

Corporation of the Township of  
**Sables-Spanish Rivers**



**Filmmaking Policy**

**2013**

## Corporation of the Township of Sables-Spanish Rivers

### Filmmaking Policy

Encouraging film production is an economic development tool that can provide temporary jobs for local residents; generate local revenue and bolster local businesses. One of Northern Ontario's fastest growing industries, motion picture production, is an essential source of economic activity, tax revenue, jobs and tourism in Ontario, and in northern Ontario in particular.

It is always important to balance the needs of a production company with the concerns of local government and the local community. Once a municipality has created a film bylaw, they should consider establishing permit policies and regulations that are "film friendly" with the intent to increase or retain filming in a community. The following are the Corporation of the Township of Sables-Spanish Rivers adopted "best practices".

1. Rapid film permit issuance: The Corporation of the Township of Sables-Spanish Rivers will strive to issue film permits as quickly as possible. However, if filming interferes with traffic or involves potential public safety hazards, more time may be required.
2. Establish standard hours for film activities: typically 7:00 a.m. – 10:00 p.m. for residential zones.
3. Establish reasonable permit fees. Compare fees charged by similar surrounding cities and stay within or below those limits. The Corporation of the Township of Sables-Spanish Rivers will only issue permits when municipal infrastructure or property is involved, or if filming will take place over a significant amount of time. The Township will not charge a fee unless there is an impact on municipal infrastructure or property. Permits and permit fees will be reviewed and set by Council.
4. Establish a film permit requirement; no business license is required within the Corporation of the Township of Sables-Spanish Rivers.
5. Council may appoint a key liaison on a case by case basis.
6. Create a centralized filming section on your municipal website clearly listing all film regulations, permit and insurance requirements, fee schedules and liaison contact information.

#### **B. Specific Guidelines for Filming Regulations:**

- \*1. Timely issuance of film permits: An applicant will be required to submit a permit request and allow an adequate amount of time to accommodate required procedures prior to the date on which such person desires to conduct an activity for which a permit is required. If such activity interferes with traffic or involves potential public safety hazards, more time may be required.
2. Notification: All residents and merchants within a 100 meter radius of the film location must receive notice of filming dates, times, location address and production company contact at least 48 hours prior to the first film activity. When parking production vehicles on a public street, residents and merchants impacted by the parking must receive notice at least 48 hours prior to the arrival of the vehicles.

3. General notification: A survey of affected residents and/or businesses within a 61 meter (200 ft) radius is required when the filming includes extraordinary activities such as a street closure, involves pyrotechnics, excessive noise, low flying helicopters, requests to film beyond the standard hours, and requests to film for extended periods of time. Survey results will be taken into consideration prior to issuing permit.

4. Clean up: The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site. A deposit may be required.

5. Filming on Private Property: An applicant is required to obtain the property owner's written permission, consent, and/or lease for use of property not owned or controlled by the Corporation of the Township of Sables-Spanish Rivers.

6. Public Works Department (Road and Streets): If the applicant must park equipment, trucks, and/or cars in zones that will not permit it, temporary "No Parking" signs must be posted with approval of the local authority. The applicant must also coordinate with Public Works to obtain permission to lay and safely mat cable across sidewalks, or from generator to service point.

7. Traffic Control: For filming that would impair traffic flow, an applicant must use Ontario Provincial Police (OPP) or municipal flagstaff and comply with all traffic control requirements deemed necessary.

a. An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the Ontario Highway Traffic Act. All appropriate safety precautions must be taken.

b. For any lane closure or intermittent traffic control (ITC), the period of time that traffic may be restricted will be determined and approved by the Corporation of the Township of Sables-Spanish Rivers, based on traffic volumes for location and time of day.

c. For any road closure, emergency services need to be notified at least 24 hours in advance of road closure

d. Any emergency roadwork or construction by municipal crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.

**C. Other Considerations to Encourage Filming:**

A municipality that wishes to actively recruit filming as part of its economic development plan should also consider providing the following services or incentives to encourage filming;

1. Provide service and support to each production company from the initial contact to the close of the production, including problem solving on film related matters. Support should include coordination between the film company, local residents and businesses and the municipality;

2. Offer municipally owned properties for use as filming locations. Charge applicants for cost recovery only - review time, public works time or security monitors;
3. Create an on-line database of location photos
4. Upload location photos to regional and provincial website to market a local region.

## **SUGGESTED FILMING BYLAW**

### **I. DEFINITIONS**

- a. "Motion picture and television" shall mean and include all activity attendance to staging or shooting commercial motion pictures, television shows or programs, independent films, commercials, and student films produced to satisfy a post-secondary school course requirement at an educational institution in any medium including film, tape or digital format.
- b. "Charitable films" shall mean commercials, motion pictures, television, videotapes, digital recordings or still photography produced by a nonprofit or charitable organization. No person, directly or indirectly, shall receive a profit from the making, marketing and production of the film or from showing the films, tapes or photos.
- c. "News Media" shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camerapersons.
- d. "Studio" shall mean a fixed place of business certified as such where filming activities are regularly conducted upon the premises.

