

CITY OF PARKSVILLE

POLICY

SUBJECT: FILMING ON CITY OWNED PROPERTIES	POLICY NO: 3.29 RESO. NO: 09-300 (2) CROSS REF:
EFFECTIVE DATE: December 7, 2009	APPROVED BY: Council
REVISION DATE:	RESO. NO: CROSS REF: PAGE 1 OF 11

PURPOSE

To establish requirements, fees, guidelines and procedures by which filming activities on City properties will occur.

To allow filming activity while protecting City properties, operations and maintenance activities, and normal use by residents, businesses and visitors from unacceptable disruption, potential liability and adverse impact on resources.

To recover City costs associated with filming and to generate net revenues.

POLICY

It is the policy of the City of Parksville to support the British Columbia film industry by accommodating commercial and non-commercial filming on City properties while protecting the City's assets and avoiding disruption to our businesses and use by residents and visitors. The City requires that anyone planning a film production on City property, including streets, sidewalks and other public space, agree to certain guidelines (Appendix A) and obtain a permit. There is not necessarily a right to use roads or to film in locations which limit access to sections of the City. Filming locations must not compromise safety of participants or the public and must be approved in advance by the City. Procedures, guidelines and conditions specific to individual City sites, areas or premises may be developed to ensure implementation of Filming Policy objectives.

The following describes the requirements and restrictions applicable to permitting commercial and non-commercial filming on City of Parksville premises.

1. Once a completed application is received, a report will be forwarded at the earliest opportunity to a regular meeting of Council for consideration.
2. The City retains the right to suspend or terminate filming activities and/or immediately evict the applicant in case of emergency or contravention of the permit conditions. Applicants must designate a named on-site liaison person with authority to intervene and/or stop the event if necessary at any time during filming. Filming privileges may be reinstated after re-submission of an application.

3. The applicant shall not use the site/route for any other purpose than that stated in the permit and must submit for authorization to the Chief Administrative Officer or his designate all filming schedule or activity changes at least 24 hours prior to the commencement of such schedule or activity changes.
4. The applicant shall be responsible for maintaining the site/route in a clean condition, and for any clean-up following.
5. The applicant shall ensure the safety of all equipment and other chattels of the City, and if any such equipment/chattel is damaged or missing, the applicant shall be responsible for replacement.
6. The applicant shall not construct, erect or attach or cause or permit to be constructed, erected or attached, any device, fixture or other things of whatsoever nature, including anything nailed to or hung from boulevard trees, planters, etc., without the prior written consent of the Chief Administrative Officer or their designate.
7. The applicant shall not stop the normal flow of traffic at any time without prior authorization and must station flag persons prior to road closures at road closure boundaries.
8. The applicant shall not bring any animals of any kind onto City premises without prior approval and the City reserves the right to require a veterinarian's letter certifying that the animal is free from disease causing bacteria and parasites.
9. The applicant shall not use, or permit to be brought onto City premises, any chemicals, including but not limited to black powder, propane, naphtha, diesel fuel and gasoline or other hazardous materials, except as authorized by the Chief Administrative Officer or their designate.
10. The City will charge fees for filming on municipal properties to recover costs (Appendix B). Fees are set to reflect a fair charge for services, sites and facilities offered the industry.
11. The *Film Permit* Application (Appendix C) will become an approved permit when it is returned to the applicant organization dated and signed by the Chief Administrative Officer or their designate.

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Filming Guidelines

The City of Parksville encourages and supports the film industry in the Oceanside region. The following general conditions apply to all Film Applications. Conditions specific to individual locations will be noted on the back of each Location Sheet Permit and signed and dated when approved.

Initial contact for filming in Parksville should be directed to:

City of Parksville

PO Box 1390, 100 Jensen Avenue East

Parksville BC V9P 2H3

Phone: 250 954-4666 or email at fmanson@parksville.ca

1. **Application to Film** (Appendix C)

The City of Parksville requires that anyone planning a film production on City property, including streets, sidewalks, parks, and other public space, have a permit. The film company must submit the permit application form to the City of Parksville as early as possible before the planned filming date. Where complex film productions are being applied for, the film company must submit the permit application form to the City of Parksville at least 30 working days before the planned filming date.

2. **Insurance**

- (a) Prior to filming, the applicant must provide proof of 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 City of Parksville as additional named insured and contain a cross liability clause.

Additional insurance may be required as specified by the Chief Administrative Officer. Determination of the amount of the insurance will be confirmed upon review of the scope of the production.

