

		<p align="center">CORPORATE POLICY MANUAL</p> <p align="center">Policy No: COR-0110</p> <p align="center">Effective Date: 04/07/2011</p>
<i>SUBJECT</i>	Filming on Properties and Streets within the Township of Guelph/Eramosa	
<i>Department/Category</i>	All Departments	
<i>Related Documents</i>	<i>Township's Noise By-law, Township's Parking By-law</i>	

1. Purpose

a) The purpose of this policy is to provide guidelines for the assessment and coordination of location filming projects within the Township of Guelph/Eramosa.

2. Applicability

a) The guidelines included within this policy and schedules attached hereto apply to all location filming which takes place within the Township of Guelph/Eramosa, except for newscasts.

3. Permit Issuance

a) In conjunction with By-law Enforcement, Public Works and any other applicable Department, the permits for location filming will be coordinated through and issued by the Clerk's Department of the Township of Guelph/Eramosa. Contact information for the Clerk's Department is provided below:

Clerk
Township of Guelph/Eramosa
8348 Wellington Road 124, Rockwood ON N0B 2K0
PHONE: 519-856-9596 FAX: 519-856-2240
general@get.on.ca

b) There is a permit application fee of \$500.00 required, to be submitted along with the completed application form.

4. Submission Timelines

a) A complete application for a film permit shall be completed and returned to the Clerk's Department not less than three (3) working days, exclusive of Saturdays, Sundays, and holidays, prior to filming.

5. Notification

- a) The applicant must notify, in writing, any resident within a three hundred (300) feet radius of the location, who may be or will be affected during the process of filming and a copy of the letter must be provided to the Clerk's Department at the Township Office, along with the completed permit application. If filming takes place on a Township road, the application will notify all of the residents on the subject road, in writing. **Notification requirements are provided within Schedule A of this policy.**
- b) Members of Council will be notified by Township staff of all location filming which takes place within the Township of Guelph/Eramosa.

6. Restrictions and Limitations

- a) **Vegetation:** Removing, trimming and/or cutting of vegetation or trees is prohibited unless written approval is received from the relevant municipal authority or property owner.
- c) **Hours and Days for Filming:** Filming between the hours of 11:00 p.m. and 7:00 a.m. will be prohibited, unless approved by the majority (more than half) of the affected property owners within a three hundred (300) feet radius of the filming location.
- d) **Community Standards:** In the interest of community standards, the Township of Guelph/Eramosa reserves the right to refuse to issue a permit to a production company if the project does not comply with municipal by-laws, Provincial or Federal laws or if the project may be considered socially sensitive or distasteful to the general public.
- e) Location filming in residential areas will be limited to two (2) occasions per year for each residential block unless approved by the majority (more than half) of the affected property owners within a three hundred (300) feet radius of the filming location.
- f) The Township of Guelph/Eramosa reserves the right to refuse to issue a permit to a production company or individual who has failed, in the past, to adhere to the filming guidelines of the Township of Guelph/Eramosa, set out within this policy document.

7. Responsibilities

- a) **Clean- up and Refuse:** The applicant shall be responsible for the clean-up of the site, removal of litter and the restoration of the event site to its original condition, with a minimum amount of noise and disruption. Failure to do so may result in the loss of damage deposit. When refuse collection is interrupted as the result of filming activity, the applicant must be responsible for making other arrangements for refuse collection, which is satisfactory to the Township, the County of Wellington Solid Waste Services and the affected property owners.
- b) **Conduct:** It is the responsibility of the production company and/or applicant to ensure that their staff operate in a safe and professional manner in the course of their duties.

8. Vehicles, Traffic and Parking

a) **Traffic Control and Parking Plan:** All public roads and properties used for filming or parking must be identified within a traffic control and parking plan, to be submitted to the Clerk's Office with a completed application. This plan will be reviewed and approved by the Public Works Department and the By-law Enforcement Officer to ensure compliance with local regulations. Failure to comply with the approved traffic control and parking plan will result in enforcement, including but not limited to, revoking of film permit, fines and/or towing.

b) **Signage:** Barricades, signs and signals shall be to the satisfaction of the Township's Public Works Department and By-law Enforcement Officer. Adequate signage to guide motorists or the public around the site will be supplied, erected and maintained by the applicant. No permanent or temporary fixtures or road signs may be covered, removed or altered in any way without written approval from the Township's Public Works Department.

c) **Traffic:** Through traffic must be maintained at all times. Traffic may be stopped in any direction for no longer than three (3) minute intervals, subject to Township approval. All moving vehicles associated with the filming project must comply with appropriate traffic regulations unless stated otherwise on the permit. All moving vehicles associated with the filming project must comply with regulations governing traffic in Township owned properties and parks. The applicant shall ensure that all posted speed limits are adhered to with regard to all moving vehicles associated with the filming project.

d) **Access:** Vehicular access and pedestrian access to all properties must be maintained.

e) **Traffic Control:** It is the responsibility of the applicant to have Paid Duty Officers on site when traffic is stopped for any length of time in any direction, for travel shots or road closures.

f) **Parking:** The applicant must at all times comply with their approved parking plan and local regulations regarding parking, restricted areas and fire hydrants unless otherwise specified by the Township's Public Works Department or By-law Enforcement Officer. A copy of the current Township Parking By-law can be obtained from the Clerk's Department and/or the Township's By-law Enforcement Officer.

