



*Deep Roots
Greater Heights*

DISTRICT OF MAPLE RIDGE
11995 Haney Place, Maple Ridge, B.C. V2X 6A9

FILM GUIDELINES



**Thank you for your interest and consideration
of Maple Ridge as a production location.**

**Attached you will find the necessary information and application forms
required for filming within the District of Maple Ridge.**

For further information please contact:

**Marg Johnson
Maple Ridge Film Liaison
604-467-7488
mjohnson@mapleridge.ca**

MAPLE RIDGE FILMING GUIDELINES CONTENTS

First Steps Page 3

Film Permit, Business License, & Liability Insurance..... Page 3

Electrical Permits and Electrical Inspections Page 4

Street Use and Traffic Control Page 4

Rental of Municipal Parks & Property Page 5

Private Property-Owners and Occupants Page 5

Bylaws and Noise Control Page 5

Other Conditions for Filming In Maple Ridge..... Page 5

Granting of Approval Page 6

Fee Schedule Page 7

List of Contacts Page 8

Film Permit Application Page 9

Business Licence Page 10

Street Use Request..... Addendum A

Electrical Permit Application Addendum B

Electrical Contractor Authorization Form..... Addendum C

Request for Noise Bylaw Relaxation Addendum D

Hold Harmless..... Addendum E

Filming Check List Addendum F

Remember to check out www.mapleridge.ca

Our website is a great source of location information offering
360° Virtual Tours of Maple Ridge.

Parks ♦ Facilities ♦ Community and Commercial Buildings

We also offer *Ridgeview*, our Geographic Information System (GIS)
allowing you to view and print out aerial photos
of any section of the District.

MAPLE RIDGE FILMING GUIDELINES

At the District of Maple Ridge we endeavor to provide the film industry with reasonable access and use of the many features the District has to offer for location filming. Our goal is to ensure the District's requirements are clear and easily followed by providing these guidelines and application forms, and by providing a film liaison on staff to assist in these processes. We anticipate and appreciate your reciprocal respect and clarity in your dealings with the District of Maple Ridge.

First Steps

1. Please familiarize yourself with the film guidelines, fee schedule and application forms.
2. **Complete the Film Permit Application and file it with the Economic Development Department in person or by fax at 604.467.7335, at least five (5) working days in advance to allow for processing through the various approval stages. Applications should be accompanied by a site plan or street use request (Addendum A) detailing proposed areas, times, dates and parking layout.** Maps can be printed using our Ridgeview service on our website, or obtained through the Economic Development office.
3. Contact **Marg Johnson in the Economic Development office (604-467-7488)** to discuss your application and have any questions answered.

Film Permit, Business License, & Liability Insurance

1. A \$200.00 (+GST) application fee is required for each Film Permit Application. For multiple locations, the fee is \$200 (+GST) for the first 6 locations and \$50 (+GST) per location after that.
2. The Production Company is required to obtain a Business Licence for the District of Maple Ridge. (See Fee Schedule on Page 6 for more details).
3. The District requires a certified copy of the production company's insurance policy, evidencing a minimum of \$5,000,000.00 (five million dollars) comprehensive liability insurance. The certificate should name **the District of Maple Ridge, the City of Pitt Meadows, School District No. 42, and the Maple Ridge and Pitt Meadows Parks & Leisure Services Commission** as additional named insured and providing that the said **policy shall not be cancelled, lapsed, or materially altered without 30 days' notice in writing.** The certificate must be delivered to the District of Maple Ridge prior to issuance of a Filming Permit.
3. Sign and submit the Hold Harmless agreement (Addendum E) with your permit.

SPECIFIC WORDING FOR LIABILITY INSURANCE REQUIREMENTS

Liability Insurance MUST have the following bolded text written in the policy, naming: **District of Maple Ridge, the City of Pitt Meadows, School District No. 42, and Maple Ridge and Pitt Meadows Parks and Services Commission** as additional named insured and providing that the said **policy shall not be cancelled, lapsed or materially altered without 30 days notice in writing to the District of Maple Ridge.**

Policies without this wording on the certificate will not be accepted.

