

Title: Filming Policy		Policy No: 30.40 Supersedes: 9.04
Effective Date: December 12, 2023	Amended Date: N/A	Review Year: 2025
<p>Policy Statement: Maple Ridge offers diverse architecture surrounded by natural beauty in close proximity to Vancouver, making it a prime filming location.</p> <p>The City of Maple Ridge recognizes the unique economic benefits that the film industry provides and welcomes the film industry to the community. The City strives to allow the film industry to have reasonable use of locations around the City. This Policy provides direction for the film industry on how to obtain access to Film their productions in the City while balancing the City’s operational needs and citizens’ access to programs and services.</p>		
<p>Purpose: The purpose of this Policy is to set out clear and consistent requirements and expectations for Filming in the City of Maple Ridge.</p>		
<p>Scope: This Policy applies to all Filming that occurs within the City and to all production companies that are interested in Filming in the City, as well as any City Staff that are involved in coordinating or monitoring the Filming.</p>		
<p>Definitions:</p> <p>"Assistant Location Manager" means the assistant who supports the Location Manager and helps to plan and organize the logistics of Filming and notify the community about Filming activities.</p> <p>"Business Days" means days other than a Saturday or Sunday or a statutory or civic holiday in British Columbia.</p> <p>"City" means the City of Maple Ridge.</p> <p>"City Facilities" means any Park, Public Place, or Recreation Facility as defined herein.</p> <p>"City Staff" means any person employed by the City or any person who has been assigned or hired to act on the City’s behalf.</p> <p>"Filming" means any commercial, non-commercial, educational, or student filming activities that occur in the City, including but not limited to scouting activities, site surveys, technical surveys, site</p>		

preparation and clean-up, including “circus and crew” park locations, equipment/work truck parking, film work, or necessary restoration of sites after filming, but excludes news broadcasts.

“Film Coordinator” means the City Staff member designated as the coordinator between the City and the Production Company to ensure that the procedures in this Policy and all other relevant laws, legislation, and bylaws are followed and all outlined requirements are met.

“Film Liaison” means the contractor hired by the City to supervise the Filming to ensure that the Production Company complies with the City’s Filming processes and adheres to the Filming work plan, and to liaise with the general public and Relevant Parties when necessary.

“Force Majeure Event” means any delay in Filming created by a situation beyond the City’s reasonable control, including but not limited to any war, riot, pandemic, civil emergency, natural disaster, strike, lockout, inability to procure materials or services or other industrial disturbance, fire, lightning, floods, inclement storms, or unusually severe weather.

“Hot Location” means a Filming location that has been identified by the Film Coordinator as one that may create potential issues due to a high concentration of Filming or because of logistical challenges.

“Location Manager” means the person acting as Location department head on behalf of the Production Company who selects a Filming location, manages the logistics of Filming, ensures Filming approval is obtained before Filming commences, oversees Filming at all sites, and addresses any concerns raised in a timely and appropriate manner.

“Park” means the definition set out in the current Maple Ridge Public Places, Parks, and Recreation Facilities Regulation Bylaw, as amended from time to time.

“Polling” means the engagement process by the Production Company to notify the neighbourhood that will be impacted by Filming and communicate the Filming activities, impact they will have, and to seek support from the neighbourhood to Film in that area.

“Production Company” means the company seeking to conduct Filming in the City and includes all their production crew and external third party contracted staff.

“Public Place” means the definition set out in the current Maple Ridge Public Places, Parks, and Recreation Facilities Regulation Bylaw, as amended from time to time.

“Recreation Facility” means the definition set out in in the current Maple Ridge Public Places, Parks, and Recreation Facilities Regulation Bylaw, as amended from time to time.

“Relevant Parties” means any property owners, businesses, residents, tenants, or other such individuals who are within reasonable proximity of Filming and are directly or indirectly impacted by the Filming.

