

## Filming Procedures

### Section 1 – Municipal Contacts

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### Section 2 – Bylaws

All bylaws applicable to the City of Port Moody Filming Procedures are located on the City's [Bylaws information](#) page.

### Section 3 – Filming Procedures

Film Application – the film company must apply to and receive permission from the City to film in Port Moody. Permits are issued on a first-come, first-served basis and the City retains the right to limit or refuse filming activity.

#### 3.1 Insurance

The Production Company must provide the City with proof of liability insurance five (5) days prior to filming. Based on the Filming and Student Filming Policy – 18-7920-2020-01, the following requirements must be satisfied:

- a) proof of Insurance is completed by an authorized licensed insurance agent and submitted to the City of Port Moody prior to the commencement of filming activities;
- b) the Corporation of the City of Port Moody must be named as an additional insured on the Applicant's liability policy;
- c) the Port Moody Arts Centre and/or Port Moody Public Library is to be included as additional insured if the Port Moody Arts Centre and/or Port Moody Public Library property are used for filming;
- d) the amount of the liability insurance shall not be less than \$5,000,000. The City reserves the right to change the amount of liability insurance required, based on the specific filming activities; and
- e) the insurance policy cannot be cancelled unless the City is notified in writing thirty (30) days in advance.

#### 3.2 Filming Notification

The Production Company is required to write and distribute a [Filming Notification Letter](#) that outlines the scope and impacts of filming, where applicable or determined necessary by the City. This letter needs to be delivered to all impacted businesses and residents a minimum of three (3) business days prior to routine filming or ten (10) business days for complex filming

involving extraordinary special effects or significant traffic control measures. The Production Coordinator will approve the letter prior to distribution and determine circulation needs. The Filming Notification Letter shall include:

- a) name of production company and production title;
- b) contact information for the production company, Location Manager, and Assistant Location Manager;
- c) contact information for the City's Production Coordinator and Creative BC (BC Film Commission);
- d) details of filming dates and times, and details highlighting changes to parking, traffic, noise, and special effects (maps may be required as determined by the Production Coordinator); and
- e) any additional details that may be noteworthy or potentially have an impact on the area.

### 3.3 Polling

The Production Company is required to poll the neighbourhood to communicate filming activity, needs, and impacts while seeking neighbourhood support. Please refer to the [Polling Letter – Example](#). The Production Coordinator will determine the polling area. Merchant polling should be done during daytime business hours.

Reverse Polling may be permitted by the Production Coordinator in some polling situations. In those cases, no response or a positive response will be counted as positive.

In the event where polling is limited or restricted by secure access (i.e. apartment buildings), the Production Company will post a copy of the Filming Notification Letter on all building entrances, and if applicable or reasonable, send a copy of the Filming Notification Letter to the building manager, strata committee, landlord, and/or property management company.

In the event where a merchant or resident is unavailable during polling, the Production Company is required to visit the premise a minimum of three (3) times, over two (2) days (no closer than eight (8) hours apart), and to leave a Filming Notification Letter at each visit.

### 3.4 Permit Issuance

Upon the successful issuance of the Filming Permit, the Production Company shall notify the neighbourhood of the Permit issuance and provide any updates since the Filming Notification Letter.

### 3.5 Scope Change

Once a Filming Permit is approved and issued, the Production Coordinator must approve scope changes and may require:

- a) an updated Filming Notification Letter;
- b) polling; or
- c) the cancellation of the existing Permit and a submission of a new Filming Application.

### 3.6 Special Effects

The permission to utilize special effects will be granted by the Production Coordinator following the submission of a detailed written plan outlining the purpose, scope, risk, and safety plan. Further, the Production Company representative(s) overseeing the special effect(s) must meet with applicable City, Provincial, or Federal representatives (i.e. Port Moody Fire Rescue, Port Moody Police Department, Port Moody Environment and Parks, Provincial Gas Inspector, etc.)

to review the effect and comply with any restrictions or needs imposed. Special effects must comply with all applicable laws and permissions. The Production Company will be responsible for all costs related to obtaining permits and in the implementation of any special effects.

Police services are required for special effects requiring traffic management (per section 3.7) for moving picture vehicles or when firearms and/or weapons are displayed or discharged. Production Companies may be required to contract emergency services to be on location during filming and/or comply with any restrictions imposed by any applicable authority.

