

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE: FILM POLICY**  
**POLICY NUMBER: 711**

<i>Date of Council Adoption:</i> November 23, 2020	<i>Date of Last Amendment:</i> N/A
<i>Council Resolution Number:</i> 2020-584	
<i>Originating Department:</i> Recreation and Culture	<i>Date last reviewed by the Governance and Legislation Committee:</i> November 9, 2020

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## **1. INTRODUCTION**

### **1.1 Purpose**

The purpose of the Film Policy (Policy) is to:

- Provide a framework for approval of filming activity that benefits the community and contributes to the local and Provincial economy, considering public safety, fiscal responsibility and environmental stewardship.
- Guide staff in the coordination of filming activity based on adherence to the Policy, budget resources and value to the community.
- Coordinate filming activity in order to provide effective opportunities for the City of White Rock to play a role in the film industry, enhancing civic pride and community economic development.
- Serve as an act of public trust and stewardship for the provision of City resources to support sustainable filming activity.
- Ensure that film productions adhere to all Federal and Provincial laws, permits and requirements, and all City policies, bylaws and guidelines.

### **1.2 Principles**

The Policy ensures that filming activity is:

- Being coordinated through an efficient, fair, and customer service oriented process.
- Being coordinated effectively and sustainably to optimize civic and community resources and ensure public safety.
- Generating positive economic development locally, and contributing to the Provincial industry that employs and benefits White Rock residents.
- Demonstrating sensitivity to environmental stewardship and First Nation culture.
- Adhering to all Federal and Provincial laws, regulations, permits and requirements and City policies, bylaws and guidelines.

## **2. DEFINITIONS**

**Productions, Film or Filming (Productions)** – refers to any company responsible for the development and physical production of digital and cinematographic recordings, television and video for any commercial or film school purposes. News broadcasts are excepted.

**Special Events Coordinator (Coordinator)** – refers to the City White Rock employee responsible for coordinating and permitting all filming activity located in White Rock.

**Student Productions** – refers to an educational film project coordinated by a recognized high school or post-secondary film Productions program.

**Film Friendly** – refers to the film industry reputation desired by the City for providing efficient, fair, and customer-oriented services to support increased and sustainable filming activity.

**One-Stop** – refers to the cooperative and collaborative approach by municipal departments working together to ensure that the City process is streamlined and film friendly.

**Film Scout** – refers to the person who is usually the first Productions representative to contact the municipality about a potential filming project.

**Location Manager/Assistant Location Manager** – refers to the Productions representative that manages the use of the location.

**Neighbourhood Notification** – refers to the process of alerting impacted residents and businesses about the details of filming. Productions are required to distribute a letter a minimum of 3 days prior to filming advising neighbours of approved filming activity that does not require any exemptions from bylaws. A response is not required from the neighbourhood.

**Polling** – refers to the process of alerting impacted residents and businesses about the details of filming activities that fall outside of bylaw requirements.

- **Low Impact Productions** – A letter outlining conditionally approved filming activities will have details on how to contact the Productions or the Coordinator with any issues before the permit receives final approval. A reasonable date to respond by is included, but a response is not required. No further notification is required unless there is a significant change to the proposal as a result of feedback.
- **High Impact Productions** - The Coordinator may require Productions to provide proof of community input before approving a High Impact film permit. Productions considered high impact could include large special effects, explosions, multiple days disrupting parking or traffic.

### **3. FILM PERMITTING PROCESS**

The City of White Rock, through the Recreation and Culture Department, builds a film-friendly reputation, by managing a one-stop approach with inter-department cooperation to support a

successful filming experience.

The City retains the right to require conditions, limit, or refuse filming activity.