### **II. PERMITS AND EXEMPTIONS:**

- a. Permit required: No person shall use any municipal property or facility for the purpose of filming motion pictures or television, without first applying for and receiving a permit from the officer designated by the Corporation of the Township of Sables-Spanish Rivers.
- b. Exemptions:
  - 1) News Media: The provisions of this Chapter shall not apply to or affect reporters, photographers or camerapersons in the employ of a newspaper, news service, or similar entity engaged in on-the-spot print media, publishing or broadcasting, of news events concerning those persons, scenes or occurrences which are in the news and of general public interest.
  - 2) Personal/Family Video: The recording of visual images (motion) solely for private personal use, and not for commercial use.

3) Studio Filming: Filming activities (motion) conducted at a studio.

### **III. RULES AND REGULATIONS:**

Rules: The designated municipal officer is hereby authorized and directed to promulgate rules and regulations, pursuant to approval by resolution of the Council, governing the form, time and location of any film activity set forth within the Corporation of the Township of Sables-Spanish Rivers. The officer shall also provide for the issuance of permits.

The rules and regulations shall be based upon the following criteria:

1. The health and safety of all persons;
2. Mitigation of disruption to all persons within the affected area;
3. The safety of property within the Corporation of the Township of Sables-Spanish Rivers; and
4. Traffic congestion at particular locations within the Corporation of the Township of Sables-Spanish Rivers.

### **IV. APPLICANTS AND ISSUANCE:**

a. Issuing Authority: the issuing authority shall be the Corporation of the Township of Sables-Spanish Rivers designee.

b. Applications: The following information shall be included in the application:

1. The specific location at such address or place;
2. The inclusive hours and dates such activity will occur;
3. A general statement of the character or nature of the proposed filming activity;
4. The name, address, email address, and telephone number of the person or persons in charge of such filming activity;
5. The exact number of personnel to be involved;
6. Activity which may cause public alarm such as the use of any animals, gunfire or pyrotechnics and low flying helicopters; and
7. The exact amount/type of vehicles/equipment to be employed along with a parking plan.

c. Fee Schedule: refer to Appendix.

d. Reimbursement for Personnel: The production company shall reimburse the Corporation of the Township of Sables-Spanish Rivers for any personnel provided to the company (e.g., fire, traffic, municipal office) for the purpose of assisting the production.

e. Change of Date: Upon the request of the applicant, the issuing authority shall have the power, upon a showing of good cause, to change the date for which the permit has been issued, provided established limitations are complied with in respect to time and location.

**V. LIABILITY PROVISIONS:**

a. Liability Insurance: Before a permit is issued, a certificate of insurance will be required in an amount not exceeding \$2,000,000 naming the Corporation of the Township of Sables-Spanish Rivers as a coinsured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The Township officers and employees shall be named as additional insured. The certificate shall not be subject to cancellation or modification until after thirty days written notice to the Corporation of the Township of Sables-Spanish Rivers. A copy of the certificate shall remain on file.

b. Work Place Safety Insurance Board (WSIB): An applicant shall conform to all applicable provincial requirements for WSIB Insurance for all persons operating under a permit.

c. Hold Harmless Agreement: An applicant shall execute a hold harmless agreement as provided by the Corporation of the Township of Sables-Spanish Rivers prior to the issuance of a permit under this ordinance.

d. Security Deposit: To ensure cleanup and restoration of the site, an applicant may be required to submit a refundable deposit (amount to be determined). Upon completion of filming and inspection of the site by the Corporation of the Township of Sables-Spanish Rivers, if no verifiable damage has occurred, the security deposit should be returned to the applicant.

**VI. VIOLATION:**

If an applicant violates any provisions of this ordinance or a permit issued pursuant thereto, the Corporation of the Township of Sables-Spanish Rivers may provide the applicant with verbal or written notice of such violation. If the applicant fails to correct the violation, the Township may revoke the permit and all activity must cease.

## **MUNICIPAL INFORMATION**

### **Where to Start**

Any person or company wishing to access the Corporation of the Township of Sables-Spanish Rivers municipal property for the purposes of commercial photography, video, film and television, including documentaries, must obtain a film permit from the Corporation of the Township of Sables-Spanish Rivers (TSSR). News media are exempt.

Once you have chosen your locations, contact the TSSR municipal office to verify it is municipal property and a permit is needed and that it is available for film production on the dates you have chosen.

Information requirements, insurance requirements and fees are listed on the next few pages.

For filming in Chutes Provincial Park, please contact 705-865-2021.

For filming along the railroad, please contact Huron Central, Sault Ste. Marie 705-254-4511

For filming along the TransCanada Highway contact MTO North Bay 705-564-7707

### **Fees**

May be required to pay a permit fee and a damage deposit prior to commencement of filming. Fees may be waived, upon approval of Municipal Council, for independent, charitable and student projects. 50% of service costs of estimated value is required prior to filming. The remaining balance is due at the completion of local filming.