“Rush Hour” means the hours between 7:00 a.m. to 9:00 a.m., and 3:00 p.m. to 6:00 p.m.

“Highway Use Permits” means permits that are issued by the City to allow for Production Companies to Film and park on City Highways.

“Town Centre” means the specific centralized location set out within the boundaries of the City’s current Official Community Plan Bylaw.

Procedure:

1. Location Scouting

- (a) The Production Company will direct any questions related to potential Filming locations and scouting opportunities to the Film Coordinator.
- (b) The Film Coordinator will consider each Filming inquiry holistically and will advise the Production Company if there are issues with the requested Filming locations.

2. Filming Permit Process

- (a) Any procedures related to the general Filming permit process as set out herein may be waived at the discretion of the Film Coordinator, the request of which must be received in writing by the Film Coordinator.
- (b) The Film Coordinator has the discretion to waive the requirement to obtain permits for a Business Licence, Electrical, Highway Use, Special Effects, Noise Relaxation and R.C.M.P. Services if the Film Coordinator determines that those permits are unnecessary.
- (c) The Production Company must apply for and obtain a City Business Licence through the Film Coordinator.
- (d) The Production Company must provide the following to the Film Coordinator prior to the commencement of any Filming:
 - (i) a deposit to process the Film Application, cover all Municipal Filming fees, and to cover potential damages, the amount of which will be based on the scope of work, number of locations, and fee criteria as set out in the current Maple Ridge Fees & Charges Bylaw, with the quote to be provided to the Production Company by the Film Coordinator;
 - (ii) a certificate of insurance that includes the City and at the discretion of the Film Coordinator School District 42 as additional insured as per the discretion of the Film Coordinator;
 - (iii) a signed copy of a Hold Harmless agreement prepared by the City which indemnifies and holds harmless the City against any legal responsibility or legal proceedings brought against the Production Company;
 - (iv) the Film Permit Application form, which is located on the City's external website and must be submitted at least five (5) Business Days for each individual Filming project prior to the desired Filming date to allow the form to be processed;
 - (v) Noise Relaxation Application Form; and
 - (vi) a draft of the Resident Letter and any Polling results, to be provided to the Film Coordinator at least three (3) Business Days in advance, if required.
- (e) The Production Company is responsible for obtaining any other necessary Filming permits prior to commencing Filming, with the Film Coordinator to assist the Production Company as required.
- (f) Once a Filming permit has been issued to the Production Company, any changes to dates, times, or location for Filming may result in the Filming permit being cancelled. If the Filming permit is cancelled, the Production Company may need to re-apply for a new Filming permit and pay the associated costs for the re-issuance of the permit.

- (i) the Production Company may not change Filming locations without written approval by the Film Coordinator.
- (g) The use of City Facilities and resources is subject to their availability; their use may be withdrawn without notice at any time, which may impact Filming. The City will not be held liable for any delays or other issues this may cause the Production Company as a result.
- (h) The City reserves the right to deny a Filming Permit Application if it is determined:
 - (i) not to align with the City's vision statements;
 - (ii) it may have detrimental effects on the safety and/or wellbeing of the community; or
 - (iii) to be a Hot Location.

Electrical Permits

- (i) The Production Company must obtain an electrical permit through the Economic Development Department/Film Office.
- (j) Pursuant to the applicable addendum sections of the Canadian Electrical Code, electrical inspections must take place if any electrical equipment will be used for Filming purposes.
- (k) The Film Coordinator will book electrical inspections as required, with the time and day to be determined at their discretion and they will notify the electrical inspectors and Production Company once the inspections have been booked.

Highway Use Permits

- (l) If the Production Company wishes to use City highways for Filming, parking, or traffic control, they must apply for a Highway Use Permit. The Film Coordinator will work with the Production Company to apply for the permit to ensure that they comply with the City's bylaw requirements.
- (m) The Production Company may be required to submit a Highway Use Request form with an attached map detailing the Highway use if the Film Coordinator determines it to be necessary. In some cases, the Production Company may be required to create a Traffic Management Plan (TMP) for review.

