

**GREATER VANCOUVER REGIONAL DISTRICT
FILMING POLICY & REGULATIONS**



**Endorsed by: J.C.Carline
Chief Administrative Officer
Greater Vancouver Regional District
December 2000**

1.9 FILMING POLICY

POLICY It is our policy to support the British Columbia film industry by accommodating commercial and non-commercial filming on GVRD premises while protecting GVRD assets and avoiding disruption to our core businesses and use by residents. GVRD helps develop responsible filming industry practices by encouraging student productions on GVRD premises.

It is our policy to charge fees for filming on GVRD premises to recover costs and to generate net revenues. Fees are set to reflect a fair charge for services, sites and facilities offered the industry.

AUTHORITY *The Local Government Act*, Chapter 323, Part 24, Division 4, 796(1)(a) enables the GVRD to make policy and set conditions to manage use of property under its control.

PURPOSE The purpose of the GVRD Filming Policy is to:

- Establish requirements, fees, guidelines and procedures by which filming activities on GVRD premises will occur.
- Allow filming activity while protecting GVRD premises, operations and maintenance activities, and normal use and enjoyment of visitors from unacceptable disruption, potential liability and adverse impact on resources.
- Recover direct GVRD costs associated with filming and to generate net revenues.

DEFINITION “GVRD” or “Greater Vancouver Regional District” wherever referenced in this policy, refers to any one or more of the following, as applicable: Greater Vancouver Regional District (GVRD), Greater Vancouver Water District (GVWD), Greater Vancouver Sewerage and Drainage District (GVS&DD), Greater Vancouver Housing Corporation (GVHC).

APPLICATION The GVRD Filming Policy, Regulations, procedures and guidelines shall refer to, but not be limited to, all commercial, non-commercial and educational or student filming, commercial photography, and sound and video recordings.

This policy applies to all GVRD premises.

REGULATIONS Regulations pursuant to this policy describe the requirements and restrictions applicable to permitting commercial and non-commercial filming on GVRD premises.

PROCEDURES Procedures, guidelines and conditions specific to individual GVRD sites, areas or premises may be developed to ensure implementation of Filming Policy objectives.



Chief Administrative Officer

December 20, 2000

Effective Date

FILMING REGULATIONS

An ordinance to regulate the conditions under which filming may occur on GVRD premises, under the authority of *The Local Government Act*, Chapter 323, Part 24, Division 4, 796(1)(a).

1.0 Definitions

- 1.1 **Filming Activities:** include all scouting activities and site surveys, technical surveys, preparation work, actual filming, subsequent site clean-up and restoration for all commercial and non-commercial filming on GVRD premises.
- 1.2 **Student Filming:** filming activities by students able to provide proof of registration in an accredited educational institution.

2.0 Regulatory Compliance

- 2.1 Filming activities shall comply with all applicable Municipal, Regional, Provincial and Federal Acts and Regulations.

3.0 Filming Site Supervisor

- 3.1 The Filming Site Supervisor assigned by the Filming Coordinator will continually supervise all filming activities by the Production Company.
- 3.2 The Filming Site Supervisor may negotiate, authorize, deny, suspend or terminate filming activities.

4.0 Production Company Authorized Executive

- 4.1 The Production Company must appoint an Authorized Executive who is legally and fiscally responsible for all Production Company activities, and has authority over the director and filming crew and all Production Company employees, agents, contractors or volunteers.
- 4.2 The Authorized Executive:
 - a) must provide the Filming Site Supervisor with a 24-hour contact number and be available during all filming activities;
 - b) shall read, agree to and sign the Indemnification Agreement and Filming Checklist;
 - c) shall be responsible for ensuring Production Company employees, agents, contractors and volunteers are informed of and abide by GVRD policies and regulations;
 - d) shall be responsible for carrying out all instructions as requested by the Filming Site Supervisor.

