

TITLE : PROCEDURES PERTAINING TO T.V AND MOTION PICTURES FILMING IN THE CITY	MANAGEMENT POLICY
SUBJECT : PLANNING – PUBLIC SECURITY	No : PG
APPROVED BY : DIRECTOR GENERAL – COUNCIL	Page : 1 of 15 Revised Date : May 2018

1.0 Concerned persons

Any production firm who wishes to undertake a filming project in the territory of the City of Pointe-Claire and who wishes, for that reason, to temporarily occupy municipal public property for the necessary period of time to carry out such a project.

“Filming project” means any filming operation of any audiovisual, filmed or television document, of any audiovisual commercial message or video clip.

For the purposes of the application of the present policy “municipal public property is occupied”, whenever such premises are used as the filming site itself or whenever such premises are used for the purposes of parking of the vehicles owned by the production or by member of its staff when the filming is actually carried out on a private property, or on another public property which is not a municipal public property.

2.0 Statement

Any production firm who undertakes a filming project and occupies, for that purposes, municipal public property must, prior to such undertaking, have obtained a permit to that effect which is to be issued by the Public Security division in accordance with the present policy.

3.0 Delay to submit a permit application

A permit application must be sent to and received by or submitted to the chief of the Public Security division at least:

- 1° Six weeks in advance, whenever the shooting requires a total street closing, a stunt or the use of extraneous lighting or sound devices. Extraneous lighting or sound devices are used whenever their use results in lighting spillage on a property other than that where the filming actually takes place or in producing sounds which can be heard from any other property than that where the shooting actually takes place (class IV permit)..
- 2° Twenty business days in advance for any other production (class II or III permit).

4.0 Documents and information to be submitted with a permit application

The permit application must be made on the form “permit application for the occupancy of municipal public property for filming”, a sample of which is attached as appendix 1. The application must include the following information and, if need be, documents mentioned hereinafter which must be transmitted and received as stated in section 3.0 :

- 1° The name of the production firm
- 2° The address, including the postal code, as well as the telephone number and fax number of the production firm.
- 3° The name and home address of the authorized person to submit a permit application on behalf of the production firm and a complete list of all phone numbers (cellular, pager) allowing this person to be reached at any and all times.
- 4° A short summary of the script.
- 5° The duration of the project and the filming schedule including raincheck dates.
- 6° The list of all locations (inside and outside) where the filming will be carried out as well as the filming schedule for each of these locations.
- 7° The maximum number of personnel present at only one time on filming locations.
- 8° A proof of insurance stating that the production firm liability is covered for at least \$1 million.
- 9° The maximum number of vehicles and their type (cars, trucks, semi-trailers, trailers, etc), used by the production firm and/or by the members of its staff to

- access the filming locations as well as the number of requested on street parking spaces and the foreseen locations for such parking.
- 10^o The description of extraneous sound or lighting devices as well as their projected use schedule.
- 11^o Whether or not special equipments such as generator or others will be used as well as their projected use schedule.
- 12^o In the case of filming for which a class II, III or IV permit is required, the consent letters from the concerned commercial occupants and residents, in sufficient numbers according to the “conditions and restrictions” section. Such written consents, shall be submitted on forms similar to the model attached hereto as appendix 2. The expression “concerned commercial occupants and residents means:
- a) The commercial occupants and residents when their commercial premises or homes face the street section which must be closed as well as those who are located outside of such street section until the following nearest point:
 - i) 150 metres from the street section to be closed.
 - ii) Any intersection with the street in which a section must be closed.
 - b) The commercial occupants and residents when their commercial premises or homes face the street section which must be used for the parking of the vehicles which are used by the production firm or by the members of its personnel.
 - c) Any commercial occupant who occupies commercial premises or homes receives light spillage from the lighting devices which must be used for and during the filming.
 - d) Any commercial occupant who occupies commercial premises as well as any resident, who are not referred to in sub-paragraphs a), b) or c), whenever the sounds which are produced by the sound producing devices, which must be used for and during the filming, are audible from such commercial premises or resident’s home.
- 13^o The list of locations where it will be necessary to close a street or other municipal public property and for which period of time.
- 14^o Whether or not the script suggests that a stunt will be performed.
- 15^o A renunciation to hold the City of Pointe-Claire as responsible for any damages resulting from the withdrawal of the permit as a result of an

infraction to a municipal by-law provision, to any emergency situation or to any breach of any of the conditions herein set forth..

- 16° The list of locations where it will be necessary to park the vehicles of the production firm and those used by the members of its personnel and for which period of time.
- 17° Copy of the information circular which will be distributed to concerned commercial occupants and residents at least on the third business day period of filming to inform them about the production activities, in the case of a class II, III and IV permit. Such letter must alternate dates for the case where the filming cannot be carried out, for any reason whatsoever, on the dates initially selected. Such a circular letter must be similar, in its format, to the model attached hereto as appendix 3.
- 18° In the case of a complete street closing, a detailed explanation of the action takes with drawings and maps.
- 19° The complete list of requirement authorization and necessary technical services to be provided by the City.
- 20° Whenever a stunt is to be carried out on municipal public property, a written statement to the effect that the stunt will be carried out in accordance with the "Commission de la Santé et de la Sécurité au travail" safety standards; furthermore, the City may require higher than one million dollars in liability insurance coverage for the whole duration of the stunt.