Special Effects and Stunts Permit

- (n) If special effects will be used during Filming, the Production Company must submit a Special Effects Application to the Film Coordinator to obtain a Special Effects Permit.
- (o) The following information must be provided along with the Special Effects Application:
 - (i) The type of special effects that will be used, the equipment used for those special effects, safety precautions that will be taken, and if there are any other special requirements;
 - (ii) Demonstration that special effects explosives, if used, adhere to National Resources Canada storage requirements
 - (iii) A site plan outlining where the special effects will take place;

- (iv) The names of film personnel who have fire extinguishers and are trained to use them; and
- (v) An emergency evacuation plan.

Noise Relaxation

- (p) Filming, setting up sites, or taking down sites outside of the hours set out in the current Maple Ridge Noise Control Bylaw will not be permitted unless the Bylaws Department is satisfied that all residents and businesses in the affected area have been notified and approval in writing has been obtained from the Bylaws Department.
- (q) If the Production Company wants to Film outside of permitted noise hours set out in the Noise Bylaw, they must submit a Noise Relaxation Request form. The City makes no guarantees that the Noise Relaxation Request will be approved.

Fire and R.C.M.P. Services

- (r) The Film Coordinator will book Maple Ridge Fire and/or R.C.M.P services if required for safety purposes during Filming, including but not limited to: the use of exposed weapons, the use of certain special effects, if a presence is required, or if there is a need for traffic control. These services will be booked at least five (5) Business Days in advance of Filming.

3. Filming Notification

- (a) The Production Company will notify any Relevant Parties who may be affected by the Filming with a Resident Letter.

The Location Manager must provide the Film Coordinator with the Production Company's proposed Resident Letter by email at least three (3) Business Days before Filming commences. The Resident Letter must contain, at minimum, the following:

- (i) Name of Production Company;
 - (ii) Brief description of Filming activity, including any stunts and noise impacts that may result from Filming;
 - (iii) Date and time of Filming;
 - (iv) Contact information for the on-site Assistant Location Manager;
 - (v) Contact information for Film Coordinator;
 - (vi) Telephone number and email of Creative BC;
 - (vii) Parking;
 - (viii) Special effects and any loud or disruptive stunts.
- (b) The Film Coordinator will review the Resident Letter to ensure it meets the criteria set out in this Policy. If the Resident Letter is accepted by the Film Coordinator, then it may be distributed by the Production Company.
 - (c) The Production Company must distribute the Resident Letter of Approval to all Relevant Parties residing within a three (3) block radius of Filming and filming related equipment.

Polling

- (d) The Production Company must be required to poll neighbourhoods affected by Filming to communicate the Filming activities and impacts it may have on the community, as per the discretion of the Film Coordinator, if any of the following circumstances apply:
 - (i) Filming will take place over multiple Filming days;
 - (ii) Any noise relaxation and extension of work hours;
 - (iii) Hot Locations;
 - (iv) Any special effects usage; or
 - (v) Any highway usage or road closures.
- (e) A majority assent during polling is required for Filming in a neighbourhood to progress, unless otherwise prescribed by the Film Coordinator due to extenuating circumstances.

