



## **POLICY: Municipal Film Policy**

Created By:	Economic Development Officer	Approval Date:	
Policy No.:	X-X	Last Revised	

### **PURPOSE**

- 1.1 The Township recognizes the direct and indirect economic and cultural benefits of film, and we welcome the industry to the community.
- 1.2 The Township of Severn supports and encourages filming opportunities within the Township.
- 1.3 The purpose of this Policy is to provide guidance for the use of Township's facilities and property by commercial and non-commercial film companies for moving and still photography.
- 1.4 The Township has developed a film permit application process to ensure that the Township's facilities/properties and the citizenship are safe and protected when Township property is being used.
- 1.5 Film permits will be issued only in accordance with applicable by-laws, including but not limited to by-laws that govern noise, road closure, and fireworks along with fees/charges associated with these by-laws are approved.

### **SCOPE**

- 2.1 The policy applies to all filming projects occurring on municipal property including rights-of-way, parkland, facilities, roads, and other municipal-owned properties

### **POLICY**

#### **Film Permit and General Terms**

- 3.1 The Township of Severn's Chief Administrative Officer will appoint a Film Liaison to oversee the coordination and administration of this policy.
- 3.2 Film permits are required for filming in locations that are owned or leased by the Township of Severn including but not limited to roadways, parklands, rights-of-way, and other areas. Film permit applications are reviewed and approved by the Film Liaison.
- 3.3 If the film production company is seeking to use a Township facility or park run by the Parks and Recreation Department, the film production company should speak directly with Department staff to determine the availability of the facility or park prior to submitting a film permit application.

- 3.4 Current affairs and newscast filming are exempt from this policy as long as they respect municipal by-laws related to public safety and respect in the workplace.
- 3.5 Filming for the Township of Severn, Coldwater Business Improvement Area, Orillia & Lake Country Tourism, chambers or commerce, Orillia & Area Community Development Corporation are exempt from this policy.
- 3.6 The rental of Township property or facility are required to pay fees in accordance with the yearly Fees By-law.
- 3.7 Film permit and other applicable permits or by-law applications must be made to the Township at least seven (7) business days in advance of proposed filming dates.
- 3.8 Permanent or temporary dressing of Township property or facilities will require review and approval by the Township prior to the issuance of the film permit.
- 3.9 Film permits will only be issued for filming taking place in residential or commercial zoned in accordance with the Township's Noise By-law. Exemption from the Noise By-law must be requested through the Clerk.
- 3.10 The closure or blockage of any municipal roadway will require the contracting of the Ontario Provincial Police.
- 3.11 With the support of the Film Liaison, the Township will provide the film production company with details about additional applications or permits that may be required. Film production companies must submit to the Film Liaison documentation providing that all necessary requirements, agreements (including paid off duty Ontario Provincial Police contract) and approvals are in place.
- 3.12 The Township reserves the right to reject any film permit application if the film requirements are not able to be accommodated within the Township.
- 3.13 Any changes to the film permit application or scope of the project must be provided to the Township at least 48-hours in advance.
- 3.14 The film production company will be required to provide a certificate of insurance in accordance with the Township's current policies and by-laws.
- 3.15 The Township reserves the right to revoke any permits if the information provided in the application was false, incorrect, or misleading at the time it was submitted at the discretion of the Township staff. The Township will not be responsible for any fees or costs associated with the cancelling of the film permit.
- 3.16 The Township reserves the right to limit the issuance of film permits for environmentally, economically, or culturally sensitive areas of Township, areas that experience repeated film activity, or areas that may be sensitive to disruptions for any reason.
- 3.17 The Township reserves the right to refuse to allow filming or the issuance of a permit to an applicant, or film production company or associated business that has failed in the past to adhere to the guidelines or requirements of the Township.
- 3.18 The film production company is subject to all applicable federal, provincial, and municipal legislation and regulations including Township by-laws and policies.

#### **Notification of Affected Residents and Businesses and Movement of the Public**

- 3.19 The film production company must notify affected residents, occupants, and local businesses in advance of filming within the closed area, in writing of the duration and location of filming, planned special effects (if any), road closures, or other municipal property use.

Schedule 4 provides a sample of the content required within the letter and the letter must be provided seventy-two (72) hours before the start of any site preparation, parking, or filming.

3.20 The film production company is responsible for notifying County of Simcoe Paramedics, Severn Fire & Emergency Services and Ontario Provincial Police of the film shoot and if any stunts or pyrotechnics may take place.