3.6.1 Artificial Snow – The use of artificial (chemical) snow must be approved in writing. The Production Company is required to provide evidence (i.e. WHMIS documentation) that the use of chemical snow is safe and biodegradable and will not adversely affect citizens, fish and wildlife, vegetation, the natural environment, or property.

### 3.7 Traffic Management

A [Highway Use Permit](#) must be submitted with any application that includes work which may in any way affect normal traffic patterns. Port Moody Police services may be required for any Permit that affects normal traffic patterns (i.e. Intermittent Traffic Control, parking and road closures, etc.). Restrictions, conditions, and requirements for traffic management services and/or the number of police officers and vehicles will be determined by the Production Coordinator and Police services to ensure motor vehicle, crew, and public/pedestrian safety.

If agreed upon in advance, certified traffic control personnel provided by the Production Company may be used in place of Police Officers or required as an additional support to Police Officers. Any highway use, not utilizing Port Moody Police, may require, at the City's direction, a professional traffic management company to design a traffic management plan to supply signage and/or supply certified traffic control persons to ensure safe movement of vehicles and cyclists, and pedestrian safety.

Major streets may not be available for closure and may be subject to approval as determined by the City's Engineering Division. Local non-commuting roads may have temporary restricted access as determined by the Production Coordinator and/or Police. Intermittent Traffic Control is defined as a maximum three (3) minute traffic stoppage during each ten (10) minute period. The [Highway Use Permit](#) can be found on the City of Port Moody website.

### 3.8 Fees

Production Companies filming in Port Moody (excluding current affairs and news broadcasts) will be required to pay all Filming Permit fees and deposit(s) prior to filming. If the Production Company causes damage, requires additional City services, or does not meet Permit conditions, deposits may be partially or fully withheld.

GST is applicable to all services that the City provides, with the exception of Filming Permit fees. The City of Port Moody's GST number is #108077884.

### 3.9 Student Film Applications

Bona-fide and insured [student productions](#) are exempt from Filming Permit fees but are subject to charges if they purchase municipal services (i.e. Police services, signage, parking, City facility/location use, etc.).

### 3.10 Compensation

Residents or merchants seeking compensation for filming activity have two options:

- a) merchants and the Production Company can proactively agree to the use of Creative BC's "Compensation for Loss of Business" claim form to be submitted after the filming. The claim will identify legitimate proof of loss of revenues in comparison with past days of equal activity over the previous year; or
- b) prior to filming, the resident or merchant can negotiate compensation related to location fees, sale of goods or services, use of property, impact, etc. Compensation may be non-monetary.

The City expects reasonable compensation claims to be paid. The City is not responsible for negotiating or arbitrating any compensation requests or disputes.

### 3.11 "Film Hotspot" Review and Designation

A film hotspot review will be initiated in the following instances:

- a) a request for a recurring location;
- b) a physical altercation between a resident and film crew;
- c) following the investigation of an unresolvable concern brought forward by a film company, local merchant, or local resident; or
- d) as a pre-emptive measure at the discretion of the City of Port Moody Film Office.

When a review has been initiated, the Production Coordinator will review past and present activity, complaints, damages, and impact in a specific neighbourhood or business district to determine if the area has reached, or is nearing, its maximum threshold for filming activity.

If filming hotspot has been identified, and the area must be relaxed, the following stepped system may be implemented, which may include special conditions:

Tier 1 – film frequency is limited to maximum of two (2) Filming Permits per calendar month; minimum "cool off period" of fourteen (14) calendar days between wrap and prep days outlined on Permit Application.

Tier 2 – film frequency is limited to one (1) Filming Permit for maximum two (2) film days per calendar month in the defined area; minimum thirty (30) calendar days between wrap and prep days as outlined on Permit Application.

Tier 3 – implement a four (4) month no-filming period to the defined area. During the four (4) month no-filming period, staff will meet with area residents and/or businesses to ensure all concerns have been identified and discuss the possibility of additional film restrictions.

### 3.12 Events

Filming Permits will not be issued on dates or for locations that may negatively impact existing City bookings/rentals, park maintenance, or civic/community events and festivals, unless an agreement has been reached between all affected parties.

### 3.13 Parking

A [Filming Parking Request Form](#) must be submitted with any Filming Permit Application requiring temporary use of street parking or when parking changes are requested for an existing Application or Permit. All requests must be approved by the Production Coordinator (and the City's Engineering Division, when applicable).

The Filming Notification Letter and/or polling communications will outline temporary changes to street parking. The Filming Permit will identify approved parking and/or temporary parking restrictions. Alternate parking arrangements will be communicated to businesses and residents when options are available.