4. Highway Use and Traffic Control

- (a) Highway Use must comply with the current Maple Ridge Highway and Traffic Bylaw.
- (b) The Production Company must obtain, at their own cost, certified traffic control professionals to organize traffic control in the area that Filming occurs, and a traffic control plan must be provided to the Film Coordinator (5) Business Days prior to Filming to obtain their approval of the plan.
- (c) If traffic cannot be diverted to other highways, then traffic will be stopped intermittently with traffic control professionals to direct traffic for periods not exceeding 3 minutes unless special circumstances warrant an extension by the Film Coordinator.
- (d) If the R.C.M.P. are required to conduct traffic control on the City's roads, the Production Company will bear the associated costs, to be determined in accordance with the R.C.M.P.'s current collective agreement.
- (e) If the R.C.M.P. is required to conduct traffic control during certain periods of Filming, then the Film Coordinator will arrange this with the R.C.M.P, in accordance with the R.C.M.P's current collective agreement.
- (f) Highways in the Town Centre of the City will not be closed for Filming during Business Days without arrangements first being made prior to Filming with Relevant Parties that may be impacted.
- (g) Major highways will not be closed on Business Days during Rush Hour or other periods of high-volume traffic, unless prior arrangements have been made with local businesses and with the Film Coordinator's approval.
- (h) The Production Company and its designates will provide emergency vehicles and buses the absolute right-of-way at all times during traffic control and will not impede, or attempt to impede, them at any time for any reason. Bus routes may be altered by TransLink through their written approval.

Signage

- (i) Signage, as approved by the Film Coordinator, must be placed by the Film Liaison for the Production Company 24 hours in advance of Filming at the location site to notify Relevant Parties that parking access to those areas may be limited.
- (j) Production Company vehicles may be required to display identifying signage or hangers to indicate the vehicles are for Filming use.

Parking

- (k) The Production Company may use public off-street parking for non-essential vehicles such as crew parking, if available, but may be required to use a remote parking lot or arrange suitable shuttle transportation if it is unavailable.
- (l) Street Parking may be provided for the Production Company's essential unit vehicles, if required and space is available.
- (m) The Production Company must work with the Film Coordinator to ensure that parking is organized and minimally disruptive to the surrounding areas. Cones and traffic control professionals must be in place at all times to direct traffic in the area.
- (n) Signage, as approved by the Film Coordinator, must be placed by the Film Liaison for the Production Company 24 hours in advance of Filming at the location site to notify Relevant Parties that parking access to those areas may be limited.

5. Rental of City Facilities and Private Property

- (a) If the Production Company wishes to rent a City Facility for Filming, the rental must be booked through the Film Coordinator.
- (b) The City may hold City Facilities on a first come, first serve basis for Production Companies, who will have right of first refusal.
 - (i) Any Facility booked by a Production Company must be confirmed and all applicable fees paid in accordance with the current Maple Ridge Fees & Charges Bylaw at least five (5) Business Days prior to the date that Filming is supposed commence.
 - (ii) All Facility rentals are final. If the Production Company wishes to cancel the rental of a Facility, then a cancellation fee will apply in accordance with the current Maple Ridge Fees & Charges Bylaw.
- (c) The City is unable to approve Filming applications for the following Filming locations as they are outside the City's jurisdiction:
 - (i) Metro Vancouver Parks; and
 - (ii) BC Parks.
- (d) If the Production Company wishes to Film on a private property, they must coordinate this with the registered owner of that private property. The Film Coordinator will work with the Production Company to issue the necessary permits for Filming, but the City bears no responsibility for any issues, legal or otherwise, that may arise as a result of the Production Company Filming at a private property. The Film Coordinator also has the discretion to deny Filming opportunities on private property if any of the following reasons apply:

- (i) it would create too much of a burden on Relevant Parties;
- (ii) it would create a noise disturbance in contravention of the current Maple Ridge Noise Control Bylaw;
- (iii) it is considered a Hot Location;
- (iv) it creates environmental or safety concerns; or
- (v) polling has been unsuccessful and failed to reach the required consensus threshold as set by the Film Coordinator.

Modifications to Location

- (e) The Production Company may not construct Filming sets at any City Facility without written authorization from the Film Coordinator.
- (f) Any alterations that the Production Company wishes to make to the Filming location at a City Facility must be approved in advance through written authorization by the Film Coordinator. If the alteration is to private property, the registered owner of that private property must also provide authorization. The Production Team and the registered property owner must reach an agreement regarding the condition of the property after filming ends, including whether to revert any changes or maintain the modifications made.

