POLICY NUMBER: 9-4520-2

REFERENCE:	**ADOPTED BY:**
Provisions for Filming in Ucluelet	Council July 14, 2015
AMENDED DATE:	**SUPERSEDES:**
N/A	**#005/98**
DEPARTMENT:	**EFFECTIVE DATE:**
Planning	July 14, 2015

Policy Statement:

The District of Ucluelet will encourage the use of Ucluelet for location filming. The use of Ucluelet for location filming can generate significant benefits for the local economy.

The promotion of the film industry, however, must be balanced against the impact of this industry's activities on Ucluelet's citizens. Where the two conflict, the municipality has a responsibility to protect the well-being and interests of the residents. The municipality must also recover its costs for the use of municipal services by the filming industry.

All filming within the District of Ucluelet, will be done under permit and will be subject to the terms and conditions of this policy. Other agencies within the geographic area that may also be involved in the approval process are: RCMP, Transport Canada, Fisheries and Oceans Canada, and the Ministry of Transportation & Highways.

Objectives:

a. To facilitate the motion picture industry in its production endeavors by providing centralized and efficient procedure for obtaining District authorization when necessary for filming-on-location in Ucluelet.

b. To promote the District of Ucluelet as an inviting environment for filming-on-location.

c. To minimize any inconvenience to the general public and the citizens of Ucluelet as a result of filming-on-location activities.

d. That by issuing District authorization to utilize public facilities for filming-on-location, the District is provided with appropriate liability insurance.

e. To ensure that filming-on-location will not cause any irreparable damage to public or private property and in the event such damage does occur, the film company shall be responsible for all such repairs as required.

f. To ensure that filming-on-location shall not jeopardize the safety and well-being of the general public.

g. To ensure that the District recovers its costs for all services rendered associated with filming-on-location activities.

h. To ensure that filming-on-location activities fully observe the bylaws of the District.

i. The District of Ucluelet reserves the right to approve or deny any request for filming-on-location involving property, assets, rights-of-way, etc. owned or governed by the District.

Guidelines:

1. Applications

   a) In order to obtain approval for filming-on-location which involves the District property, including beaches, parks facilities, buildings, equipment, and streets, an application must be made to the Administrator;

   b) The application must be made well in advance of the project and not less than three (3) working days prior to commencement of filming activities. For complicated projects, additional advance notice will be required. The District cannot guarantee its authorization of the film project and/or provision of services if insufficient advance notice is not given.

   c) The application shall take the form of a Location Filming Application Form, a copy of which is attached to this policy as Schedule "A."

   d) Application forms are available from the District office.

2. Liability Insurance

   a) It will be the responsibility of the applicant to submit all required insurance documents with the Location Filming Application before the commencement of filming activities.

   b) The following insurance requirements must be satisfied:

      i) The District of Ucluelet must be named as a co-insured in the applicant's liability policy;

      ii) A Hold Harmless Agreement as set out in Schedule "B" must be entered into with the District;

      iii) Liability policy must not be less than $5 million, and under situations of potential greater exposure to the District, the liability insurance may be increased accordingly;

      iv) The insurance policy must include a thirty (30) day cancellation clause;

      v) Cross liability endorsement must be included in the insurance provisions;

      vi) Proof of automobile insurance with $5,000,000 liability insurance when any vehicles are used in the film.

3. Damage Deposit
   - A damage and clean-up deposit (minimum of $5,000.00) shall be submitted to cover any potential damage to District facilities equipment, etc. and shall be made prior to the commencement of filming;
   - Damage deposits will be submitted to the District office by certified cheque, payable to the District of Ucluelet.
   - Deposits will be refunded upon completion of the filming activities, an inspection by District staff and final approval of the Administrator.
   - Any required repair, clean-up, or restoration will be undertaken by the film company. Any repairs, restoration, etc. not undertaken by the film company will be provided by the District, the cost of which will be drawn from the damage and clean-up deposit, along with overhead and administration fees.
4. Fees and Charges
   - All fees associated with filming are based on cost recovery for the services provided by the District.
   - Fee amounts for the use of District beaches, parks, streets, equipment, staff, etc. are outlined on Schedule "C."
5. Traffic Management

   Parking on District Streets
   - Parking of film production vehicles on District streets is subject to prior approval of the Public Works Department. Requests must be made to the Administrator as far in advance as possible prior to commencement of filming.
   - The placement of "special event" signs to accommodate film production vehicles may be provided by the District. Fees to cover costs of sign placement and removal are required.