A typical filming application process includes:

<i>Action</i>	<i>Example of Film Friendly Services Managed by the Coordinator (Recreation &amp; Culture Department)</i>
<p><b>3.1 Inquiry</b> A Film Scout or Location Manager will contact the City to inquire about availability of a location. They usually provide a date range at this point and multiple location options.</p>	<ul style="list-style-type: none"> <li>• Checks for conflicts with Community Special Events, other Film Permits, and other City projects/permits through internal GIS system and personal outreach.</li> <li>• Connects Productions to additional contacts and resources (e.g. White Rock BIA, Semiahmoo First Nation, Ministry of Forests and Oceans, BNSF, Fraser Health, etc.).</li> </ul>
<p><b>3.2 Application</b> The online application is submitted at least seven (7) business days in advance of filming for review by the Coordinator.</p>	<ul style="list-style-type: none"> <li>• Communicates application information (location and filming scope) through the GIS system and personal outreach to avoid conflict with other civic projects and events</li> <li>• Facilitates requests requiring other departments' services, approvals or cooperation (e.g. Engineering and Municipal Operations, Fire Rescue, Parking RCMP, Bylaws, etc.).</li> </ul>
<p><b>3.3 Detailed Review and Community Notification</b></p>	<ul style="list-style-type: none"> <li>• Attends technical site meetings, and includes representatives from other departments as required.</li> <li>• Reviews supporting documents for completion and accuracy.</li> <li>• Coordinates and monitors neighbourhood notification and/or polling and/or community input.</li> </ul>
<p><b>3.4 Invoicing and Film Days</b></p>	<ul style="list-style-type: none"> <li>• Creates a detailed Film Invoice including a damage deposit based on the current City Fees and Charges Bylaw and/or cost recovery.</li> <li>• Re-confirms all details with affected agencies required for film days (e.g. RCMP, BNSF, etc.).</li> <li>• Completes onsite inspections.</li> <li>• Liaises with residents, businesses and Location Manager to resolve any issues and/or receive feedback.</li> </ul>
<p><b>3.5 Wrap, Reconciliation and Measurement</b></p>	<ul style="list-style-type: none"> <li>• Checks location(s) are back to how they were originally found or in better condition.</li> <li>• Follows up with other agencies (e.g. RCMP) to calculate any additional costs or penalties/damages.</li> <li>• Reconciles film deposit.</li> <li>• Requests feedback for reporting and future planning purposes.</li> </ul>

**3.1 Inquiry about dates and location availability** - This step is required to check that a location

and dates are clear for filming. The Coordinator will ensure that there is coverage to respond to filming inquiries promptly and provide regular updates to the website and application form to maintain our film friendly reputation.

**3.1.1 Conflict with Events** – Filming permits may not likely be issued on dates or locations that affect civic or community events and festivals. An up to date events calendar is on the City’s website. New events for the following year are brought to Council each December for review and/or approval.

**3.1.2 Use of the Waterfront** – Productions wishing to use the beach, ocean or foreshore need to show confirmation in writing from The Ministry of Forests, Lands and Natural Resources, in addition to getting City approval.

**3.1.3 Use of the Railway next to the Promenade** – Productions wishing to use the Railway next to the Promenade need to show confirmation in writing from Burlington Northern Santa Fe (BNSF), in addition to getting City approval.

**3.1.4 Use of the Pier and Promenade** – Filming applications requesting to use the Pier and Promenade for filming purposes requires the approval of the Director of Recreation & Culture and the Director of Engineering & Municipal Operations.

**3.1.5 Sensitive Spaces/Respectful Use** - Filming must be respectful to the purpose and nature of civic spaces and use of public areas or sensitive sites must be approved in advance by the Coordinator in consultation with other community partners/land owners as appropriate.

**3.2 Application to secure dates and location(s)** -This step requires Productions to apply online once the location and dates have been cleared (3.1). An online application must be filled in with five to seven (5-7) working days. Permits are issued on a first-come, first-serve basis.

