

PITT MEADOWS POLICY MANUAL	POLICY NO. E-22
SUBJECT: Filming Policy	Approved by Council: August 17, 2004

PURPOSE:

The purpose of the Filming Policy is to:

- Establish requirements, fees, guidelines and procedures by which filming activities within the City of Pitt Meadows and on public premises will occur.
- Allow filming activity while protecting the City’s assets and premises, operations and maintenance activities, and normal use and enjoyment of visitors from unacceptable disruption, potential liability and adverse impact on resources.
- Recover direct costs associated with filming.
- Ensure that filming on location activates fully observe the By-Laws of the City and regulations of all other government jurisdictions.

POLICY:

The City of Pitt Meadows welcomes the film industry to enjoy our many assets and our quality of life. We support the use of facilities by commercial and non-commercial film companies and photographers for moving and still photography. All filming should have regard for the rights, safety and privacy of the citizens and businesses of Pitt Meadows and for the security and preservation of the properties.

APPLICATION:

The City of Pitt Meadows Filming Policy, Regulations, Procedures and Guidelines shall refer to, but not be limited to, all commercial, non-commercial and educational or student filming, commercial photography, and sound and video recordings.

This policy applies to all public amenities and facilities belonging to the City of Pitt Meadows.

PROCEDURES:

Regulations pursuant to this policy describe the requirements and restrictions applicable to permitting commercial and non-commercial filming on City of Pitt Meadows premises.

Filming Permit Application Process

Permits are required for location filming, except for current affairs and newscasts, on streets or property under the jurisdiction of the City of Pitt Meadows and are authorized by the Director of Operations and Development Services.

Process

The nature of the film industry and the subsequent requests received by the Development Service Division require that prompt responses to the various requests be provided. In order to achieve this, Council has delegated the necessary authority to the Operations & Development Services Department to:

1. review the requirements of the filming request;
2. assess the impact on the community to ensure that the public interests are protected;
3. establish terms and conditions under which approvals are granted;
4. issue approvals or denials of the request; and
5. establish a fee schedule which will reflect the City's costs in administering this guideline as well as the direct costs in providing access to Municipal facilities.

Guidelines

1. The appropriate application (Schedule A), completed and filed with the Development Services Department a **minimum** two (2) (preferable 5) working days in advance of proposed filming will allow for processing through the various approval stages. Such application to be accompanied by a site plan with areas, times, dates and parking layout highlighted.
2. A (non-refundable) application fee is required prior to application processing (see Schedule B).

3. The film company will be required to obtain a City of Pitt Meadows Business License.
4. A certified copy of the film companies insurance policy evidencing a minimum of \$5,000,000.00 comprehensive liability insurance, naming the City of Pitt Meadows an additional named insured and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days notice in writing delivered to the City prior to issuance of a Filming Permit.
5. A Security Deposit will be required for filming on Municipal properties or road right of ways.
6. The film company will be required to obtain, at their cost, professional assistance for traffic and/or crowd control, where deemed necessary by the Operations & Development Services Department.
7. Emergency equipment shall have the absolute right-of-way and shall not be impeded for any reason, or at anytime.
8. When traffic cannot be effectively diverted onto other streets, traffic shall be stopped only intermittently and for no longer than three continuous minutes during each ten minute period. (Refer to Schedule G for Road/Bridge closure restrictions.)
9. A letter is to be delivered to surrounding neighbors and businesses informing them of filming, including a contact name and telephone number, (three business days before filming is to commence).
10. Approval and compensation for lost business to be arranged with the individual businesses affected. If businesses can prove loss as a result of filming, than the production will compensate, after the loss has occurred.
11. Any disturbances in Transit Services must be arranged directly through Coast Mountain Bus Company.
12. All City Bylaws must be observed. Contact the Bylaw Officer regarding the Noise Bylaw, Parking Bylaw etc.

13. Filming requests in Pitt Meadows Municipal Parks &/or Municipal Buildings must be arranged with the Parks & Leisure Services booking clerks. All rental fees are over and above the fees paid to the City of Pitt Meadows.
14. Ministry of Water, Land and Air Protection approvals are required for filming at any location within the Pitt Addington Wildlife Management Area including locations noted below (Refer to Schedule H). Their approval is also required where bodies of water are involved.
15. Filming requests on Pitt Meadows dykes must be arranged through the Operations Superintendent for access to the dykes and key arrangements prior to the issuance of a filming permit by the Operations & Development Services Department.
16. Filming requests on Pitt Meadows bridges will be restricted to the use and closure of one lane only. Special requests for the use of bridges for filming requiring closures will be reviewed on an individual basis by the Operations and Development Services Department.
17. Notification of all filming requests must be given to the RCMP Ridge Meadows Detachment by Fax stating dates, time and locations of filming.
18. Filming at the Pitt Meadows Airport must be booked in advance before applying for your filming permit with the City of Pitt Meadows. All rental fees are over and above the fees paid to the City of Pitt Meadows.
19. Filming requests at “Bordertown” involving parking of vehicles, filming or any other use of 144th Avenue must also be approved by the City of Maple Ridge. (Refer to Schedule I)
20. When filming is completed, the property must be returned to the same or better condition as when the application was received. Inspection to be done by the City and all repairs completed to the satisfaction of the City Operations Foreman. Any repairs will be the responsibility of the production company.
21. The City of Pitt Meadows reserves the right to approve or deny any requests for filming on location involving City property.

ATTACHMENTS

Schedule A	Location Filming Permit Application
Schedule B	Fee Schedule
Schedule C	List of Contact Persons
Schedule D	Highway Use Permit for Filming Purposes
Schedule E	Hold Harmless Agreement
Schedule F	Filming Check List
Schedule G	Street Map & Road Closure Restrictions
Schedule H	Pitt Addington Marsh Grant Narrows Regional Park Area
Schedule I	Map of Bordertown
Schedule J	Filming Permit Business License