Electrical Permits & Electrical Inspections

1. A **Municipal Electrical Permit** (Addendum B) is required prior to energizing any electrical equipment for filming purposes in the District of Maple Ridge as per the Canadian Electrical Code Section 2-016.
2. An **Electrical Contractor Authorization Form** (Addendum C) is **to be fully completed by your generator operator and submitted with your Electrical Permit Application**. The District of Maple Ridge may require a copy of the generator operators Electrical Contractor Registration card **showing class designation**.
3. Your inspection date and time is booked when you pay for your permit. **Use the crew call time of your starting date as the time for the electrical inspection**. If the proposed filming is **cancelled, or you need to reschedule** your inspection time up to and including the day of inspection, **call the Film Liaison (604-367-7488) who will notify the inspector of the change**. If filming is cancelled without 24-hour's notification, you will forfeit the inspection fee charge. The Permits Department is open Monday – Friday from 8-4 p.m.

Street Use and Traffic Control

1. Please use the Street Use Request form (Addendum A) as part of your Film Permit Application.

In most cases street parking can be provided for essential unit vehicles. Where off-street parking is available, the Film Production Company should use it for non-essential vehicles, e.g. crew parking. In locations where off-street parking is not available the Film Production Company may be required to use a remote parking location and arrange for a suitable shuttle. **Parking should be organized to minimize the disruption to the area and cones and traffic personnel shall be in place at all times. Vehicles may be required to be identified with signage/hangers.**

2. 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**.
3. Maple Ridge RCMP does not provide traffic control for filming in the District. The Production Company will be required to obtain at their cost, currently certified or licensed professionals for traffic and/or crowd control where deemed necessary by the District. The traffic control plan must be forwarded to the Maple Ridge RCMP, Fire Department and Engineering Department with a minimum of 5 days notice for their approval.
4. Streets in the Central Business District shall not be closed during the retail business day unless all businesses located thereon agree.
5. Major streets shall not be closed during rush hour or other high volume traffic periods.
6. Emergency equipment and school buses shall have the absolute right-of-way and shall not be impeded for any reason.
7. The District does not permit the use of streets for dangerous stunts such as high-speed car chases, crashes, or special effects utilizing explosive devices.

Rental of Municipal Parks & Property

1. Rentals of Municipal Parks and Facilities and other Municipal Properties can be handled through the **Film Liaison at 604-467-7488.**
2. The use of any Municipally-owned cemeteries is only permitted with the approval of the Director of Parks & Facilities. Please speak to the Film Liaison for more information.

Private Property – Owners and Occupants

1. All Owners or Occupants of properties within a street closure area or within any area impacted by filming are to be notified in writing of the activity by the Film Production Company as far in advance of the filming as possible.
2. The Film Production Company will be directly responsible for addressing any problems that residents in the affected area may have as a result of filming and are responsible for resolving them prior to filming.
3. Notifications to property owners/occupants must include:
 - a) **Name of the Film Production Company**
 - b) **A brief description of what the activity will be**
 - c) **Date and time the Film Production Company will be working in the area**
 - d) **Name and telephone number of the location manager**
 - e) **Name and telephone number of on-site contact**
 - f) **Telephone number of the District of Maple Ridge film liaison 604-467-7488**
 - g) **Telephone number of Community Affairs office of the BC Film Commission 604-660-2732**

Bylaws & Noise Control

Late night and early morning move-ins, move-outs or filming outside the hours defined in Maple Ridge Noise Control Bylaw No. 3054 - 1982, as amended, will not be permitted unless the Bylaw Enforcement Department is satisfied that all of the residents of the affected residential or commercial premises impacted by such activities approve. See Addendum C – Request for Noise Bylaws Relaxation. **Copies of the relevant District bylaws are available through the Economic Development office or on our website at www.mapleridge.ca.**

Other Conditions for Filming in the District of Maple Ridge

1. Once a Filming Permit has been issued, any changes in dates, times or location may result in cancellation of the existing permit, requiring the film company to re-apply.
2. The Production Company cannot change locations without first notifying the District and receiving approval.
3. If the District deems it necessary, a Municipal staff representative shall be on site to ensure guidelines and permit conditions are adhered to.
4. Inspections of the filming location may be made by the District prior to, during, and after filming to ensure guideline and permit conditions are adhered to.
5. All time frames for approval are approximate and may change subject to staff availability for permit processing.