**3.3 Detailed Review and Community Notification** - This step requires Productions to provide full details for filming to be approved. Documents could include Liability Insurance, Site Map, Business License Application, Road Right of Way Permit Application, WorkSafeBC Clearance Letter, Professional Traffic Management Plan, Parking Requests, RCMP requests, Fire Rescue and Hydrant Use Requests, Electrical Needs Requests, Special Effects requests, Transport Canada Drone Use Approval, Ministry of Forests, Lands and Natural Resources approval, etc.

**3.3.1 Liability Insurance** – Productions must provide the City with a proof of current Liability Insurance prior to working in the City of White Rock. The City reserves the right to increase the amount of liability required to greater than \$5,000,000 for those activities deemed higher risk. The following requirements must be satisfied:

- The Corporation of the City of White Rock must be named as an additional insured.
- The amount of the liability insurance shall not be less than \$5,000,000.
- A Cross Liability Endorsement must be stated on the applicant’s liability

insurance policy.

Productions Companies will insure and keep insured all Productions and/or set vehicles operated on public roads, with ICBC, for the duration of the filming permit. The Coordinator, for any vehicles used in the film, may request proof of automobile insurance, with \$5,000,000 liability insurance.

**3.3.2 Notification Letter (Notification)** – the Productions are required to write and circulate Notification using the template provided by the Coordinator a minimum of three business days in advance of active filming. Notification outlines the scope and impacts of filming, including dates and times, parking and traffic changes and contact information.

**3.3.3 Opportunity for resident input (Polling)** – Some filming projects are complex (e.g. multiple filming days, extensions to the noise bylaw, some special effects). Based on a variety of factors, the Coordinator determines if Polling is required before finalizing a permit. For complex film projects, Polling gives residents and businesses time to express any concerns in advance of permitting filming. Polling must be distributed a minimum of five business days prior to filming using the template provided by the Coordinator. A letter outlining conditionally approved filming activities will have details on how to contact the Productions or the Coordinator with any issues before the permit receives final approval. A reasonable date to respond by is included but a response is not required. No further notification is required unless there is a significant change to the proposal as the result of feedback.

**3.3.4 Input Requirement for High Impact Productions** – Some filming projects are High Impact (e.g. big special effects, explosions, and multiple days disrupting parking or traffic). Based on a variety of factors, the Coordinator determines if Productions are High Impact, and if pro-active community input is required before finalizing a permit and the Coordinator may require Productions provide proof of community input before approving a film permit.

**3.3.5 Notification Distribution** – The Coordinator will provide the Productions with a map outlining the area where notification is to be distributed. In the event where access is limited or restricted by security (e.g. apartment buildings), the Productions will post letters on all building entrances, and if applicable or reasonable, send a copy to the building manager, strata committee, landlord and/or property management company.

**3.4 Invoicing and Film Days** - Productions are charged for active filming days which are those days when Productions are filming. Preparing (prep) or cleaning up (wrap) days must be included in the application for information, and Productions will be invoiced for any City services requested on prep or wrap days.

Current year filming fees are posted on the City's filming website.

**3.4.1 Invoice and Deposit** – Productions will be required to pay all film permit fees and deposit(s) prior to filming. If Productions cause damage, require additional City services

or do not meet permit conditions, the deposit may be partly or fully withheld.

**3.4.2 Student and Other No Charge Projects** - Legitimate and insured post-secondary student Productions, non-profit organizations and public service projects may be exempt from filming fees, but are subject to charges if they require City services (e.g. RCMP services, parking, etc.).

**3.4.3 Scope Change** – Once a filming permit is approved and issued, the Coordinator must approve scope changes in advance and may require a new Filming Notification Letter, proof of neighbourhood support, new deposit, updated insurance, or the cancellation of the existing permit and a submission of a new filming application.

**3.4.4 Inspection** – the Coordinator and/or a City representative is permitted to visit any location site to ensure Productions are complying with the filming permit. Noted violations of permit conditions may result in fines, orders and/or permit revocation.

