

# **TOWNSHIP OF CRAMAHE FILMING POLICY**

## **PURPOSE**

The purpose of this policy is to encourage filming in the Township of Cramahe that will ensure the appropriate balance between successful filming portraying the municipality in a positive image and contributing to the local economy, with a minimum of inconvenience to residents.

## **POLICY**

The Township of Cramahe will:

1. Support the film industry in its production endeavours by providing an efficient procedure for obtaining approvals for filming within the municipality.
2. Promote the municipality as a physically attractive environment for filming.
3. Support policies and procedures which minimize inconvenience to the public and citizens of the municipality as a result of the filming within the municipality.
4. Support policies and procedures to ensure that filming within the municipality will not cause any damage to public or private property and that, in the event of damage, the film company will be responsible to make such repairs as required.
5. Support policies and procedures to require that filming within the municipality will be conducted so as to ensure the safety and well-being of the general public.
6. Establish fees for facilitating filming within the municipality.

## **REQUIREMENTS**

1. **Application and Fee**  
The production company wishing to film in the municipality must submit an application for filming. This application shall be completed and returned to the Economic Development Coordinator, who will act as the Film Liaison, no later than four weeks prior to the first day of filming. A non-refundable fee of \$500.00 will be required made payable to the Township of Cramahe.
2. **Insurance**  
All applicants must supply proof of insurance for not less than \$5,000,000.00, naming the Township of Cramahe as an additional insured. This proof must be submitted with the application.
3. **Security Deposit**  
A deposit of up to \$5,000.00 will be required by the municipality to ensure that areas are left in a tidy condition. The deposit cheque shall be certified shall be submitted with the application. Removal of litter shall be the responsibility of the applicant.
4. **APPROVALS**

The Film Liaison shall provide a report to Council prior to the first day of shooting for their approval. The applicant shall notify and receive written approvals from the appropriate road authority, local fire department and local police detachment, including the EMS.

5. **Road Closures/Traffic/Parking**

Adequate signage to guide motorists or the public around the site, will be provided, erected, maintained and removed, as directed by and to the satisfaction of the appropriate road authority. No permanent or temporary fixtures or road signs may be covered, removed or altered in any way, without the express written approval from the appropriate road authority. Traffic may be stopped in any direction for no longer than three minute intervals. Authorization for on-street parking of production and crew vehicles must be obtained from the municipality. Vehicles must not block driveways, fire hydrants or emergency access to buildings.

6. **NOTIFICATION**

A written notification of filming must be hand delivered by the applicant to all affected business and/or residents at least seven days prior to the filming. This notice shall be approved by the Clerk-Administrator prior to distribution. An advertisement will be placed in the local newspaper advising the public of the upcoming filming schedule and related traffic detours.

7. **ADDITIONAL GUIDELINES**

The applicant shall ensure that all Ontario Ministry of Labour regulations in regard to the Occupational Health and Safety Act are followed.

Municipal noise by-law must be adhered to at all times. Generators must be shielded and truck idling must be kept to a minimum.

Execution of special effects involving pyrotechnics or other hazardous devices shall require the presence of the Township of Cramahe Fire Department and the Ontario Provincial Police. The Film Company will be responsible for associated costs.

Lighting for filming should be directed away from neighbouring residences and should not interfere with the safe traffic movements.

Trees or plants shall not be removed, trimmed or cut without permission of the owner. A screen credit shall be noted on the final film/video.