6. The Production Company may be required to provide a damage deposit in the amount deemed necessary by the District of Maple Ridge.
7. The name(s) and number(s) of person(s) in charge on the set shall be provided to the Film Liaison.
8. It is recognized that use of Municipal facilities, personnel, and equipment is dependent upon availability and may in emergency situations be withdrawn without notice or liability.

Granting of Approval

The District of Maple Ridge shall be guided in part by the following considerations when determining whether a Film Application is approved:

1. **First Come-First Served:** Film Production Companies will be handled on a first-come-first-served basis. The District reserves the right to limit the number of film companies operating in the District at one time.
2. **District Property:** The District of Maple Ridge reserves the right to approve or deny any requests for filming on location involving District property.
3. **Hot Locations:** It may be necessary for the District to limit the use of any film location. The District will be guided by a majority petition from impacted parties to limit filming in any location as well as the amount of previous filming in an area.
4. **Safe & Sound:** The District of Maple Ridge reserves the right to deny applications that it views as detrimental to the safety and comfort of its citizens or that may negatively impact the environment.

PENALTIES FOR GUIDELINE & CONDITION VIOLATIONS

Any violation of the above-noted Guidelines may result in immediate cancellation of filming permits
A re-issuance of a permit that has been cancelled due to a violation
will require Municipal Council approval.

NOTE: The District requires a Location Manager or Assistant Location Manager to be on site at all times during filming. This person shall possess the ability to communicate effectively with Municipal staff, both orally and in writing. The Film Production Company is to provide a 24-hour emergency telephone number in case of fire, theft etc.

THE DISTRICT OF MAPLE RIDGE

FEE SCHEDULE

(Please add GST unless otherwise noted)

<u>ITEM</u>	<u>RATE</u>
Filming Permit Application Fee	\$200.00 per application
Filming Permit - Multiple Locations	\$200 for first 6 locations, \$50 for each additional location
Municipal Street Use Fee	\$100.00 per day
Business License (no GST)	\$110.00 per year (or \$55.00 if after August 1)
Electrical Permit (no GST)	\$79.00 per application \$200.00 per application when inspections occur outside of regular inspection hours, i.e. weekends, holidays, before 8:00 am or after 4:00 pm
Special Effects Application	\$100 per day/application
Hydrant Application	\$50 per day/application
Municipal Staff Representative	\$50-\$75 per hour
Cemetery Rental	\$250 per day
Parks Rentals	\$300.00 per day (\$35.70 per hour)
Municipal Hall	\$2,000.00 per day
Prep & Wrap Days	\$750 per day
Parking Lot (Edge St.)	\$300 per day

District of Maple Ridge GST number: 106-984-271

All fees are non-refundable. In some cases the District may require a refundable security deposit. It is intended that this deposit will guarantee the clean-up of the site and compliance with the terms agreed to by the District and the Production Company.

**CORPORATION OF THE DISTRICT OF MAPLE RIDGE
LIST OF CONTACT PERSONS**

-
- | | | |
|----|--|--|
| 1. | ECONOMIC DEVELOPMENT
<i>Business Hours</i>
<i>8:00 am to 4:00 pm</i>
Telephone:
Cell:
Main Office Telephone
Fax: | Marg Johnson (Primary Film Liaison Contact)
Pat Shiratti (Secondary Contact)