**3.5 Wrap, Reconciliation and Measurement** - Before deposits are returned, the Coordinator will check that location(s) are back to how they were originally found, or in better condition, and will follow up with other agencies (e.g. RCMP) to accurately calculate final costs. The Finance Department and Coordinator will reconcile the film deposit. The Coordinator will circulate a request for feedback to the Productions and the impacted civic and community agencies for reporting and planning purposes.

#### **4. RESPONSIBILITIES TO THE NEIGHBOURHOOD**

**4.1 Working with and Compensating Merchants and Residents** - Prior to filming, the resident or merchant may want to negotiate compensation related to location fees, sale of goods or services, use of property, impact, etc. directly with Productions. Compensation may be non-monetary. Residents or merchants seeking compensation for filming activity have two options:

- A. Merchants or residents and the Productions can proactively agree to compensation, or
- B. “Compensation for Loss of Business” claim form can be submitted directly to Productions 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. Visit the Creative BC website at [www.creativebc.com](http://www.creativebc.com) for an example of a Loss of Business Claim Form.

The City supports the activity of filming in a sustainable manner and only, when appropriate, expects reasonable compensation claims to be paid. The City is not responsible for negotiating or arbitrating any compensation request or disputes between Productions and the property owner/resident or business.

**4.2 Minimizing Business Impact:** Productions companies filming in commercial districts will be required to provide signage indicating Filming in Progress and Local Merchants are open for business. Further, the Productions will assign Productions Assistants to answer questions.

**4.3 Complaints, Disputes & Appeals** – the Productions are responsible for addressing and resolving all issues that arise because of filming. The Coordinator will assist communication

between residents, merchants and Productions Companies but will not negotiate on behalf of a stakeholder. In some situations, the Coordinator can impose fines or orders on a Productions if conditions of the film permit are breached. If the resident or merchant is not satisfied with the resolution, they can contact the Manager of Cultural Development and/or Creative BC. In the event that a satisfactory resolution is not achieved by the Productions, Coordinator or Manager, Cultural Services, the complainant may request a review by the Director of Recreation and Culture. The Director will attempt to resolve the issue, or if unsuccessful, may bring it forward to the Chief Administrative Officer and/or City Council for resolution.

**4.4 Property Alterations** – the Production is required to secure written permission from the property owner for any access, changes, conditions, charges and restoration requirements related to altering property for filming purposes. For City property, this permission is by means of the Coordinator.

## **5. SPECIAL EFFECTS, STUNTS AND USE OF ANIMALS**

**5.1 Special Effects**– The use of special effects requires a detailed written submission outlining the purpose, scope, risk and safety plan. Further, the Productions representative(s) overseeing the special effect(s) must meet with applicable City, Province or Federal representatives (e.g. White Rock Fire Rescue, BC Ambulance, 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 Productions will incur all costs related to seeking permissions or implementation of special effects.

Based on the special effect, Productions may be required to contract emergency services personnel and/or equipment to be on location during filming and/or comply with any restrictions imposed by any applicable authority (e.g. White Rock Fire Rescue can impose restrictions or requirements for special effect involving fire or explosions).

**5.1.1 Firearms and Gunfire Special Effects** - RCMP are required for firearms and/or weapons display or discharge. Gunfire loads must not be excessive and are approved by the Coordinator in advance.

**5.1.2 Moving Picture Vehicles** - RCMP are required for moving picture vehicle coordination.

**5.1.3 Artificial Snow, excessive use of water, and other environmental impacts** - Productions must submit, for approval, documented information when using artificial (chemical) snow and other activities that could have an environmental impact. Chemical snow must be proven safe, biodegradable and will not adversely affect citizens, vegetation or property.

**5.1.4 Stunts** – Productions will be required to provide detailed information and a technical meeting with City representatives (e.g. Fire Rescue, Engineering & Municipal Operations, etc.) arranged by the Coordinator to ensure stunts are being conducted safely.

**5.2 Animals** - the use of domestic or exotic animals in filming must be approved by the Coordinator and comply with applicable laws or conditions imposed by the City's Bylaws Department or other authorities. Animal trainer(s) may be required.