5.0 Classes of permits

The following classes of permits are hereby established:

1° Class I

Applicable when all conditions herein after are met:

- the total personnel present at any one time on the shooting location is 4 persons or less;
- no street parking is required;
- the duration of the activities resulting from the filming is 24 hours or less;
- absence of extraneous sound and/or lighting devices or equipment.

2° Class II

Applicable when all conditions herein after are met:

- the total personnel present at any one time on the shooting location is 10 persons or less;
- no street closing is required;
- street parking is required;
- the activities resulting from the shooting will be carried on three consecutive or not calendar days, or less;
- absence of extraneous sound and/or lighting devices or equipment.

3^o Class III

Applicable whenever any of the following conditions are met:

- the total personnel present at any one time on the shooting location is 11 persons or more;
- the activities resulting from the filming will be carried on four consecutive or not calendar days or more;
- and when no street closing is required and when there is absence of extraneous sound and/or lighting devices or equipment;

4^o Class IV

Applicable whenever any of the following conditions are met :

- there will be at least one street closing;
- there will be at least one stunt;
- there will be extraneous sound and/or lighting devices or equipment and the sound or lighting so produced will be heard or seen from any neighbouring property to that where filming is to take place

6.0 Fees for the issuance of a permit

To cover part of the costs related to the study of a permit application and of the costs to be supported by the City, at the time the application is submitted, a non-refundable amount which is determined in accordance with the by-law in force to that effect with regards to the class of permit for which the application is submitted.



At the time of its adoption by Council, the applicable fees under the present policy are as follows:

- 1° For a class I permit: \$550.00
- 2° For a class II permit: \$880.00 per calendar day during which activities related to the filming will be carried out.
- 3° For a class III permit: \$1,210.00 per calendar day during which activities related to the filming will be carried out.
- 4° For a class IV permit: \$1,755.00 per calendar day during which activities related to the filming will take place.

In addition to the amounts mentioned in the preceding paragraphs, a sufficient deposit must be made to the City to cover the partial cost of the goods and services that may be dispensed by the City following the issuance of the permit and in accordance to clause 9.0 of the present policy. The amount of the deposit is as follows:

- 1° For a Class 1 permit : \$1,100.00
- 2° For a Class 2 permit : \$1,650.00
- 3° For a Class 3 permit : \$3,840.00
- 4° For a Class 4 permit : \$5,510.00

In the event that the amount is insufficient to cover the actual cost incurred, the surplus will be billed to the production firm in accordance to clause 9. If the amount exceeds the real cost incurred, the City will reimburse the surplus amount paid.

7.0 Conditions and restrictions

The required number of letters of consent to be given by the concerned commercial occupants and residents:

- a) For a first class II, III and IV permit application, when it implies the use of a location to carry out a filming project, must be equal or superior to:
 - At least 75% of residential property owners, and ;
 - At least 90% of occupants of places of business;
- b) For any second or subsequent class II, III or IV permit application to be submitted within the same calendar year by the applicant or by any other person when it implies the use of a location for which a permit has been issued within the same calendar year to carry out a filming project, must be equal to 100% of the concerned commercial occupants and residents.

In the case of a permit application in which the applicant foresees the use of a



location situated in a strictly residential zone, according to the City of Pointe-Claire zoning by-law, such permit shall be issued only if such location has been used at no more than one occasion within the same calendar year to carry out a filming project.

These letters of consent must be submitted simultaneously with the application and their content must be substantially conforming to the model attached hereto as appendix 2.

A permit shall be valid only with regards to one filming project.

The total duration of any street closing to carry out a filming project shall not exceed 12 hours.

Any street which is designed to be used, in part, as a cycle path, may be closed only if a new route is approved for such cycle path.

In the case of a class IV permit, whenever a street closing is required, traffic may not be interrupted for more than 10 minutes at a time. Afterwards, traffic shall be allowed to proceed for at least 20 minutes before another 10 minutes street closing may be imposed. Any street closing shall be made only under the supervision of the Public Security division of the City of Pointe-Claire under the tariff established within the bylaw 2819, permit for the use of municipal public areas pertaining to tv and motion pictures filming.

Emergency vehicles must have access at all times.

Filming as well as any related activity such as the parking of the vehicles used by the production firm or by its staff shall be carried out between 7:00 a.m. and 10:00 p.m.

In the case of a class II, III or IV permit, the concerned residents and commercial occupants must be notified no later than on the third business day preceding the first shooting. The notice shall also mention the rainchecks dates in case the shooting project cannot be carried out in accordance with the initially foreseen schedule. Copy of said notice must also be transmitted to the chief of the Public Security Division within the same delay.