### **Massey District Community Centre and Arena**

Please contact Parks & Recreation Coordinator for more information regarding this facility, 705-865-2519 or email [massey.arena@sables-spanish.ca](mailto:massey.arena@sables-spanish.ca)

### **Police**

Contact the Sudbury detachment of the Ontario Provincial Police 1-888-310-1211 for policing needs.

### **Fire Department Fees**

Contact the Sables-Spanish Rivers Fire Department 705-865-2646 to find out if they are available to provide safety equipment and crews.

Fire Rescue:                      Current hourly rate or portion thereof

### **Other Municipal Services**

Other services to film production companies include street and facility cleaning, snow removal, installation of banners, signs and decorations, flagging underground irrigation pipes, water turn on/shut offs, etc.

Labour is charged at a flat rate per person.

Snow removal when available starts at the current hourly rate, depending on the scope of the work and equipment required. Snow removing services are limited to when staff and equipment are available. These charges are added to your per day filming fee and payable upon completion of filming.

### **Payment and Refunds**

Payment will be in the form of certified cheque.

### **Insurance Requirements**

The TSSR requires proof of liability insurance, naming the “Corporation of the Township of Sables-Spanish Rivers” as additional insured for a \$2 million CDN liability. Please have your insurance company fax the waiver to 705-865-2736 or email a doc or PDF of same to [kasloss@sables-spanish.ca](mailto:kasloss@sables-spanish.ca). A permit will not be issued without proof of insurance.

Once the insurance and full fees are received, and once all other conditions have been met, the permit will be issued. A representative of the production company is required to sign the permit and return a copy to the Municipal Office either by fax, email, mail or in person.

### **Private Property**

Though productions are not required to obtain a film permit for filming on private property, please notify the Municipality of filming details as a courtesy.

### **Parking**

Please arrange parking of vehicles associated with the production in advance, in accordance to the Municipal Parking bylaw 2009–40.

### **Contact Information**

For more information on municipal film permits, contact:

The Corporation of the Township of Sables-Spanish Rivers 705-865-2646 or [inquiries@sables-spanish.ca](mailto:inquiries@sables-spanish.ca)



# TOWNSHIP OF SABLES-SPANISH RIVERS FILM PERMIT APPLICATION FORM

## GENERAL INFORMATION

Name of Applicant \_\_\_\_\_

Position / Title \_\_\_\_\_

Production Company \_\_\_\_\_

Parent Production Company \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Mobile \_\_\_\_\_ Pager \_\_\_\_\_

Email \_\_\_\_\_

## PRODUCTION INFORMATION

Project Title \_\_\_\_\_

Topic/Genre \_\_\_\_\_

Type of Project and Principal Cast (please list)

Feature \_\_\_\_\_

TV Movie \_\_\_\_\_

TV Series \_\_\_\_\_

Commercial \_\_\_\_\_

Documentary \_\_\_\_\_

Educational Segment \_\_\_\_\_

Other (explain) \_\_\_\_\_

Total days of filming in the TSSR \_\_\_\_\_

Dates (from day/month/year to day/month/year) \_\_\_\_\_ to \_\_\_\_\_

Which, if any, days will include night filming (11 p.m. to 7 a.m.) \_\_\_\_\_

Total Project Budget \_\_\_\_\_

Total Budget for filming in TSSR \_\_\_\_\_

Production Country of Origin \_\_\_\_\_

Total Number of TSSR Locations \_\_\_\_\_

Other information/details (optional) \_\_\_\_\_

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## **FILM LOCATIONS FORM**

Please provide a list of all proposed film locations and briefly describe the proposed activities at each including dates and times, parking requirements, municipal services and facilities, planned traffic interruptions, special effects, etc.

**The following format is suggested for each film location:**

Location \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Parking Plan required (five or more vehicles on site)    Yes    No

Road Closure / Traffic Interruption                                      Yes    No

Use of Municipal Facilities / Property                                      Yes    No

Pay Duty Police Officer required    Yes    No

Special Effects (please list) \_\_\_\_\_

Activity Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Applicant (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FILMING NOTIFICATION

Dear Property Owner,

Please be advised that filming in your immediate area will occur  
*(Insert date) to (insert date).*

Production crews will be operating at film location  
*(Insert address and/or location description)* during this period.

The filming of this production will include:

*(Insert appropriate activities)*

Temporary Street Closures

Intermittent Traffic Interruptions

Parked Production Crew Vehicles

Alterations to the Neighbourhood

Costumed Cast and Props

Controlled Special Effects including: *(insert nature of special effect i.e. explosion)*

Thank you in advance for your cooperation and understanding. *(Insert Production Company Name)* has been working with the Township of Sables-Spanish Rivers in order to minimize disruption while filming in the community. We appreciate your generous support and welcome you to observe filming from a safe distance without compromising the set.

Please use the space provided for comments/concerns

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**For further information please contact:**

*(Insert Production Crew contact name and phone number / email address)*