3.21 Film production company may delay but must not stop the movement of customers, clients, or employees to places of business. If vehicles cannot go through, a parking spot must be provided.

3.22 Film production company may delay but must not stop the movement of residents to their place of residency.

3.23 In some situations, the Township may ask that the film production firm obtain written approval from affected residents or businesses.

### **Fees and Security Deposits**

3.24 Fees for any permits or rental costs are set out in the Township's User Fees & Serviced Charges By-law. All fees and rental costs are required to be paid prior to the issuance of any permits from the Township.

3.25 The Township is not responsible for any costs that occurred with obtaining required insurance or other safety certificates.

3.26 The Township is not responsible for any costs that occurred with the contracting of Ontario Provincial Police, County of Simcoe Paramedics or Township of Severn's Fire & Emergency Services.

3.27 The Township is not responsible for any delays that may occur by the film production company.

3.28 If the Township receives a claim of lost profit, business interruption or similar claim from a business that claims to be affected from the filming, the film production firm will indemnify and hold harmless the Township for any such claim.

3.29 The film production firm will be responsible for all efforts, activities, and costs required for safe planning, execution, and clean-up of production.

3.30 At the conclusion of the filming, the film production company is responsible for all costs and work to restore the Township's property or facility to their original state.

3.31 A security deposit in the form of an irrevocable letter of credit or certified cheque will be required in the name of the Township of Severn before the permit is issued. The amount of the deposit is dependent upon the value of the property considered and the activities taking place during the filming. A minimum amount of \$5,000 is required unless advised differently by Township employees. The deposit will be returned by standard mail within seventy-two (72) business hours of the finish date. If damages occur that are under the security deposit irrevocable letter or certified cheque, the Township will use the funds required to return the property to its former state and issue a refund for any remaining funds.

3.32 Fifty (50) percent of rental fees for the downtown area of Coldwater (49 Coldwater Street to 2 Harriet Street, Coldwater) will be distributed to the Coldwater Business Improvement Area (BIA) for the downtown revitalization initiatives.

3.33 Fifty (50) percent of the rental fees for downtown area of Washago (3405 to 3315 Muskoka Street, Washago) will be placed in a reserve account administered by the Township to be used for future revitalization initiatives.

## **Production**

3.34 Production and related activities will only occur in accordance with the Township's Noise By-law in residential and commercial zoned lands.

3.35 If undertaking pyrotechnical special events, a site plan and pyrotechnician's qualification/certification will be required and approved by Severn Fire & Emergency Services.

3.36 Excessive noise will need to fall within the Noise By-law (including production vehicles and generators). Noise outside of the By-law will need to apply from exemption as outlined in the Noise By-law.

3.37 No film production will be allowed to occur on Friday, Saturday, Sundays or holiday Mondays in the downtown areas of Coldwater (49 Coldwater Street to 2 Harriet Street) and Washago (3405 to 3315 Muskoka Street).

3.38 Interference with pedestrians and/or vehicular traffic must be accompanied in accordance with the Road Closure Permit. This will also include detouring signage and barriers.

3.39 If in an urban area, contracted off-duty Ontario Provincial Police will be required for traffic control. A copy of the contract with the Ontario Provincial Police will be required when submitting the film permit application.

3.40 County of Simcoe's waste collection, Township, utilities, Canada Post, and emergency vehicles cannot be declined access to their required work. The Township will minimize work in the area, but emergencies may arise that will require immediate access (for example, watermain work, snow removal).

3.41 No Township lighting or signage can be changed or removed without the written permission of the Township. Any removal and reinstallation must be undertaken by the Township or their contracted provider at the cost of the film production company.

3.42 The installation or erection of film-based signage or lighting must be temporary in nature and removed immediately after film and before roadways are open to public use.

3.43 Film production companies must observe designated parking areas unless written permission is given by the Township for alternative arrangements.

3.44 No production vehicles or film equipment can block private property access without the permission of the property owner or their tenant.

3.45 The film production company must make every effort to ensure that parking for vehicles or people displaying accessibility credentials are accommodated and allow access to their needed location without a barrier.

3.46 If a resident or business vehicle is located within a reserved area, the film production company will do everything in their ability to find the owner and ask for removal. If towing of the vehicle is required, the film production company will undertake the costs for towing and any associated fees. The film production company would be required to pay for the vehicle to be returned to their original location.

