be on location for:

- Road closures (*temporary or long term*);
- Temporary lockups;
- Any filming that will affect/interfere with traffic flow (tow shots, etc.).

## PRODUCTION ASSISTANTS

Production Assistants may control pedestrian traffic on sidewalks.

## FIREARMS / GUNFIRE

Any gunfire audible to the public or firearms visible to the public (*whether fired or not*) require Police in attendance. This is due to potential 9-1-1 calls and their drain on Patrol manpower. Police members attending these callouts must advise the Communication Centre before and after each scene involving gunfire.

## STUNTS AND SPECIAL EFFECTS

All stunts and special effects must be approved by the Police Department and the Greater Victoria Film Council. Larger stunts will include the Police Department during planning stages. The stunt must be re-planned if the attending Police member believes a stunt requires more Police and/or Productions Assistants in order to be completed in a safe manner. **STUNTS MUST NOT INVOLVE REGULAR VEHICULAR OR PEDESTRIAN TRAFFIC and MUST BE COMPLETED IN AN AREA WHERE THE PUBLIC HAS NO ACCESS.**

All fires, explosives and/or special effects must have a Permit to Use Special Effects from the Central Saanich Fire Department and should be inspected. This Permit is detailed and specific. Should the attending member have any questions regarding whether a Special Effects Permit is required or has been issued, the Communication Centre should contact Fire Department



Dispatch. If in disagreement with Locations personnel whether a fire, explosion and/or special effect is safe, the Fire Department should be consulted.

### **MUNICIPAL PERMIT FOR FILMING**

The Municipality issues permits for filming outlining specifications, including Special Event Parking regulations, dates and times. Should you have any questions and/or concerns regarding a Permit or its specifications, please contact the Film Industry Co-ordinator at the Municipal Hall.

When on callout, the attending Police member may approve a request to move to an unpermitted location at their own discretion.

### **AUTHORITY ON SET**

Police will liaise with the Location Manager while on set. Any regulations of traffic on any Municipal street is under the authority of the Police member on set. A Permit to film is not an open invitation to take over any area within the Municipality.

If filming is not taking place in a safe manner, or the disruption to the surrounding neighbourhood is unacceptable, the Film Company will be informed, through Locations personnel, to stop filming. A reasonable solution will be sought by the attending Police member and the Film Company. If this cannot be done, filming will not continue. Attempts must be made to contact the Duty Watch Commander before any Film Company is shut down.

### **ON SET CATERING**

No provisions have been made to provide members with on-set meals or breaks. It is at the member's discretion whether to accept an invitation to dine with the crew, however, that offer would also be at the Film Company's discretion.

### **CONCLUSION OF CALLOUT**

The end time on any callout is approximate. If Police feel that leaving the movie set at the end time stated is inappropriate (*i.e. all equipment or crew not off streets, filming may continue after the Constable leaves*) the Location Manager will be informed. If they do not agree to extend the callout time, the member should inform Locations personnel that Police will remain on set until appropriate. This should be noted in a Callout Report and the Office of the Chief Constable will invoice accordingly.

## **ENFORCEMENT**

The police officer(s) on the set will provide law enforcement as and when required, however their primary role will be traffic control and public safety. Non-compliance with Municipal permits will be reported directly to the issuing department.

Members may contact the Watch Commander where immediate concerns include:

- Productions not complying with the terms of Municipal Permits (*Film and/or Special Effects*);
- Productions not complying with Police on-site requests;
- Productions using civilians to control Municipal streets;
- Any production a member is considering to ask to stop filming.

Any non-immediate type concerns will be forwarded in writing to the Office of the Chief Constable.

**A GENERAL REPORT IS MANDATORY FOR EACH CALLOUT ATTENDED**

## SCHEDULE OF FEES FOR FILM PRODUCTION

### PERMIT APPLICATION FEE

Not Applicable

### ELECTRICAL PERMIT FEES

*Established by Technical Safety BC*

The applicant must hold a valid electrical qualification certificate issued by Technical Safety BC and must apply and pay a fee for an Entertainment Permit and/or Permit for a Temporary Entertainment Installation.

### DAMAGE DEPOSIT

**\$500.00**

A clean-up and Damage Deposit of \$500.00 for required facilities included for “shoots” involving locations or the use of facilities on Municipal streets or in Municipality buildings and structures over the daily charge rate.

### POLICE            Minimum 4 hour callout

**\$115.00/hour**

The Police Department will charge at the rate of \$115.00 per hour, with a minimum 4 hours callout and a 24 hour cancellation notice.

### FIREFIGHTERS

**To Be Estimated**

Fees subject to the Province of BC Interagency Operational Procedures and Reimbursement rates for the current year based on the supply of a structural engine staffed with four firefighters with a minimum of 1 hour callout and a 24 hour cancellation notice. The 2019 Rate is \$595 per hour.

### SPECIAL EFFECTS (PYROTECHNIC) REMEDIATION DAMAGE DEPOSIT            **\$5,000.00**

Or additional adequate proof of insurance which will indemnify and save harmless the Municipality, the policy will include the Municipality of Central Saanich as an additional named insured and contain a cross liability clause.

### PUBLIC WORKS – LABOUR & EQUIPMENT

*(For construction, placement and removal of signs, barricades, etc.)*

**To be Estimated**

### MUNICIPAL BUILDINGS AND STRUCTURES

**To Be Estimated**

Fees for **MUNICIPAL BUILDINGS AND STRUCTURES** will be established upon request. Criteria for fees are dependent on specific area requirements and actual overhead costs.

### MUNICIPAL RECREATION BUILDINGS

**To Be Estimated**

Fees for **MUNICIPAL RECREATION BUILDINGS** will be established upon request. Criteria for fees are dependent on specific area requirements, actual overhead costs and loss of facility income.

**MUNICIPAL PARKS & PLAYING FIELDS**

**To Be Estimated**