Environmental Considerations

- (g) The Production Company must make efforts to reduce their environmental impact during Filming, and all recycling and waste materials must be removed during and after Filming by the Production Company, who will bear all costs associated with this removal.
- (h) The Production Company must comply with all City environmental bylaws and policies relating to the protection and management of the environment, including but not limited to the current Tree Protection and Management Bylaw, the Watercourse Protection Bylaw, and the Soils Bylaw.
- (i) The Production Company will work with the Film Coordinator to ensure that they obtain proper City environmental permits, which may require the Production Company to submit a Watercourse Protection DP Application or Natural Features DP Application.

6. Fees and Compensation

- (a) All fees and charges issued by the City in relation to Filming will be charged to the Production Company pursuant to the current Maple Ridge Fees & Charges Bylaw and must be paid prior to Filming through the deposit.
- (b) If Relevant Parties wish to seek compensation for any Filming Activities that impact their neighbourhood or business, they must coordinate this with the Production Company or fill out a "Loss of Business Form" from Creative BC to agree on compensation.
- (c) The Production Company will bear associated costs if any of the following situations occur and, at the discretion of the Film Coordinator, a portion or all of their deposit may be held to cover the cost if:
 - (i) the Production Company causes damage to any City Facility during Filming;
 - (ii) the Production Company uses additional City services outside the scope of the Filming Application; or

- (iii) the Production Company fails to obtain the required permit, or meet and follow required permit conditions.

7. Domestic and Exotic Animals

- (a) The use of domestic or exotic animals by the Production Company and their designated animal trainers during Filming must be approved by the Film Coordinator and must comply with the laws of Canada, all applicable legislation, City bylaws and policies, and it is the responsibility of the Production Company to ensure that they are in compliance of such.

8. Harassment

- (a) The Production Company must comply with all provisions of the City's current Public Places, Parks and Recreation Facilities Regulation Bylaw.
- (b) If the City is notified of any breaches of the provisions set out in the current Public Places, Parks and Recreation Facilities Regulation Bylaw, including harassment of the Film Coordinator or any other City Staff, the Production Company may be subject to a fine as set out in the Public Places, Parks and Recreation Facilities Regulation Bylaw.

9. Inspections

- (a) Inspections may be conducted by the City at any time without prior notice during Filming to ensure compliance with this Policy and the permits issued.
- (b) Any violations of this Policy or the permits issued to the Production Company and its designates may result in fines under the current Maple Ridge Ticket Information Utilization Bylaw or revocation of the issued permits.
- (c) Inspection fees will be charged in accordance with the current Maple Ridge Fees & Charges Bylaw.

10. Indemnity and Insurance

- (a) The Production Company will sign a Hold Harmless Agreement prepared by the City which indemnifies and holds harmless the City against any liability, legal responsibility or legal proceedings at any time during Filming, including set up and take down of the Filming sets;
- (b) The Production Company is required to provide proof of liability insurance at least five (5) Business Days in advance of Filming;
- (c) The insurance policy must include the following:
 - (i) cover no less than five million dollars (**\$5,000,000.00**) of comprehensive liability insurance;
 - (ii) name the **City of Maple Ridge** and at the discretion of the Film Coordinator **School District No. 42** as additional named insured; and
 - (iii) in certain circumstances as determined by the Film Coordinator, state that the policy will not be cancelled, lapsed, or materially altered without 30 days' notice in writing to the City.

- (d) Any insurance policy received from the Production Company without this specific wording will be rejected and must be amended or re-issued. The City will not be held liable for any Filming delays that may result.

11. Unmanned Air Vehicles and Remotely Piloted Aircraft Systems (Drones)

- (a) The use of Drones by the Production Company is subject to all applicable laws of Canada, provincial legislation, this Policy and any other relevant City policies, any applicable City bylaws, and any other relevant regulations that may apply.
- (b) The Production Company must obtain written authorization by the Film Coordinator to use Drones during Filming.