## **6. PARKING, SIGNAGE, ROADWAYS AND SIDEWALKS**

**6.1 Parking and Parking Signage** - The Film Permit will detail the sanctioned parking and temporary parking restrictions. Non-essential filming vehicles (circus) are to be located to off-street parking facilities. Unless required for “picture purposes”, street parking is restricted for essential filming vehicle parking only. Requests for use of City parking lots or street parking require five days' notice. Requests are submitted to the Coordinator, who then works with the other City departments to ensure a one-stop film friendly process. The invoice will include the costs billed back to Productions for parking fees.

**6.1.1 Off Street Parking** - The parking options in White Rock for essential film parking include:

- Metered and non-metered street parking in residential and business areas
- City parking lots
- Privately held parking lots

**6.1.2 Street Parking** – Street parking that impacts businesses and residents is restricted to essential filming vehicles and if Productions use shuttles to transport staff or equipment, they must include shuttle parking as part of their parking map. Street parking is subject to traffic management rules. All vehicles must be legally parked and allow uninhibited access for emergency services (e.g. RCMP, fire, ambulance, etc.). Street parking can also be assigned for picture purposes (e.g. filming, picture cars, cameras, equipment, etc.). Tents may not be located on streets unless specifically permitted.

**6.1.3 Parking Signage** - Productions will provide and install street signage using the City of White Rock template, no sooner than thirty six (36) hours in advance. Street signage must be removed no more than twelve (12) hours after filming has exited the area.

**6.2 Traffic Management and Use of Roadways** - All White Rock roadways are under the jurisdiction of the City of White Rock, there are no Provincial roadways in the City of White Rock.

### **6.2.1 Traffic Management Definitions**

**Traffic Management Plans** are traffic management maps usually prepared by specialized companies licensed to do such work or prepared by Productions in consultation with the RCMP (if RCMP members are conducting traffic control).

**Traffic Control Personnel** are licensed trained traffic control professionals managed by Productions as the Prime Contractor (see below) to assist with traffic management.

**RCMP** is an option to using a Traffic Management Company and have the authority to approve or request changes to traffic management plans.

**Prime Contractor** is the business or organization responsible for the safety of employees and contractors, including Traffic Management staff. The Prime Contractor assumes the



roles and responsibilities as defined by WorkSafeBC and OH&S Regulations, for all areas and times in which the filming activities occur.

**Intermittent Traffic Control** is a maximum three-minute traffic stoppage during each ten-minute period.

**Pedestrian Control** is the temporary holding of sidewalk users for a maximum of three-minutes during each ten-minute period or the temporary diversion of pedestrians to accommodate sidewalk use for filming. Pedestrian traffic includes ambulatory persons as well as those using wheelchairs or mobility assistive devices.

**6.2.2 Use of Roadways** - Only licensed Traffic Control Personnel or RCMP are permitted to control traffic on White Rock roadways. Requests for use of roads for filming or traffic control require seven (7) business days' notice. Requests are submitted to the Coordinator, who then works with the other City departments to ensure a one-stop approval process. The Coordinator informs Productions of the restrictions, conditions and requirements for traffic management to ensure motor vehicle, crew and pedestrian safety.

Productions may ask the Coordinator to request the White Rock RCMP for traffic control purposes. The RCMP must review and approve the Production's Traffic Management Plan and may request that Production also hire Traffic Control Personnel to augment their members' traffic control activities.

Productions may choose to hire a Traffic Management Company licensed to professionally prepare a Traffic Management Plan without involving the RCMP. In this case, the Engineering & Municipal Operations Department must review and approve the Traffic Management Plan along with a Right of Way permit application, and a WorkSafeBC clearance letter. Productions must be listed as the Prime Contractor and are responsible for executing the approved Traffic Management Plan.