   Street Closures
   - Complete closure of streets for filming on-location is subject to the prior approval of the Public Works Department. Advance notice of two (2) weeks is required for street closures.
   - The District will arrange for the placement of barricades, signs, etc. as required to ensure that the effects of the street closure are minimized. A fee for placement and removal will be required.
   - The film production company will be responsible for all public relations with private citizens, businesses, and residents who may be affected by parking of vehicles and street closures. The film production company must notify in writing those individuals who may be affected by filming activities.

- Any film projects involving Highway 4 (Peninsula Road) will require approval from the Ministry of Transportation and Highways as this road falls under provincial jurisdiction.

Traffic Control

- Public Works staff may provide traffic control upon request to the Administrator. Advance notice of three (3) working days is required for this purpose.
- The film crew may provide traffic control through the use of qualified personnel and equipment, subject to District authorization.
- If film companies wish to employ the R.C.M.P. for traffic control, they are to make such arrangements directly with the R.C.M.P.

6. Fire Department Services

- All requests for the use of Fire Department equipment, vehicles, and personnel should be made to the Administrator.
- Any and all equipment and vehicles can be recalled without notice in case of emergency.
- Only Fire Department personnel will be permitted to operate equipment and vehicles and the Fire Department will specify the manpower required for such operation.

Attachments:

- Schedule A – Location Filming Application
- Schedule B – Hold Harmless Agreement
- Schedule C – Fee Schedule

Mayor Marilyn McEwen
District of Ucluelet

SCHEDULE A — Location Filming Application
District of Ucluelet

Date of Application: _____

Company Name: _____

Business Address: _____

_____

Phone: _____ Fax: _____

Designated Representative On Site: _____

Name of Film / Commercial: _____

Give details of the **area(s)** you request, **when** you need them and for **how long**, including dates and details concerning **set-up** and **takedown**:

_____

_____

_____

_____

Number of People: _____ Number of Vehicles: _____

Types of Vehicles and Parking Requirements: _____

_____

_____

Subject of Film/ Shot: _____

Special Effects/ Props/ Noise: _____

_____

Do you wish to deny public access to any public areas? ☐
If yes, give details and safety precautions: _____

_____

Are there any services you need to have provided by District of Ucluelet staff? ☐
If yes, give details: _____

_____

PLEASE NOTE:

- ☐ The applicant must hold insurance (public liability) in the amount of five million dollars $5,000,000. Proof of Insurance Certificate must accompany this application and name the District of Ucluelet as an insured.
- ☐ The *Hold Harmless Agreement*, as provided herein, must accompany this application (see Schedule B).
- ☐ Fees for filming are shown in Schedule C. The applicant agrees to pay any and all charges assessed by the District of Ucluelet.
- ☐ A damage deposit in the amount of $5,000, unless otherwise specified, must be attached to the application. The damage deposit must be in the form of a certified cheque payable to the District of Ucluelet.
- ☐ The District of Ucluelet reserves the right to reject any applications.

The applicant agrees that if permission to film is granted pursuant to this application, the applicant will abide by the Policy and Regulations for Filming in the District of Ucluelet in all matters related to the exercise of the permission so granted.

Applicant: _____
(Name of Company)

Date: _____

Representative: _____
(Print Name)

_____
(Signature)

FOR OFFICE USE ONLY
Check when complete and fill in date:

- ☐ Damage Deposit Received _____
- ☐ Proof of Insurance Filed
- ☐ Indemnification Agreement Filed
- ☐ Municipal Equipment to be used Approved by Appropriate Departments
- ☐ Staff Time and Charges Approved by All Affected Departments

Total Fees Paid: $_____

Permit Granted: _____ _____
Administrator Date

SCHEDULE B
Hold Harmless - Indemnification Agreement

_____ (the Applicant) agrees to assume and hold harmless the District of Ucluelet, its officers, employees, and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of filming activities for which they have been granted a permit by the District of Ucluelet.

Further, _____ (the Applicant) agrees to indemnify and defend, saving harmless the District of Ucluelet, its officers, employees, and agents against liability, or claims of 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 licensee, his agents or employees, including any officers or employees of the District of Ucluelet, or caused by or arising out of the condition of any District 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.

Business Name: _____

Applicant: _____

Signature: _____

Title: _____

Date: _____

Accepted for the District of Ucluelet

_____ _____

Clerk Administrator Date

SCHEDULE C
Fee Schedule

1.	Film Application Fee	$150.00
2.	Daily Use Fee	$250.00
3.	Staff Time, if provided:	
	General Services	$65.00 per staff member per hour
	Fire Crew	$65.00 per crew member per hour
4.	Equipment:	
	Fire Tanker Truck	$100.00 per hour
	Rescue Vehicle	$100.00 per hour
	Service Vehicle	$50.00 per hour
5.	Clean-up/ Damage Deposit	$5,000 minimum