12. Student Filming

- (a) The City welcomes Student Filming and recognizes the intrinsic value it provides to the educational community.
- (b) Student Filming must comply with the Film Permit Application process of this Policy, as well as any applicable City bylaws.
- (c) A Film Permit Application and associated fees must be submitted at least ten (10) Business Days prior to the proposed date of Student Filming; fees may be charged in accordance with the current Maple Ridge Fees & Charges Bylaw, subject to waiver at the discretion of the Film Coordinator.
- (d) Student Filming Projects must meet the following criteria for Filming to commence:
 - (i) the institution must be an accredited and recognized educational institution;
 - (ii) unless otherwise determined by the Film Coordinator, the institution must execute all associated legal documents and provide the Film Coordinator with a copy of current insurance of no less than five million dollars (**\$5,000,000.00**) that covers general comprehensive liability insurance;
 - (iii) the Student Filming Project must have been assigned by one of the institution instructors and be part of the institution's curriculum;
 - (iv) any personnel associated with the Student Filming Project must not be receiving financial compensation for assisting with the project;
 - (v) the Student Filming Project must be academic in nature and may not be used for any type of financial or non-financial gain.

13. Donations and Honorariums

- (a) Production Companies may donate items or honorariums to the City that relate to the Film being created, and the City may display these items if they choose to do so.

(b) The Film Coordinator may accept these donations or honorariums on behalf of the City and such acceptance of donated items or honorariums will not contravene the current Employee Code of Conduct.

(c) All donations and honorariums provided by the Production Company must comply with the City's current donation policies and bylaws.

14. Black Out Filming Days

(a) To minimize disruption, Filming will not take place in the Downtown Business Core during the following circumstances, unless approved by the Film Coordinator:

- (i) statutory holidays, including days before and after statutory holidays as determined by the City;
- (ii) City special events; and
- (iii) during construction periods that occur in the same location that Filming is to take place.

15. Administration:

(a) The Film Coordinator in operating within the Economic Development department is responsible for implementing and ensuring this Policy is adhered to.

(b) This Policy may impact other City departments including Engineering, Parks, Environment, and Bylaws. As such, reviews of this Policy must be done with an interdepartmental lens to ensure that all internal stakeholders are notified of any future amendments.

16. Consequences:

(a) Subject to written authorization obtained from the City, all Filming that occurs at a City Facility must comply with all City bylaws, including the current Maple Ridge Public Places, Parks and Recreation Facilities Regulation Bylaw.

(b) Tickets may be issued under the current Maple Ridge Ticket Information Utilization Bylaw in the event that there is a contravention of the issued permits or any relevant City bylaws, in accordance with section 6 of this policy.

(c) The City reserves the right to cancel a Filming permit or reservation of a City Facility, revoke City resources, or halt Filming at any time, in accordance with section 2 of this policy.

(d) The City may report a failure to comply with this Policy to Creative BC if deemed necessary.

17. Appeals:

(a) The Production Company will be liable for addressing and resolving any complaints or issues that arise due to Filming.

(b) The Film Coordinator may assist the Production Company with communicating with the complainant but will not be responsible in any way for negotiating or resolving the complaint or issue.

- (c) If the complainant is dissatisfied with the Production Company's resolution, they may contact the Film Coordinator who will work with them to try and resolve the complaint in accordance with the City's current Complaints Policy.
- (d) If the Film Coordinator is unable to resolve the complaint, the complainant may escalate their complaint to the Director of Economic Development, Creative BC, or both.

18. Accommodations:

- (a) The City will make reasonable efforts to ensure, whenever possible, that under-represented, marginalized, and differently abled members of the public are treated fairly and accommodated by the Production Company when Filming is taking place.

(Administration Only)	Signature (Corporate Officer)	Date Signed
Resolution No.:		