604-467-7488 Marg
604-312-7726 Marg
604-467-7320 Pat
604-467-7335 |
|----|--|--|
-
- | | | |
|----|---|--|
| 2. | ENGINEERING DEPARTMENT
Business Hours:
Telephone:
Fax: | Traffic Technicians - Michael Eng & Matthew Li
8:00 am to 4:00 pm
604-467-7473
604-467-7425 |
|----|---|--|
-
- | | | |
|----|---|---|
| 3. | R.C.M.P.
Business Hours:
Telephone:
Fax: | Maureen Jones
8:30 am to 4:30 pm
604-463-6251
604-467-7633 |
|----|---|---|
-
- | | | |
|----|--|--|
| 4. | FIRE DEPARTMENT
Business Hours:
Telephone:
Fax: | Mark Smitten or Peter Grootendorst
8:30 am to 4:30 pm
604-463-5880
604-467-7332 |
|----|--|--|
-
- | | | |
|----|---|--|
| 5. | ENGINEERING OPERATIONS
Business Hours:
Telephone:
Fax: | Director of Engineering Operations – Russ Carmichael
8:00 am to 4:30 pm Mon - Fri
604-463-3528
604-467-7360 |
|----|---|--|
-
- | | | |
|----|--|---------------------|
| 6. | EMERGENCY PHONE NUMBERS
Police – Fire - Ambulance
Engineering Operations (after hours) | 911
604-463-9581 |
|----|--|---------------------|
-
- | | | |
|----|---------------------|--|
| 7. | SCHOOL DISTRICT #42 | Maintenance Supervisor – Max Low
604-466-6158
Booking Clerk – Debbie Holtz
604-466-6159 |
|----|---------------------|--|



Deep Roots
Greater Heights

DISTRICT OF MAPLE RIDGE
FILM PERMIT APPLICATION

~~FAX TO 604-467-7335 FIVE (5) BUSINESS DAYS IN ADVANCE OF FILMING~
FOR MULTIPLE LOCATIONS, FILL IN THIS FORM ONCE AND PROVIDE AN ADDENDUM OF LOCATIONS

Date of Application _____

Name of Film Production Company _____

Business Address _____

Postal Code _____ Telephone _____

Name of Production Studio _____

Name of Location Manager _____ Telephone _____

Name of Production _____

Feature TV Movie TV Series Commercial Radio Still Photography Other

General Project Description _____

Location of Filming _____

Move in Date & Time: _____ Move out Date & Time: _____

Filming Date & Time: _____

Special Effects: Guns/Gunfire Animals Rain/Snow Fire/Explosions Stunts Other

Request Pyrotechnic Activities Approval Meeting: _____

Requested Facilities:

- | | | |
|---|--|---|
| <input type="checkbox"/> On Street Parking (Use Addendum A) | <input type="checkbox"/> Municipal Land | <input type="checkbox"/> Other Municipal Building |
| <input type="checkbox"/> Street Occupancy (Use Addendum A) | <input type="checkbox"/> Municipal Parking Lot | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Street Closures (Use Addendum A) | <input type="checkbox"/> Fire Hall | <input type="checkbox"/> Personnel (see below) |
| <input type="checkbox"/> Municipal Park | <input type="checkbox"/> Municipal Hall | |

Municipal Employees Required (specify) _____

Do you have a business license for the District of Maple Ridge? Yes No

(Note: You must have a valid business license for filming in the District of Maple Ridge)

Will there be food catered at this production location? Yes No

Signature _____



Deep Roots
Greater Heights

DISTRICT OF MAPLE RIDGE

11995 HANEY PLACE, MAPLE RIDGE, B.C. V2X 6A9
TELEPHONE: 604-467-7440 OR 604-467-7305
FAX: 604-467-7445

**BUSINESS LICENCE APPLICATION
NON-RESIDENT**

**MINIMUM PAYMENT OF \$110.00 REQUIRED AT TIME OF APPLICATION
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

BUSINESS NAME		
TYPE OF BUSINESS		PROPOSED START DATE
BUSINESS OWNER		E-MAIL ADDRESS
BUSINESS ADDRESS		POSTAL CODE
BUSINESS PHONE #	CELL #	FAX #
MAILING ADDRESS (IF DIFFERENT FROM BUSINESS)		POSTAL CODE
CONTRACTORS LICENCE #		
DRIVERS LICENCE #	VEHICLE PLATE #	GVW

I /WE THE UNDERSIGNED MAKE APPLICATION FOR A BUSINESS LICENCE IN ACCORDANCE WITH THE INFORMATION GIVEN AND DECLARE THE STATEMENTS ARE TRUE AND CORRECT. I /WE UNDERTAKE, IF GRANTED THE LICENCE APPLIED FOR, TO COMPLY WITH EACH AND EVERY OBLIGATION CONTAINED IN BYLAWS NOW IN FORCE OR WHICH MAY HEREAFTER COME INTO FORCE IN THE MUNICIPALITY OF MAPLE RIDGE.

