



## Filming on Town/Private Property

### Policy Statement:

Commercial film companies and photographers may be permitted to use property under the control of the Town of Milton for approved filming projects.

### Purpose:

The film industry can provide both direct and indirect economic benefit to the Engineering. Pre-approval of projects ensures that Town property and the rights, safety and privacy of the citizens of Milton are protected, while supporting this industry.

This policy identifies the application and approval processes for projects utilizing Town facilities and/or Town roads, and the requirements which must be met, including payment of applicable fees.

### Administration:

This policy is administered by Engineering Services, Traffic and Parking Section.

The Coordinator, Traffic and Parking is the initial contact for all filming projects and is responsible for expediting requests. All requests for filming shall require the approval of the Director of Engineering Services or designate.

Staff will advise the Mayor and Members of Council of all approved filming.

### Insurance Coverage:

An insurance certificate of general comprehensive liability, for the duration of the production, must be provided to the Engineering Services Department for all filming. The Director of Engineering Services will retain the original insurance certificate.

The amount of insurance coverage required is:

- \$5 million, for filming projects using Town facilities such as Town Hall, Leisure Centre, Arenas
- \$2 million, for filming projects using Town parks or Town roads

## **1. Filming at Town Facilities (Including Parks)**

### **Application Process:**

Initial inquiries for filming in Town facilities should be submitted, in writing, to the Engineering Services Department no later than seven business days prior to the date of anticipated filming. Permission may be denied if the request cannot be accommodated within the available time frame.

The filming company must provide the following information:

- proposed commencement and termination dates and times of scheduled filming, including preparation and final clean-up;
- the name and telephone number of a contact person and his/her backup who will be on-site during the filming;
- general outline of the action, including all set dressing and props, approximate number of production vehicles, cast and crew members as well as any stunts or special effects;
- specific locations and proposed alterations to Town property, including identification of any necessary facility services support.

### **Approval Process:**

Once a filming request has been received by the Town, the appropriate staff will be informed and a site meeting with the film company may be required to review the request and complete a walk through to determine any concerns or special requirements. At this time the appropriate fees and deposits will be provided to the filming company. As well at this time the availability of the requested Town facilities or Town parks will be determined. The Film Company will be requested to include the Town of Milton in the list of credits.

Affected residents and businesses determined by Staff must be notified in advance of any filming. To ensure minimal disruption, this notification letter must include the duration and location of the filming and any planned interference with pedestrian or vehicular traffic. In the event of business interruption, there should be consultation with the business associates(s) and/or individual businesses to determine if any compensation is required.

Once all requirements have been fulfilled a Location Agreement will be prepared.

## 2. Filming on Town Roads

### Application Process:

A filming application must be submitted at least five business days prior to the date of anticipated filming. Should a road closure be requested, the film company must allow adequate time to obtain Milton Council approval. Once the request is approved, staff will notify all Emergency Services of the anticipated filming.

### Approval Process:

The Film Company must provide Engineering Services signatures of approval of at least 80 percent of residents in the area identified by staff, prior to filming:

- to allow filming on roads in residential areas on more than one occasion per calendar year;
- to allow filming to proceed before 7:00 a.m. or after 11:00 p.m., or any time on Sundays or statutory holidays;
- to allow overnight parking of production vehicles;
- to allow equipment, including lighting and generators, to be oriented toward neighbouring residences;
- to allow for a road closure

In all cases, a letter must be distributed by the filming company to all residents/businesses who will be affected by the filming or by the parking of filming-related vehicles during the production. The letter must contain telephone numbers for the filming company.

A maximum of 15 production vehicles will be issued permits for parking privileges at or near the film location. This permit does not provide permission for parking of vehicles in prohibited areas or in contravention of any regulation of the Highway Traffic Act or Milton Uniform Traffic By-law, unless specifically approved.

The services of paid-duty police officers may be required for the purpose of traffic control, traffic stoppages, and permit compliance. If such services are required, the Film Company is responsible for retaining the officers, and for payment of all associated costs.

Once all of the required conditions have been met, the Engineering Services Department will issue a filming permit along with vehicle parking permits to the Film Company.

Proper signage should be posted along the roadway well in advance of any intermittent stoppages or road closure, to the satisfaction of the Engineering Services Department.

### **Monitoring:**

The Film Company must keep a copy of all permits that have been issued by the Engineering Services Department on site during the duration of the filming. Vehicle permits must be displayed in the front window of all production vehicles. The film company must place signs in public access areas (facilities and parks) to inform residents that the facility is being used for filming and delays may occur.

Upon completion of filming, the Film Company is responsible for clean up and repair of any damages. The facility will be inspected for clean up and damages within 48 hours of completion of scheduled weekday events, or within 72 hours of completion of weekend events. The Film Company will be given first opportunity to repair any damages, within a reasonable time frame specified by the Engineering Services Department. If the work is not completed to the satisfaction of the Town, the Town will complete the work and the cost of repairs will be invoiced to the Film Company.

### **Special Circumstances:**

**Noise:** All filming must comply with the Town noise by-law, unless exemption in writing is granted by Milton Council.

**Explosives/Fires/Pyrotechnics:** Should the filming involve explosives, the film company must obtain a letter of understanding acknowledging that explosives may be used in the production. This letter must be obtained from the Fire Chief, and shall be attached to the permit for facility use. The letter will be copied to Halton Regional Police Services. Halton Regional Police Services will not dispatch a technician of the Explosives Disposal Unit in the event that a letter of understanding is not forwarded to their attention, thereby cancelling the explosives permit. All explosives are to be completed as per the Explosives Act. A member of the Milton Fire Department shall be in attendance if there are any fires or explosions to be undertaken. All open air burning requires a burning permit.

### **Security Deposit:**

A security deposit in the form of a letter of credit or acceptable alternative approved by the Director of Corporate Services is required and will not be released until the facility has passed inspection, and all outstanding costs (repairs to damages, staff costs, additional rental time) have been paid by the film company. Following is a guideline for security deposits. These amounts may be adjusted based on the nature of the production:

- Town of Milton Facilities - \$5000.00
- Town Parks - \$2000.00
- Town Roads - \$2000.00

### **3. Filming On Private Property**

In the event that filming is taking place on private property, and if the Town of Milton is notified of the filming, the film company will be required to advise area residents of their intent to film. Staff will advise the Mayor and Members of Council of the filming.

The Engineering Services Department will advise the Film Company that they must notify Milton Fire Department and Halton Regional Police if any special effects are going to be used. If required they must obtain the necessary permits. The Film Company will also be advised that all municipal by-laws must be adhered to.

#### **Facility and Permit Fees:**

All fees are outlined in the Rates and Fees By-law.