The notice mentioned in the paragraph hereabove shall also be transmitted to the Police department of the Montreal Urban Community (MUCPD), to the Montreal Urban Community Transport Society (MUCTS) as well as to Urgences-Santé.

The parking of a maximum of 15 vehicles used by the production firm or by its staff shall be authorized on or near the projected filming location.

No parking of vehicles shall be authorized at the following locations:

- 1° In any area where stopping is prohibited on any street which is not closed due to the filming requirements, during the periods when such parking restrictions apply.

- 2° On a sidewalk.
- 3° In an area intended for the parking of taxis, when it is located on any street which is not closed due to the filming requirements.
- 4° In any zone where parking is reserved for specific parking permit holders and when the same is not closed due to the filming requirements.

8.0 Particular condition applicable to filming in municipal building and parks

Filming must not be a source of inconvenience for already planned activities and must not restrict access for the public during regular opening hours.

Any electrical connection to a central junction box and any disconnection after the shooting is over must be carried out by an electrician specially mandated by the City for this purpose.

No filming with electrical equipment in water can take place with pool activities attended by the public.

Any dismantling or reassembling of elements such as doors, railings, chandeliers, etc. which are affixed to a building structure shall be carried out only by the persons so designated by the City. No technical structure without the City expressed prior consent and the works shall be carried out by the City.

In the green areas and in parks :

- 1° The permitted speed limit is 15 kilometres per hour.
- 2° The premises must remain in a clean condition.
- 3° Fauna and flora must be respected.

The use of City Hall as a shooting location is permitted subject to the following conditions:

- 1° The scheduled activities (exhibition, reception, meeting etc.) must not be jeopardized by the filming taking place on the premises or be cancelled as a result.
- 2° Filming must be carried out on weekends, only between 6:00 p.m. on Saturday and 3:00 a.m. on Monday, or Tuesday if Monday is a holiday.
- 3° All technical installations and decor elements must be withdrawn before 7:00 a.m. on Monday or Tuesday if Monday is a holiday.

9.0 Works to be carried out by the City for filming

Any works to be carried out by the City as well as any services provided by the City staff as a consequence of any application referred to by the present policy shall be charged, as the case may be, in accordance with the tariffs or with the salary rates in force at the time of the application in conformity with any applicable by-law or collective agreement.

10.0 Coming into force

The present policy shall apply as of _____

APPENDIX 1

PERMIT APPLICATION FOR THE OCCUPANCY OF MUNICIPAL PUBLIC PROPERTY FOR FILMING

1. Applicant's identification _____

Nom de la maison de production _____

Address _____

Postal Code _____

Telephone _____

Fax _____

Persons authorized to submit the application _____

Domicile address _____

Phone number _____

2. Script summary

3. Project duration and schedule of filming including raincheck dates

4. Inside and outside shooting locations as well as the projected schedule for each of them

5. Maximum number of personnel _____

6. Number of vehicles used to access the filming location _____

- 6.1 Description of extraneous sound or lighting devices and/or equipment as well as the schedule for their use _____

7. Use of special equipments such as generators or others and at what time

- 8a). It is necessary to close one or more streets (Include plans)

Yes

No

- b) What period of time : _____

9. Name, address and telephone number of insurance company (Please attach a copy of the insurance coverage certificate)

Amount: _____ \$

Insurance Police number :

Expiry date :

10. Stunt or special effects: Yes No

Description

11. Liability exemption for the City of Pointe-Claire

Joined _____ Yes No

12. Written consents of residents and commercial occupants

Yes No

13. List of locations where the vehicles will be parked:

14. Payable fees:

- Class I : \$550.00
- Class II : \$880.00/per day
- Class III : \$1,210.00/per day
- Class IV : \$1,755.00/per day

15. Circular letter of information

Yes

No

16. In case of any street closing, takes description (attach appropriate drawings and maps)

17. List of authorizations and services to be provided by the City

18. Written conformity statement of a stunt with the C.S.S.T standards

Yes

No

19. Type renunciation

The City of Pointe-Claire shall not be held responsible for any damages or cost incurred resulting from the withdrawal of the permit by the City as a result of an infraction to a municipal by-law provision, to any emergency situation or to any breach of any of the conditions to which the issued permit is subject.



APPENDIX 2

CONSENT FORM

I _____ the undersigned, residing at
_____ hereby agrees that _____ Avenue

be closed

be used to park thereto vehicles from _____
(production firm) or owned by its staff for the purposes of the filming that will take
place from _____ to _____.

Signature



APPENDIX 3
CIRCULAR LETTER

_____ would like to inform you that
(name of production firm)

(dates and hours)

your neighbourhood shall be used for shooting scenes from

(production title)

You will surely notice our vehicles parked on the streets in your area.

(location)

We are aware of the inconvenience this can create but please rest assured we will do our utmost to minimize this.

For further information, please call

- _____
(production firm phone number)

- 514-630-1234 (Public Security, City of Pointe-Claire)