3.47 Covering, removing, or altering (including painting surfaces, anchoring of vehicles/items and/or structural changes) to Township property will require written permission from the Township.

3.48 Covering, removing, or altering of Downtown Coldwater decorations will require permission from the Coldwater BIA.

3.49 If bulk water is required, a film production company is required to obtain the water from a third-party source. Film production companies are not able to access Township hydrants, fire cisterns/tanks or remove water from waterways.

3.50 If mock police or military vehicles, uniforms or prop weaponry are being used, notice needs to

be provided to the Ontario Provincial Police. Proof of notice may be required by the Township.

3.51 Film production companies are not able to change, trim, remove or cut Township vegetation unless approved by the Township in writing and undertaken by the Township or their third-party contractor.

3.52 If unmanned air vehicles are being used, insurance for each vehicle must be provided to the Township along with proof of registration with Transport Canada/operator's license.

3.53 No filming activities or parking can occur within 13 metres of the railway tracks or crossings.

### **Stunts, Explosives, Special Effects and Noise**

3.54 Explosives and special effects are regulated under the authority of the Ontario Fire Code and the Explosives Act.

3.55 If undertaking any explosives, pyrotechnics, fireworks, open flames, firearms and/or hazardous devices and materials and/or stunts as well as the use or storage of any flammable or combustible liquids or hazardous materials during the course of the production consultation with Severn Fire & Emergency Services must occur.

3.56 Severn Fire & Emergency Services shall review and approve any hazardous material storage and use prior to a film permit being issued.

3.57 The Township of Severn has the right to remove permission if a regional or provincial fire ban is in effect or alternatively to limit the use of materials that may impact soil, groundwater, or other sensitive environmental elements.

3.58 The undertaking of special effects should not create light spillovers, nauseous smells, or excessive noise. If elements of the special effects may cause the above, the film production company must provide notice to the residents and businesses in the area.

3.59 Lighting must be oriented away from residences and businesses unless written permission is received from the owner or tenant.

3.60 Generators must follow in line with the Noise By-law and be located 100 metres away from an occupied residence or business.

3.61 Idling of vehicles is not permitted outside of vehicles that are needed for heating or refrigerated of specialized goods or food.

3.62 No smoking or vaping will be allowed within Township facilities.

3.63 All generators and electrical hookups must be approved by the Electrical Safety Authority.

3.64 In any facility that has a Fire Safety Plan that occupants shall be advised of their duties in the Plan and adhere to the Plan at all times. If the Fire Safety Plan requires alterations to accommodate filming Severn Fire & Emergency Services shall be contacted for review and approval.

3.65 If a fire alarm system, sprinkler system, or any other fire protection equipment is required to be disabled, altered or prevented from functioning as intended to accommodate filming, will seek permission from Severn Fire & Emergency Services.

### **Dispute Resolution**

3.66 Complaints received by the Township will be forwarded to the film production company for resolution.

3.67 If a dispute arises during the filming that cannot be resolved between the film production company and a resident/business, the Township will be contacted. The decision of the Township will be final.

## **Clean-up, Garbage and Recycling**

- 3.68 Film production company is responsible for the cleanup and disposal of garbage and recycling.
- 3.69 Timelines for cleanup and disposal of waste should be included within the applications provided to the Township.
- 3.70 All costs associated with cleanup and disposal are the responsibility of the film production company.
- 3.71 Failure to dispose of waste correctly will result in the loss of the security deposit in full. If the security deposit does not cover the disposal costs, the outstanding amount will be invoiced.

## **Marketing Visuals**

- 3.72 The Township of Severn and our partners have the right to take photos of the setup and location to showcase Severn. The photos will be used solely for the purpose of promoting filming opportunities in the Township.