Temporary signage will be installed by the Production Company a minimum of 72 hours prior to parking restrictions taking effect. Signage must include the DATE and TIME of the parking restrictions, clearly legible from 6m away (lettering approx. 7cm in height).

In some instances, the Production Coordinator will restrict street parking to essential filming vehicles only and require all non-essential filming vehicles to be relocated to non-street parking locations. The Production Company may be asked to release any reserved street parking at the earliest opportunity when filming requirements have been fulfilled and the area is safe for the general public. The Production Company may use shuttle vehicles to transport staff or equipment between the filming and parking locations. The Production Company will be required to provide traffic management (per section 3.7) to redirect traffic to alternate parking locations while ensuring motorists, cyclists, and pedestrian safety.

### 3.14 Pedestrians Access

Production Companies filming in commercial districts will be required to provide signage that indicates:

- a) filming is in progress;
- b) Production Company and Location Manager contact information; and
- c) that local merchants are open for business.

Further, the Production Company will provide staff to ensure pedestrian safety on location(s), respond to questions, and if required, temporarily restrict pedestrian traffic (maximum three (3) minutes) during active filming.

### 3.15 Street Occupancy

Unless required for 'picture purposes', street occupancy will be restricted to one side of the street for essential film vehicle parking. Street occupancy is subject to traffic management requirements and conditions (per section 3.7) to ensure safety, detouring of traffic to alternate routes, and assisting affected property owners to access their properties. All vehicles must be legally parked and allow uninterrupted access for emergency services (i.e. police, fire, ambulance, etc.). Street occupancy can also be assigned for picture purposes (i.e. filming, picture cars, cameras, equipment, etc.).

### 3.16 Environment

The City of Port Moody encourages all Production Companies to embrace the sustainable production best practices of Creative BC's *Reel Green Initiative*. The City of Port Moody is an Anti-Idling City, allowing three (3) minutes of idling per sixty (60) minute period. Concerns surrounding the requirements of idling vehicles should be discussed with the Production Coordinator prior to Filming Permit issuance.

Any vehicles staging, filming, or any related activity within thirty (30) metres of any river, stream, wetland, or environmentally sensitive area is to be conducted in such a manner as to prevent any damage to waterways or vegetation. The City has the right to impose site specific filming restrictions for filming in or near environmentally sensitive areas. Filming may not be permitted in certain areas due to environmental sensitivity.

Production Companies are not permitted to remove, alter, damage, or prune vegetation on City lands. Vegetation damage will result in deductions against the Production Company's security deposit. Horticulture and arboriculture requests should be provided in writing to the Production Coordinator a minimum three (3) business days prior to the first prep day.

The City of Port Moody encourages the elimination of single-use plastic and Styrofoam containers in craft services and catering areas. Production Companies are encouraged to share the sustainable production practices they are implementing.

### 3.17 Boats and Aquatic Equipment

All boats and aquatic equipment including watercraft, trailers, docks, waders, SCUBA, and other personal equipment must be clean prior to entry into any marine or freshwater water bodies in Port Moody (including Reed Point Marina, Rocky Point Park Boat Launch, or other access points). "Clean, Drain, Dry" practices promoted by provincial and federal invasive species programs should be followed. Watercraft and equipment must also be free of any potential contaminants that could pollute the receiving environment.

### 3.18 Electrical Permits

The City of Port Moody does not issue electrical permits. Electrical permits are issued by the Province of British Columbia. Film companies must comply with the Provincial Electrical Inspector and are required to secure a provincial electrical permit for the operation of portable generators prior to filming. Connection to the City's electrical services and/or BC Hydro or subsidiary also requires a provincial electrical permit. A copy of the electrical permit will be submitted to the Production Coordinator prior to filming. Access to the City's electrical infrastructure requires permission from the Production Coordinator.

### 3.19 Property Alterations

The Production Company is required to secure written permission from the property owner for any changes, conditions, charges, and restoration requirements related to altering property for filming purposes. For public property, this permission is by means of the Production Coordinator. Alterations to properties governed by the City's Heritage Register will require approval by the City's Planning Division. It is the Production Company and property owner's responsibility to comply with this need.

### 3.20 Waste

The Production Company shall collect and properly dispose of all waste generated from all locations including parking area(s). If arranged in advance with the Production Coordinator, waste disposal can be accommodated by the City for a fee.