- (b) The Company must provide proof of WorkSafe BC registration in good standing and provide WorkSafe BC coverage for all workers on the payroll. The Company shall indemnify and save harmless the City from any and all liability whatsoever that might result from the Company's failure to pay WorkSafe BC assessments or any other assessment or taxation that arises out of the Company providing the service under this agreement.

3. **Business Licence**

Any business working in the City of Parksville requires a current business licence including all sub-trades. As part of the film application, an "Out of Town" Business Licence application must be completed and submitted to the City of Parksville Community Planning Department for approval.

4. **Fees & Charges** (Appendix B)

The film permit fee is \$200 and includes permission for street closures and use of City property. This is an annual fee and remains separate from rental costs and costs for recovery of wages.

An estimate sheet will be provided by the City outlining rental rates for City property or buildings and other charges for City services or costs directly incurred as a result of the production.

A deposit (payable by certified cheque) will be required prior to filming for the estimated cost of all City services that will be necessary. When all filming in the City is complete, an invoice or refund for the balance will be issued.

5. RCMP

Policing for the City of Parksville is under the jurisdiction of the Royal Canadian Mounted Police (RCMP). The City will coordinate all RCMP requirements, including filming involving gunfire, vehicle crashes and traffic control and disruption through the permitting process.

6. Fire Department

The City of Parksville has its own Fire Department. Call out fees will apply if the services of the Parksville Volunteer Fire Department are required.

7. Noise

General prohibitions contained in the City Parksville Noise Bylaw include:

- (a) Playing or operating any radio, stereophonic equipment, television receiving set or other instrument or any apparatus for the production or amplification of sound, where the noise or sound is clearly audible at a Point of Reception in a Residential Area between the hours of 11:00 p.m. and 9:00 a.m. daily, or creates or emits a noise or sound which is audible beyond 61 metres (200 feet) in any direction between 9:00 a.m. and 11:00 p.m., daily
- (b) Erecting, demolishing constructing, reconstructing, altering or repairing of any building or other structure within the City or the excavating or filling of any, highway, or other land before 7:00 a.m. or after 9:00 p.m., Monday to Saturday and before 9:00 a.m. or after 6:00 p.m., on Sundays and Statutory Holidays.
- (c) Using lawn and/or yard maintenance equipment before 7:00 a.m. or after 9:00 p.m. daily.
- (d) Loading, unloading, delivering, collection, packing, unpacking, or otherwise handling any containers, products, materials, or refuse whatsoever before 7:00 a.m. or after 9:00 p.m. daily in any Residential Area.
- (e) Creating noise or sound by blasting or the operation of drills, compressors or other equipment used to prepare land for blasting before 7:00 a.m. or after 5:00 p.m., Monday to Saturday and at all times on Sundays and Statutory Holidays.

Outside of these times, your application must include the details so the City can review and approve or deny any exemptions.

8. Use of Civic Properties

The City of Parksville owns buildings and properties that could be available to film companies. Use of these buildings and properties will require prior approval.

9. Parking

A map must be submitted showing the dates, locations and types of vehicles to be parked on public streets or City operated parking lots. There are fees associated with parking on a City block or City lot. The City of Parksville's Engineering and Operations Department will supply and install no parking signs for a fee.

Only vehicles essential to filming should be parked on the street. Non-essential vehicles should be parked off the street.

10. Use of City Hydrants

Access to the City's water system is available through fire hydrants. To use a hydrant, you must have permission from the City. The fee for hydrant use is based on usage and location.

11. Historical Buildings

There are many buildings in Parksville of historical significance. For filming at these sites, written permission is required from the property owner. To learn more about these buildings, it is suggested you contact the Parksville and District Historical Society at 250-248-6966.

12. Access and Notification

Access to businesses, residences and churches should be considered and maintained (including deliveries). The applicant is responsible for notifying residents and/or merchants who will be affected by the filming. A flyer or information leaflet must be distributed. Pertinent information about the event should be included: date, time, durations, area, temporary traffic or parking regulations. A record of who was notified is required. Large or disruptive productions may require advertisements in newspapers and other local media as well.

13. Cancellation

Applicants must designate a named on-site liaison person with authority to intervene and/or stop the event if necessary at any time during filming.

14. Road Closures

City of Parksville will coordinate all road closure requirements for all municipal streets.

15. Electrical Permit Requirements

Any electrical permits must be obtained from the BC Safety Authority in Nanaimo located at #301 - 155 Skinner Street, Nanaimo BC, phone 250-716-5200.

Note: Electrical Permits are not handled by the City.

NOTE: ADDITIONAL SPECIFIC CONDITIONS AND COMMENTS WILL BE INCLUDED IN THE APPROVED FILM PERMIT.