5.0 Filming Activities Approval

5.1 Filming activities may be approved by the Filming Coordinator after the Production Company:

- a) reads, understands and agrees to abide by the GVRD Filming Policy and regulations.
- b) reviews on site the proposed filming activities with the assigned Filming Site Supervisor at least five (5) working days in advance of the proposed filming activity for proper review and consideration. GVRD may be able to accommodate filming requests in less time.
- c) submits to the Filming Site Supervisor all required written approvals and conditions from the appropriate Federal, Provincial, Regional and/or Municipal agencies responsible for governing watercourses and land-based resources within GVRD premises.
- d) submits to the Filming Coordinator:
 - i. a completed Filming Application outlining:
 - film site(s) requested
 - crew and cast size, number of vehicles
 - dates and times crew proposes to be in the area
 - general description of scene(s) to be filmed
 - details of stunts or special effects causing conditions unusual for the premises
 - type and extent of equipment involved
 - any site-specific requirements
 - ii. the application fee
 - iii. the security deposit
 - iv. proof of insurance
 - v. a signed Indemnification Agreement
 - vi. a WCB Clearance Letter
 - vii. a completed Filming Checklist.

5.2 Filming activities will only proceed after the Production Company receives signed approval from the Filming Coordinator.

6.0 Notification of Schedule and Activity Changes

6.1 The Filming Site Supervisor has full authority to accept or deny any schedule or activity changes including expansion of scope of activities beyond those in the initial application.

6.2 The Production Company must submit for authorization to the Filming Site Supervisor all filming schedule or activity changes at least 24 hours prior to the commencement of such schedule or activity changes.

7.0 Fees and Charges

- 7.1 Fees and charges for filming activities will be as per Schedule 1 of these regulations.
- 7.2 GVRD reserves the right to require the Production Company to hire, at the expense of the Production Company, recognized professional environmental or heritage consultants, acceptable to the GVRD, for evaluation or consultation for sites with environmental or heritage values, as determined by the GVRD.
- 7.3 The Production Company shall fairly compensate GVRD caretakers or tenants for costs and inconvenience when filming activity occurs in their home premises owned by the GVRD.
- 7.4 The GVRD may, for a fee, provide certain GVRD equipment to the Production Company. Only GVRD staff will operate the equipment and within prescribed operating conditions.
- 7.5 If requested by the Production Company, the Filming Site Supervisor will provide a cost estimate of all fees and additional charges, based upon the proposed use as defined in the application form.
- 7.6 The Filming Site Supervisor shall obtain from the Production Company acceptance of all fees and rates, costs and charges before filming activities commence.
- 7.7 The Filming Site Supervisor shall be responsible for documenting all fees and rates, costs and charges incurred as a result of filming activities.
- 7.8 The Filming Coordinator shall invoice the Production Company for fees and rates, costs and charges at the conclusion of filming activities.
- 7.9 If filming is cancelled for any reason, the Production Company is responsible for all costs incurred by the GVRD up to the time of cancellation.

8.0 Security Deposit

- 8.1 The Production Company must submit a security deposit as per Schedule 1, in the form of a certified cheque payable to the GVRD.
- 8.2 The Filming Coordinator shall refund the security deposit to the Production Company after all invoices and insurance claims have been paid, and after satisfactory clean-up and restoration of the premises. The Filming Coordinator may satisfy any unpaid items (e.g. uninsured liabilities or insurance deductibles) and deduct the amount so paid from the security deposit.

- 8.3 The Production Company may request the security deposit be applied to the final invoice.
- 8.4 A single security deposit may, by mutual agreement between the Filming Coordinator and the Production Company Authorized Executive, be held for returning or long term productions, and will be held until all filming activities are completed and all invoices are paid in full.

9.0 Insurance

- 9.1 The Production Company shall be required to purchase and maintain throughout the filming activities Comprehensive General Liability insurance as per Schedule 1, and the GVRD must be designated as an additional insured.
- 9.2 The Production Company shall be responsible for any loss or damage which occurs and which is less than the deductible or is not covered by the Insurance Policy.
- 9.3 The GVRD shall be notified 30 days in advance of cancellation of the Insurance Policy.

10.0 Workers' Compensation Coverage

- 10.1 The Production Company shall ensure Workers' Compensation coverage is provided for its employees, agents and contractors.

11.0 Filming Site Health And Safety

- 11.1 The Production Company shall be responsible for the health and safety of Production Company employees, agents, contractors and volunteers.
- 11.2 The Filming Site Supervisor may require the Production Company to have medical, water safety and/or fire suppression personnel on site, at the expense of the Production Company, depending on the nature of filming activities and associated potential hazards.