### 3.21 Curfew

Normal curfew hours are 7am to 10pm. For filming outside of the specified curfew hours, a written curfew extension request will be submitted to the Production Coordinator.

### 3.22 Set Construction

Production Companies are not permitted to use public property to construct sets without written permission from the Production Coordinator.

### 3.23 Animals

The use of domestic or exotic animals in filming must be approved by the Production Coordinator and comply with applicable laws or conditions imposed by the Bylaw Division or other authorities. Appropriate animal trainer(s)/handler(s) are required.

### 3.24 Washrooms

The Production Company will provide and maintain temporary portable toilets for their filming activities.

## Section 4 – City Parks, City Facilities, Business Districts, and Heritage Sites

### 4.1 Rocky Point Park (including Shoreline Trail)

The use of Rocky Point Park for filming requires the approval of the Production Coordinator and the Manager of Parks (or their designate), and is subject to all applicable City policies and bylaws as well as the following specific terms and conditions:

- a) Filming Applications for Old Orchard Park, Rocky Point Park, and Shoreline Trail during bird nesting periods (March to October) will be reviewed for any additional light and noise generated by the Production Company. Permits may include additional restrictions pertaining to light and noise allowances;
- b) Filming Applications will include a site plan/map of the park identifying the location(s) of proposed filming, equipment, lighting, road use, stunts, special effects, parking, generator(s), camera locations, and tents;
- c) parking within Rocky Point Park will be severely restricted due to space limitations. Parking will be deferred to an alternative location;
- d) use of the Rocky Point Boat Launch is subject to the restrictions laid out in the [Launch and Parking Regulation](#) bylaw;
- e) Production Companies, at their cost, must employ a City Parks liaison to assist, supervise, and ensure filming compliance with City policies and/or other restrictions identified;
- f) no structures or objects will be actively constructed in the park or on the pier without prior approval from the Production Coordinator. Construction (not including minor assembly) must be completed prior to moving structures or objects to the park;
- g) all filming personnel must be respectful and courteous to all park patrons;
- h) the float docks at the Rocky Point Park Boat Launch may only be used with prior consent provided by the Production Coordinator. Film crews may not access or impact the use of the float docks prior to discussing safety precautions and receiving consent;
- i) filming will not be permitted on:
  - i. statutory holidays;
  - ii. major holidays (i.e. Christmas Day, Boxing Day, Good Friday, Easter Monday, etc.); and
  - iii. recognition days (i.e. Father's Day, Mother's Day, Remembrance Day, Canada Day, Valentine's Day, etc.);
- j) motorized vehicles or heavy equipment will not be permitted to travel across grass/trails without prior City authorization;

- k) any water access required for filming must be approved by the Vancouver Port Authority. Written proof of permission must be provided upon request;
- l) the Production Company is not permitted to dig. If digging is required and an appropriate location is agreed upon, the digging will be provided by the City with the costs charged to the Production Company;
- m) no amplified voice or music will be permitted without prior permission of the Production Coordinator;
- n) public access to the park, or a portion of it, may only be restricted in specific circumstances (i.e. night filming or outside public hours) and only with approval from the Production Coordinator. Otherwise, the public will have unrestricted park access;
- o) park maintenance work will continue during filming unless previously arranged with the Production Company. Every effort will be made to balance mutual needs; and
- p) Production Companies are solely responsible for the safety and security of their employees, equipment, vehicles, and property.

Upon completion of filming, the Production Company must return Rocky Point Park/Pier/Shoreline Trail to its pre-filming condition. Any damage to the grounds, turf, structures, trees, etc. will be the responsibility of the Production Company to repair to the City's satisfaction or deposit deductions may be imposed.

#### 4.2 City of Port Moody Fire Hall

Although not a rentable facility, filming at Port Moody fire halls will be considered on a case-by-case basis. In order to determine availability, the following guidelines will be applied:

- a) Port Moody Fire Rescue needs ample time and consultation to accommodate any filming requests. Inquiries should be made a minimum of three (3) weeks in advance of the dates being requested;
- b) an onsite guided tour will be arranged by the Production Coordinator within three (3) business days of the initial request;
- c) a detailed outline of work will be submitted to the Production Coordinator;
- d) an emergency response plan must be prepared and submitted to the Production Coordinator;
- e) after the outline of work and the emergency response plan have been reviewed by the Production Coordinator, a location meeting will be scheduled with the Fire Department; and
- f) permission must be granted by the Production Coordinator in conjunction with Port Moody Fire Rescue prior to a Filming Application being submitted.