THIS FORM COMPLETED BY _____ DATE _____

SIGNED _____ POSITION _____

OFFICE USE ONLY		
TYPE OF PAYMENT	VISA/MASTERCARD _____	CASH _____ CHEQUE _____
AMANDA FOLDER # _____	ISSUED & MAILED DATE _____	

ADDENDUM A
CORPORATION OF THE DISTRICT OF MAPLE RIDGE
STREET USE REQUEST
~ TO BE SUBMITTED WITH FILM PERMIT APPLICATION ~

Date of Application _____

Name of Film Production Company _____

Name of Location Manager _____ Telephone _____

Name of Production _____

(Please ensure that all vehicles are identified with signage/hanger)

You may use specific landmarks, intersecting streets, meter numbers or other identifiable markers.

Location: _____

Street: _____ Side: _____

Required From:

Day: _____ Month: _____ Year: _____ Time: _____

To:

Day: _____ Month: _____ Year: _____ Time: _____

Work Trucks Crew Park Circus Generator Lighting Catering _____

Traffic Control/Intermittent Stoppages Required: _____

(Note: Ridge Meadows RCMP do not provide traffic control services. The District may require professional traffic control be arranged by film production company at their cost.)

You may use specific landmarks, intersecting streets, meter numbers or other identifiable markers.

Location: _____

Street: _____ Side: _____

Required From:

Day: _____ Month: _____ Year: _____ Time: _____

To:

Day: _____ Month: _____ Year: _____ Time: _____

Work Trucks Crew Park Circus Generator Lighting Catering _____

Traffic Control/Intermittent Stoppages Required: _____

(Note: Ridge Meadows RCMP do not provide traffic control services. The District may require professional traffic control be arranged by film production company at their cost.)

OFFICE USE ONLY

Approved: _____ Date: _____

Comments:



**ADDENDUM B
OF FILMING GUIDELINES
ELECTRICAL PERMIT APPLICATION FOR MOVIE SET**

CORPORATION OF THE DISTRICT OF MAPLE RIDGE
Bylaws, Permits and Licensing Department, Phone: 604-467-7313, Fax: 604-467-7461
APPLICATION FOR: ELECTRICAL PERMIT FOR FILMING PURPOSES

Date: _____

Movie Set Location: _____

Production Company Name _____ Business Licence No. _____
AR's No. _____ AR's Name _____ Class _____

Description of Work _____ Film Shoot _____

PLEASE NOTE: The District of Maple Ridge inspects all electrical permit applications in the District. Inspection times should be booked for whenever crew call time is on your start day.*

Generators # of _____ Total KVA: _____ Volts: _____ Amps: _____

*** PLEASE INDICATE TIME OF CREW CALL FOR FIRST DAY**

Location Start Date _____ Location End Date _____

*Start Date Crew Call Time: _____

Location Contact and phone number: _____
(This person should be on location at time of inspection)

Applicants Signature

Applicants Phone Number

Please list additional locations below

<u>Address:</u>		
<u>Start Date:</u>	<u>End Date:</u>	<u>Inspection Time:</u>

<u>Address:</u>		
<u>Start Date:</u>	<u>End Date:</u>	<u>Inspection Time:</u>

<u>Address:</u>		
<u>Start Date:</u>	<u>End Date:</u>	<u>Inspection Time:</u>

**ADDENDUM C
ELECTRICAL CONTRACTOR AUTHORIZATION FORM
FOR FILM SHOOTS**

A. Installation:

Permit Number: (Filled out at Counter)		
Production Co:	Project Name:	
Film Location Street No.	Film Location Street Name:	NSEW:
Site Or Location Name if applicable (Business Name, Park, Facility, Residence, etc.):		
City: Maple Ridge		

B. Registered Electrical Contractor Information:

Registered Electrical Contractor (EC) Name (please print):		
Registration No:	Telephone: ()	Fax: ()