**6.2.3 Pedestrian Control and Sidewalk Management** – Requests for Pedestrian Control must be indicated on the film application and approved in advance. A professionally prepared Traffic Management Plan is not required for sidewalk use only requests. Traffic Control Personnel are required to manage and monitor pedestrian safety when Pedestrian Control is being conducted. The City of White Rock has final authority on restrictions, conditions and requirements for sidewalk management to ensure pedestrian and crew safety. Using the roadway for pedestrians is considered Intermittent Traffic Control (see 6.2.2).

**Pedestrians** - Short term holding may be permitted when pedestrian volumes are low and work can be stopped so pedestrians can pass safely with minimal delays. For pedestrian diversion, Productions are required to direct pedestrians to an alternative and safe crossing and provide appropriate signage.

**Equipment** - Use of sidewalks for equipment including cameras and dollies may be approved if provided pedestrian safety is not compromised, and accessibility for people with disabilities is maintained.

## **7. ENVIRONMENTAL CONSIDERATIONS**

Any filming or any related activity within 15 meters of any river, stream, wetland or environmentally sensitive area is to be conducted in such a manner as to prevent any damage to waterways, wildlife or vegetation. The City has the right to impose site specific filming restrictions for filming in or near environmentally sensitive areas. Certain areas, because of their environmental sensitivity, may be off limits to filming. Productions are not permitted to remove, alter, damage or prune City flora. Any flora damage will result in deductions against the Production's deposit.

Productions are encouraged to align with BC's REEL GREEN initiatives and comply with all Federal, Provincial and municipal environmental regulations.

**Power** - Productions are required to secure a Provincial electrical permit, prior to filming, for the operation of portable generators. Productions are encouraged to choose alternative energy sources to diesel powered generators. Connection to the City's Electrical Services (exterior and/or interior) and/or BC Hydro or subsidiary requires City permission and/or a Provincial electrical permit.

**Waste** – Productions shall dispose of all garbage, recyclables and refuse from all filming locations including parking area(s).

**Washrooms** - Productions will provide and maintain temporary portable toilets for their filming activity.

**Construction** – Productions are not permitted to use public property to construct sets without written permission from the Coordinator.

## **8. FINANCE DEPARTMENT IMPACTS**

**8.1 Film Fees** – each year, the Director of Recreation and Culture will provide recommendations for updating filming fees in the City's Fees and Charges Bylaw. This update will include an annual list of usual film fees including those charges from other departments (e.g. RCMP hourly rate, Engineering and Municipal Operations administration fees, parking charges) to ensure a one-stop film friendly process.

Additional charges may arise as required to accommodate unique filming requests and are at the discretion of the Director of Recreation and Culture.

**8.2 City Business License** – each distinct legally registered company must pay for a business license that is valid for one year from the date of application.

## **9. PERFORMANCE**

**9.1 Code of Conduct** – Productions Companies and their personnel are expected to uphold the [BC Film Commissions Locations Best Practices](#) guidelines.

**9.2 Harassment** - the Coordinator has the authority to cancel the filming permit, at any time, without compensation or advance notice to the Productions, if threatened, harassed or verbally and/or physically abused by a member of the film company or its agents and contractors. Threats and violence from the public are deemed inappropriate, and may be referred to the RCMP by Productions and/or the Coordinator.

**9.3 Compliance** – The City retains the right to refuse or cancel a filming application or permit if a property owner or Production is non-compliant with any City policy, permit, bylaw, condition, license requirement, fire order, or further, is non-compliant with any other applicable laws, rules and regulations of all authorizing bodies (e.g. WorkSafe, *Motor Vehicle Act*, etc.).

## **10. COUNCIL’S STRATEGIC DIRECTION AND MONITORING**

The Policy will be updated as needed in keeping with the strategic priorities and direction set by Council.

### **FUNDING**

The City’s annual financial plan will include departmental requests for funding to support filming activity.

## **11. RATIONALE**

The Film Policy has been designed to set application guidelines, selection criteria and administrative processes for approving and providing services that encourage increased, sustainable, safe, filming business activity in White Rock.