#### 4.3 Civic Centre (City Hall, Inlet Theatre, and Public Library)

The following additional terms and conditions are applicable when filming at the Civic Centre:

- a) preparation, filming, and wrap will be scheduled, as much as possible, outside of City Hall's operating hours. If this is not an option, preparation or wrap work may be conducted during City Hall operating hours as long as they do not impede City operations;
- b) location fees will be billed at the Inlet Theatre/Galleria commercial rates;
- c) all filming personnel must be respectful of staff, visitors, the operational needs of City Hall, and the surrounding grounds;
- d) damage deposit deductions will be made in the event of damage to the facility and/or its furnishings, or if the Civic Centre is not returned to its original condition;



- e) a City Hall staff liaison, paid for by the Production Company, is required during prep, filming, and wrap; and
- f) the City Hall exterior and surrounding grounds may be available for filming during City Hall operating hours, provided the filming does not prevent access to the building by the public or staff.

City Hall will be 'rested' by approximately one (1) month between Filming Permits.

#### 4.4 Regional Parks

Filming in Belcarra Regional Park (including Sasamat Lake) is coordinated through Metro Vancouver and is subject to the [Metro Vancouver Film Policy](#).

Should a Production Company require the use of Port Moody municipal streets or property while filming in a regional park, the Production Company will be subject to all conditions and policies related to filming.

#### 4.5 Heritage Commercial District (St. Johns St., Spring St., and Clarke St. from Elgin St. to Kyle St.)

The following additional terms and conditions are applicable when filming in the Heritage Commercial District:

- a) advance notice of filming activities will be hand-delivered to businesses and residents with as much notice as possible;
- b) if filming details change, notices should be delivered to impacted residents and businesses immediately following the approval from the Production Coordinator;
- c) Queens Street Plaza "placemaking" furniture may be moved, stored, and returned by the Production Company at their own cost during filming activities;
- d) City functions, preplanned or short notice needs, will have priority over filming;
- e) no amplified voice or music will be permitted without prior approval from the Production Coordinator;
- f) any damage to the grounds, turf, furniture, trees, etc. will be the responsibility of the Production Company to repair to the satisfaction of the City. A damage deposit may be required;
- g) filming will not be permitted on:
  - i. statutory holidays;
  - ii. major holidays (i.e. Christmas Day, Boxing Day, Good Friday, Easter Monday, etc.); and
  - iii. recognition days (i.e. Father's Day, Mother's Day, Remembrance Day, etc.).

#### 4.6 Filming on a Heritage Site

Filming on property listed on the [City's Heritage Register](#) will require review and approval by the City's Planning Division. When filming on a site listed on the Heritage Register, film productions cannot adversely affect:

- a) the natural and cultural heritage, public use and appreciation values of the site. Any alterations must receive the prior written approval of the City's Planning Division and the site must be returned to equal or better condition following filming;
- b) an asserted or proven aboriginal right (including aboriginal title) or treaty right, that is recognized and affirmed by section 35(1) of the *Constitution Act, 1982*; and
- c) the rights of existing permittees.

#### 4.7 Port Moody Arts Centre

To film at the Port Moody Arts Centre (operating as PoMoArts), a registered heritage site, Production Companies must first obtain permission from both the Arts Centre's Executive Director and the City of Port Moody.

Upon completion of filming, the Production Company must return the Arts Centre premises to its pre-filming condition. Any damage to the interior, displays, grounds, turf, furniture, trees, etc. will be the responsibility of the Production Company to repair to the satisfaction of the City and the Arts Centre. A damage deposit to safeguard the care of the property will be collected.

The parking lot is shared with Kyle Community Centre. Filming at the Arts Centre must also consider the scheduled activities at Kyle Centre. A map showing planned parking lot use must be submitted to the Production Coordinator five (5) business days prior to the beginning of prep.

## Section 5 – Conduct and Compliance

### 5.1 Code of Conduct

Production Companies and their personnel are expected to uphold [Creative BC's Code of Conduct](#).

### 5.2 Compliance

The City retains the right to refuse or cancel a Filming Application or Permit if the property owner or Production Company is non-compliant with any City policy, permit, bylaw, condition, licence requirement, or fire order, or is non-compliant with any other applicable laws, rules, and regulations of all authorizing bodies (e.g. WorkSafeBC, *Motor Vehicle Act*, etc.).