9. Police and Emergency Services

a) **Special effects:** Appropriate Paid Duty Officers are required for the use of pyrotechnic special effects. Qualified emergency medical personnel must be on site during the filming of dangerous situations, such as special effects, stunts, and/or pyrotechnics.

b) **Fire:** The Township of Guelph/Eramosa Fire Department must be notified when the use of flammable liquid and/or materials is being planned.

10. Insurance and Expenses

- a) **Insurance:** All applicants must supply proof of insurance for not less than five (5) million dollars, naming the Township of Guelph/Eramosa as an additional insured party and such proof must accompany the completed permit application.
- b) **Expenses:** The production company is responsible for all out-of-pocket expenses related to the use of Township roads, properties, parks or equipment. If manpower and/or equipment are required from the Townships' Public Works Department or the Township's Parks and Recreation Department, current hourly weekday and/or weekend rates will apply. If Township properties or facilities are being used by a production company, the current rate for rental fees will apply.
- c) **Security Deposit:** A security deposit in the amount of \$3,000.00 will be required for filming projects one (1) to three (3) days in duration. After three days of filming, an additional \$1,000.00 will be required as a security deposit for each subsequent day. The Township will retain the security deposit until such time as the project has been completed, clean-up of the project has occurred to the satisfaction of the Township and the applicant has paid all associated expenses, if applicable.

11. Consideration and Disruption

- a) Affected property owners and residents should be free from negative environmental conditions resulting from filming, including but not limited to spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business.
- b) **Noise:** The Municipal Noise By-law must be adhered to at all times. Any activity during restricted hours will require written permission from the Township of Guelph/Eramosa. A copy of the current Municipal Noise By-law can be obtained from the Clerk's Department. All generators used on streets in residential areas or parks will be "blimped" or quiet generators.
- c) **Lighting:** Lighting for filming should be oriented away from neighbouring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.
- d) It is the responsibility of the production company to ensure that there is a minimum of disruption to residents, occupants, businesses and Township employees where filming occurs. This includes ensuring residents, business owners and customers access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

12. Safety and Restrictions

- a) Interior safety signs in buildings must not be covered (eg. fire exit signs) unless expressly agreed to by the property manager/owner.
- b) The use of hydro services, water trucks and other such equipment or infrastructure may require inspection by appropriate staff.
- c) All production companies must adhere to the Ontario Ministry of Labour Safety Guidelines for the Film and Television Industry in Ontario.

13. Contact Information

For more information about this policy, or questions related to filming activities at the Township of Guelph/Eramosa, please contact us:

Clerk
Township of Guelph/Eramosa
8348 Wellington Road 124
Rockwood, ON N0B 2K0
Phone: 519-856-9596
Fax: 519-856-2240
Email: general@get.on.ca

14. Schedules

See the attached Schedules, which form part of this policy:

Schedule A - Notification Procedures
Schedule B - Important Contacts

Adopted by Council on: (04/07/2011)

SCHEDULE A

Notification Procedures

All residents and businesses within three hundred (300) feet must be notified in writing at least three (3) days prior to filming activities. Please draft the notification letter on company letterhead. A copy of the notification letter must be submitted with your applicant. The letter must include the following information:

1. State the company name, the type of filming (ie/ commercial, feature film, music video), the name of the production company and indicate that filming is proposed within or around their neighbourhood.
2. List the proposed dates and times for filming for your project.
3. Describe the filming activities, including what is planned to occur on the day or days of the shoot. Please include as many details as possible, as neighbours may be more receptive when film companies are forthcoming about the total impact to the neighbourhood. If details are still to be determined, please indicate this with your letter, although it is recommended that most or all details be confirmed when notifying the affected property owners.
4. Describe any construction activity, include dates and times. If special effects or loud noise is planned, include information about dates and times and indicate what safety and security measures will be in place.
5. Provide information on production vehicles and where they will be parked on the affected streets.
6. Thank the neighbours for their support and cooperation and extend any courtesies deemed appropriate.
7. Provide a contact name and phone number from your production company for the neighbours to contact should they require additional information or a problem arises. Indicate within your notification that they may also contact the Clerk's Office at the Township Office.
8. Include any other information deemed appropriate.

SCHEDULE B

Important Contacts for Applicants

EMERGENCIES - 911

Township of Guelph/Eramosa

Clerk's Department – for applications and information: (519) 856-9596 ext. 107

Fire Services – (519) 824-6590

Public Works – (519) 856-9596 ext. 120

By-law Enforcement – (519) 856-9596 ext. 121

Wellington County

O.P.P. Rockwood Detachment – (519) 856-1506

Solid Waste Services – (519) 837-2601

Groves Memorial Hospital, Fergus - (519) 843-2010

Guelph General Hospital, Guelph – (519) 822 5350