## **DEFINITIONS**

- 4.1 BIA: Coldwater Business Improvement Area
- 4.2 Commercial filming: use of motion picture, videotaping, sound recording, or other moving image or audio recording equipment on public lands that involves the advertisement of a product or service, the creation of a product for sale, or the use of actors, models, sets or props, but not including activities associated with broadcasts for news programs and filming activities by persons hired by the Township for specific Township business.
- 4.3 Council: Council for the Corporation of the Township of Severn
- 4.4 Downtown Coldwater: Street between 49 Coldwater Street to 2 Harriet Street
- 4.5 Downtown Washago: Street between 3405 to 3315 Muskoka Street
- 4.6 Film liaison: means the Township of Severn's staff person designated as the contact with the film industry.
- 4.7 Film permit: means a permit and/or letter authorizing filming with the Township.
- 4.8 Special effects: effects such as fireworks, explosions and pyrotechnics that are used in the production of filming and may impact the filming location and surrounding areas.
- 4.9 Policy: Municipal Film Policy
- 4.10 Film production company: company of individuals conducting filming.
- 4.11 Production vehicles: vehicles carrying equipment related to the filming within the Township of Severn
- 4.12 Township employees: The CAO and all officers, directors, managers, supervisors, and all employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Township's interests
- 4.13 Township: The Corporation of the Township of Severn.



## Schedule 2: Proposed Film Rental Fees

<b>Proposed Film Rental Fees</b>	
<b>Location</b>	<b>Cost (Per Day Rental 6 a.m. to 10 p.m.)</b>
Boat Launch <ul style="list-style-type: none"> <li>• 3337 Albany Street, Washago</li> <li>• 3420 Quetton Street, Washago</li> <li>• 1557 Port Stanton Parkway</li> <li>• 1730 Earl Haid Avenue</li> <li>• Doug Smith Drive</li> <li>• 74 River Street</li> <li>• 1914 Henrys Landing</li> <li>• Hedgemere Landing</li> <li>• 2720 Kellys Road</li> </ul>	\$565.00 per day
Rural Road Closure	\$1,300.00 per day
Urban Road Closure	\$1,500.00 per day
Coldwater Road Closure <ul style="list-style-type: none"> <li>• Between 49 Coldwater Street to 2 Harriet Street, Coldwater)</li> </ul>	\$1,300.00 per day
Muskoka Street, Washago <ul style="list-style-type: none"> <li>• 3405 to 3315 Muskoka Street</li> </ul>	\$1,300.00 per day
Washago Community Centre (indoor) <ul style="list-style-type: none"> <li>• 4361 Hamilton Street, Washago</li> </ul>	\$847.50 per day
Washago Community Centre (outdoor) <ul style="list-style-type: none"> <li>• 4361 Hamilton Street, Washago</li> </ul>	\$565.00 per day
Township Administration Centre <ul style="list-style-type: none"> <li>• 1024 Hurlwood Lane, Severn</li> </ul>	\$847.50 per day
Ardtrea Park <ul style="list-style-type: none"> <li>• 2375 Couchiching Avenue</li> </ul>	\$565.00 per day
Bass Lake Woodlands Park <ul style="list-style-type: none"> <li>• 1956 Pine Avenue</li> </ul>	\$565.00 per day
Coldwater Fairground <ul style="list-style-type: none"> <li>• 11 Michael Anne Drive</li> </ul>	\$1,300 per day
Ian Crichton Memorial Park <ul style="list-style-type: none"> <li>• 2055 Birkeshire Woods Lane</li> </ul>	\$565.00 per day
Marchmont Community Park <ul style="list-style-type: none"> <li>• 2049 Avery Lane</li> </ul>	\$565.00 per day
Mill Street Parkette <ul style="list-style-type: none"> <li>• Mill Street/Coldwater Road</li> </ul>	\$565.00 per day
Shoreview Park <ul style="list-style-type: none"> <li>• 3183 Shoreview Drive</li> </ul>	\$565.00 per day
Timberline Creek Park <ul style="list-style-type: none"> <li>• 3581 Timberline Avenue</li> </ul>	\$565.00 per day
Village Green Parkette <ul style="list-style-type: none"> <li>• 3 River Street</li> </ul>	\$565.00 per day
Washago Centennial Park <ul style="list-style-type: none"> <li>• 3398 Quetton Street</li> </ul>	\$1,300.00 per day
Municipal Parking Lots <ul style="list-style-type: none"> <li>• Multiple Locations Across Township</li> </ul>	\$35.00 per parking stall per day



Municipal-Owned Trails/Parking Lot <ul style="list-style-type: none"> <li>Multiple Locations Across Township</li> </ul>	\$565.00 per day
<ul style="list-style-type: none"> <li>Municipal-owned road ends (waterfront access)</li> </ul>	\$350.00 per day

Proposed Film Permit Fee	
Film Permit Fee	\$250.00

### **Schedule 3: DRAFT Film Permit Content for Online Form**

#### **Film Permit for Public Property**

The Township of Severn is excited about your interest in using a public asset as part of your upcoming film production. This form is required to be submitted to the Township of Severn through the Township's online portal seven (7) business days prior to your intended film date.