C. Declaration of Electrical Contractor to the Electrical Inspection Office:

Registered Representative Reg. No. (RR):	Reg. Rep. Classes:		
<p>I, _____ a registered representative for the above production company, have physically inspected the electrical work completed under the above-mentioned permit, and hereby certify that the electrical installation authorized thereby has been installed to comply with the Electrical Safety Act and Regulations of British Columbia.</p>			
Registered Representative (RR) Signature:	Date: yyyy	mm	dd
Generator Set Up Date: yyyy	mm	dd	
Type of Grounding Electrode:	<input type="checkbox"/> ROD <input type="checkbox"/> PLATE <input type="checkbox"/> UFER <input type="checkbox"/> OTHER – describe:		
# of Generators	List Individual KVA		
<input type="checkbox"/> All electrical work will be completed on set up date and the final inspection is requested. Remarks: _____ _____			

D. Office Use Only

Installation as noted above has been accepted on the basis of the Qualifications of the Electrical Contractor's Registered Representative.			Name (please print)
Date: yyyy	mm	dd	Electrical Safety Inspector Signature:

ADDENDUM D

(Use this as a guide for your request for noise bylaw relaxation. Please include all relevant information and provide supporting documents as necessary.)

Fax to 604-467-7445 or drop off at the Municipal Hall

Date: _____

Company: _____

Contact: _____

Address: _____

Diane Merenick, Bylaws Supervisor
Licenses, Permits, & Bylaws Department
District of Maple Ridge
11995 Haney Place
Maple Ridge, B.C. V2X 6A9

NOISE BYLAW RELAXATION REQUEST FOR FILM PRODUCTION

Please accept this letter as our request for a temporary Noise Bylaw relaxation for our film production on location in the District of Maple Ridge.

Location of filming: _____

Description of Activities: _____

Date(s) and Time(s): (Please include start date/start time and end date/end time)

Contact Phone Number: _____

Contact Fax Number: _____

ADDENDUM E
DISTRICT OF MAPLE RIDGE
HOLD HARMLESS AGREEMENT

_____ agrees to assume and hold harmless the District of Maple Ridge, its officers, employees and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of activities for which they were granted a Filming Permit by the Corporation of the District of Maple Ridge.

Further, _____ agrees to indemnify and defend, saving harmless the District of Maple Ridge, its officers, employees and agents against any liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the licensee, his agents or employees, and occurring during the period and as a result of the activities for which this license was issued, except to the extent due to the acts or omissions of any officers or employees of the District of Maple Ridge, or caused by or arising out of the condition of any Municipally-owned or controlled property, whether real or personal.

Business Name: _____

Applicant: _____

Signature: _____

Title: _____

Date: _____

District of Maple Ridge

Date: _____

ADDENDUM F
DISTRICT OF MAPLE RIDGE
FILMING CHECK LIST

- Film Application submitted** at least five (5) working days in advance of requested filming date
- Film Deposit** – To be determined by Film Liaison after application is submitted.
- Street Use Request submitted** with application
- Site plan submitted** showing area of filming, times, dates and parking locations of production units and employee vehicles
- Meeting arranged** with Production Company and District personnel **(as necessary)**
- Hold Harmless Agreement signed** and filed with Film Liaison (Addendum E)
- Electrical Permit Application & Electrical Contractor Authorization Form** submitted
- Business License** applied for (if necessary)
- Traffic control company hired** required not required
- Park use request** approved and booked
- Municipal property use request** approved and booked
- Insurance certificate received by District** with the following details:
 - \$5,000,000 coverage
 - naming the **District of Maple Ridge, the City of Pitt Meadows, School District No. 42, and Maple Ridge and Pitt Meadows Parks and Services Commission** as an additional insured; **(also see Page 3 for specific wording)**
 - no cancellation without thirty (30) days written notice
- “Dear Resident” letter distributed and approved** copy filed with Film Liaison **(see page 5 for details)**
- If you need to change the time of you electrical inspection**, including on the day of the inspection (M-F), call 604-the Film Production Liaison 604-467-7488 soon as possible so I can contact the inspector.
- Filming Permit signed** by both parties and copy kept on location.