12.0 Parking

- 12.1 Private vehicle parking is permitted only in designated parking areas.
- 12.2 Transportation from the designated parking area to the filming site is the responsibility of the Production Company, subject to the authorization of the Filming Site Supervisor.
- 12.3 Production Company personnel are not permitted to overnight on GVRD premises in private or Production Company vehicles.

13.0 Traffic

- 13.1 The Production Company shall not stop the normal flow of traffic at any time without prior authorization from the Filming Site Supervisor. The Production Company must station flag persons, in communication via radio, prior to road closures at road closure boundaries.
- 13.2 All roads must be maintained for emergency vehicle access.

14.0 Security

- 14.1 Production Company security arrangements shall be authorized by the Filming Site Supervisor.
- 14.2 The Production Company may be required to hire security personnel, to the Filming Site Supervisor's satisfaction, to ensure public safety within the filming area(s).

15.0 Plants and Natural Objects

- 15.1 The Production Company shall not destroy, cut, remove, relocate or drive over any tree, shrub, flower, moss, grass area, footpath or natural object without prior approval from the Filming Coordinator.

16.0 Animals

- 16.1 The Production Company shall not bring any animals of any kind onto GVRD premises without prior approval from the Filming Coordinator. GVRD reserves the right to require a veterinarian's letter certifying that the animal is free from disease-causing bacteria and parasites.
- 16.2 Animals shall be kept under control at all times. The Filming Site Supervisor may require cages or other animal control measures, or may require an animal trainer/wrangler be on site during the filming of scenes that require the animal.

17.0 Use of Chemicals

- 17.1 The Production Company shall not use, or permit to be brought onto GVRD premises, any chemicals or other hazardous materials except as authorized by the Filming Site Supervisor. Chemicals and hazardous materials include, but are not limited to, black powder, propane, naphtha, diesel fuel, and gasoline.

18.0 Equipment

- 18.1 Production Company equipment and vehicles must be in sound operating and clean condition.

19.0 Fire Safety

19.1 The Production Company shall, at its own expense, use every means to prevent and extinguish fire arising directly or indirectly from filming activities, except as approved by the Filming Coordinator.

20.0 Site Restoration

20.1 The Production Company shall restore premises used for filming activities to the satisfaction of the Filming Site Supervisor.

20.2 The Production Company shall be responsible for all direct and associated costs for site rehabilitation and replacement of destroyed assets including, but not limited to, amenity values lost and any damage in excess of the security deposit.

21.0 Garbage and Waste Disposal

21.1 The Production Company must provide and maintain chemical toilets except where toilet facilities are provided. Only approved toilet facilities must be used, without exception.

21.2 The Production Company shall, at the expense of the Production Company, properly remove and dispose of all garbage, refuse and animal wastes resulting from filming activities outside of GVRD premises, or with Filming Site Supervisor authorization, use GVRD garbage receptacles with applicable disposal fee.

22.0 Closures

22.1 The GVRD reserves the right to close any area(s) at any time.

22.2 The GVRD shall not be responsible for loss of production time or costs incurred by the Production Company resulting from such closures.

23.0 Credits

23.1 The GVRD reserves the right to require the Production Company film to display the following credit line:

Acknowledge cooperation of the Greater Vancouver Regional District

(Name of Site)

(Municipality)

British Columbia, Canada

24.0 Non-Compliance

- 24.1 GVRD may suspend or terminate filming activities and/or immediately evict Production Company employees, agents, contractors and/or volunteers at any time if a breach of agreement or breach of GVRD policies or regulations by the Production Company occurs.
- 24.2 The Production Company is responsible for consequences and/or damage resulting from non-compliance with GVRD policies and regulations of Production Company employees, agents, contractors and/or volunteers.
- 24.3 Filming privileges may be reinstated after re-submission of an application by the Production Company and subsequent approval from the Filming Coordinator.

25.0 Review of Filming Policy & Regulations

- 25.1 GVRD Filming Policy and Regulations will be reviewed and may be updated annually.