#### **Contact Information**

Date of Application: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Address: \_\_\_\_\_

Film Day Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **Project Details**

Project Title: \_\_\_\_\_

Filming Location: \_\_\_\_\_

Filming Date(s): \_\_\_\_\_

Number of Vehicles/Trailers on Site: \_\_\_\_\_

#### **Road Closure Permits/Rental of Township Property or Facilities**

If you using a Township facility, have you booked the facility through the Parks and Recreation Department (hyperlink). Have you confirmed available of the space?

Yes      No

If requesting a road closure or partial closure, have you submitted a Road Closure Permit (hyperlink).

Yes      No

#### **Insurance**

Liability insurance is mandatory. Film production company is required to provide their own liability insurance. A certificate of insurance naming the Township of Severn as additionally insured is required to a minimum of \$5 million of general liability.

\*If special effects including fires, explosions or car chases, car wrecks or other stunts/pyrotechnical items may require additional liability insurance in consultation with the Township's insurance provider.

Please attach a general liability certificate of insurance

#### **Special Effects**

If you are undertaking pyrotechnical special events, a site plan and pyrotechnician's qualification/certification will be required.

Please attach a general liability certificate of insurance

**Noise**

If you are undertaking loud or above average noises, please review the Noise By-law (2022-10) ([hyperlink](#)). If excessive noise may require a grant of exemption by the Clerk or designate.

Please attach request for noise exemption including date, time and location

**Hold Harmless Agreement**

Please upload your Hold Harmless Agreement contract completed by the signing authority of the film production company.

**Film Dressing**

Please upload any design information if you plan to provide any permanent or temporary dressings of the Township property or facility.

**Security Deposit**

A security deposit in the form of an irrevocable letter of credit or certified cheque will be required in the name of the Township of Severn before the permit is issued. The amount of the deposit is dependent upon the value of the property considered and the activities taking place during the filming. A minimum amount of \$5,000 is required unless advised differently by Township employees. The deposit will be returned by standard mail within seventy-two (72) business hours of the finish date. The Township is not responsible for delays due to third-party carriers.

## **Schedule 4: Hold Harmless Agreement**

### **Hold Harmless Agreement**

\_\_\_\_\_ (signing authority) agrees to assume the hold harmless the Township of Severn, 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 Township of Severn.

Further \_\_\_\_\_ (signing authority) agrees to indemnify and defend, saving harmless the Township of Severn, 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 cause by or arising out of any act or omission of either the permit holder, their agents/employees, including any officers or employees of the Township, or caused by or arising out of the condition of any Township owner or controlled property, whether real or personal, occurring during the period and as a result of activities of which this permit was issued.

Applicant: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Hold Harmless Agreement needs to be submitted with your permit application.

## Schedule 5: Sample Letter of Notification to Residents/Businesses

### Letter of Notification to Residents/Businesses

Date

Production Company Name

Contact Information (including day of phone number)

Dear Neighbours,

This letter is to inform you that on **DATE, PRODUCTION COMANY** will be filming scenes at **LOCATION(s)** in this area from approximately **START TIME** to **FINISH TIME**.

The filming of this production will include: **INSERT APPROPRIATE ACTIVITIES INCLUDING ROAD CLOSURES/TRAFFIC INTERRUPTIONS, ALTERATIONS TO AREA, CONTROLLED SPECIAL EFFECTS.**

We are aware of the inconvenience caused by our activity and apologies in advance. Rest assured that we will do everything possible to minimize the impact of our activities on your neighbourhood. If you have particular concerns that must be addressed, please call the **LOCATION Manager at PHONE NUMBER**. We will do everything to find a mutually agreeable solution.

**IF FILMING IN DOWNTOWNS OF WASHAGO OR COLDWATER** please include:

As a business ourselves, we understand that you have customers, clients and employees that need to access your facility. We will be happy to assist your customers, clients, and employees in accessing your facility, so your business is not affected.

**IF NOISE BY-LAW EXEMPTION BEING GRANTED, PLEASE NOTE START TIME AND WHAT NOISE(S) WILL BE OCCURRING.**

Your cooperation will help make this location shoot a success and we appreciate your generous support.

Thank you in advance for your understanding cooperation.

Contact Information