



Filming Policy

The Municipality of Port Hope



Marketing and Tourism

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This guide is intended as an aid only for the Film, Television and Commercial Production Industry. It may be amended as required or deemed appropriate and is by no means definitive.

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Filming in the Municipality of Port Hope

1. Policy

The Municipality of Port Hope welcomes the film industry to enjoy our many assets and our quality of life. We support the use of facilities by commercial and non-commercial film companies and photographers for moving and still photography. All filming should have regard for the rights, safety and privacy of the citizens and businesses of Port Hope and for the security and preservation of the properties.

2. Permit Application process

Permits are required for location filming, except for current affairs and newscasts, on streets or property under the jurisdiction of the Municipality of Port Hope and are authorized by the Municipal Clerk (MC) or designate.

First contact should be with the Municipality of Port Hope Marketing & Tourism, which is responsible for guiding you through the process of a successful film shoot. Initial contact is recommended at a minimum of 4 weeks prior to filming. An initial meeting will be held between the Municipality and the Film Company at which time an overview of the filming project will be discussed. ***If a Film Liaison Officer is required, one will be appointed at this time by the Municipality and will be at the expense of the Film Company.***

If street closures, exceptions to by-laws or special effects are involved, which require the approval of Municipal Council, the application for a filming permit must be received at least 3 weeks prior to filming.

Please have your documentation complete and agreements in place at least one week (7 days) prior to shooting, if no action by Council is required.

2.1 Notifications

The Film Company will be required to notify and/or gain approval of the shoot from various departments, agencies and individuals, depending on the nature and timing of the project. Individuals and organizations that require notification are outlined in this policy and will be discussed at the initial meeting.

It is important at this stage to make it clear that these activities are part of the process of negotiating for permission, and not to imply that permission has been granted.

Notification of filming must be forwarded to residences and businesses at least 7 days prior to filming. Letter must be approved by the MC or designate prior to distribution. Please refer to attached sample Letter to Residents / Businesses and Sign-off sheet for recommended wording (Appendix G).

2.2 Approvals

The applicant may be required to obtain prior written approval from the Chief(s) of Police, Fire Chief, the Municipal Engineer or other organizations and individuals, depending on the nature of the shoot. It is the responsibility of the Film Company to contact the appropriate departments for approval and signatures (Appendix B). Once approvals are in place and documentation complete, the MC or designate, in consultation with other staff and/or the Municipal Council, as appropriate, is responsible for issuing film permits.

The Municipality reserves the right to revoke any permission that has been given pursuant to this policy in the event that the permission was based on any information which was provided by the film company which was false, incorrect or misleading at the time the permission was granted.

2.3 Documentation

- Approvals from HBIA, Chamber, Police, Fire and Works and Engineering (as required)(Appendix B)
- Certificate of Insurance (see below)
- Script
- Shooting schedule
- Cast & key crew members list
- List of vehicles involved (#, type)
- Stunts/special effects
- Details of the locations, including maps etc.

2.4 Changes to schedule

Changes to the production schedule that become necessary as a result of unforeseen circumstances will be accommodated as quickly as possible. However, the Location Permit may be withdrawn if, in the opinion of the Film Liaison Officer or MC or designate, there has been substantial deviation from the project description without prior approval. The Municipality of Port Hope will not be responsible for any costs due to the withdrawal of permission. Approval may be re-instated after the issue has been resolved to the satisfaction of all sides.

Please advise ***the assigned Film Liaison Officer or if not assigned the Marketing & Tourism's Filming Administrator*** of changes to production schedule as soon as possible, preferably prior to date(s) of filming.

3. Filming Guidelines

3.1 Frequency

Location filming on streets in residential areas will be limited to two occasions per year for each residential block.

3.2 Limitations (days, hours of filming)

Permits for filming on streets in residential areas will be permitted only between the hours of 7:00 a.m. and 11:00 p.m., except on Sundays when no filming will be permitted, unless otherwise approved by the affected residents.

Permits authorizing filming on streets in residential areas between 11:00 p.m. and 7:00 a.m. will not be approved unless all affected residents have been notified in advance.

3.3 Traffic Flow

No interference to pedestrian or vehicular traffic is to occur without being noted on the permit and previously approved by the MC or designate. Intermittent road closures of up to 3 minutes may be made by the police officer(s) assigned to the project. Closures longer than 3 minutes require formal and prior approval of the Municipality of Port Hope Council. The Film Company may be required to post road or curb signs to notify oncoming traffic that filming with intermittent stoppages is occurring. Alternate routes or detours may be required and will be determined by the Municipality in conjunction with the Film Company.

3.4 Unmanned Air Vehicles (UAV)

The use of 'remote control' aircraft (Unmanned Aerial Vehicle – UAV) for commercial purposes such as aerial photography/filming requires a Special Flight Operations Certificate issued through Transport Canada. Once the film company informs the Municipality of Port Hope Film Liaison Officer that a UAV will be used in a film shoot, a site meeting between Transport Canada, local police and fire services will be scheduled to discuss the details of the proposed flight. The film company must notify area residents and businesses in its letter of notification that filming will involve use of a UAV.

3.5 Road Closures

Requests for road closures should have the support and written consent of the Chamber of Commerce, businesses and of a majority of residents in the affected area (if the road closure is to occur in a residential or commercial area). For filming in commercial areas outside the Heritage Business District (downtown, HBIA), it is recommended that the Film Company endeavour to schedule filming on off-peak or non-business hours. Lengthy closures will not be permitted during peak business hours unless otherwise approved. All road closures, including those in the Heritage Business District are at the discretion of Council.

Pedestrian traffic is not to be obstructed at any time all cables and similar items must be channeled.

If a road is to be partially or completely closed, or traffic restricted in any way, it is the responsibility of the Film Company to contact the following agencies to inform them as to the dates of commencement and completion of filming:

- Board of Education
- Separate School Board
- Police Department(s) (will notify Ambulance Service)
- Fire & Emergency Services Department
- Municipal Bus Operator
- Works and Engineering/Engineering Department

3.6 Advertising

The Film Company will place an ad in both local papers notifying people of the upcoming filming schedule and its effects on traffic flow. This is an excellent opportunity to publicize your film and attract both spectators and potential suppliers.

3.7 Support Vehicles

A parking plan must be submitted to the municipality for approval. The bulk of the vehicles should be parked off-site when filming occurs, **and a poster indicating the Filming Project Title, Film Company contact phone number and the assigned Municipal designate (i.e. Film Liaison Officer) contact number should be displayed in the windows of all production vehicles.** The Filming Administrator or Film Liaison Officer will be able to suggest suitable parking locations.

The maximum number of production vehicles (ie. trailers), unless otherwise specified in the permit/approval, shall not exceed twelve (12). All vehicles and equipment not in use shall be placed so as not to cause interference with pedestrians or vehicular traffic.

Production vehicles must not block driveways, fire hydrants or emergency access to buildings.

The location filming permit covers parking for production vehicles only, not for crew vehicles. Your crew is responsible for finding legal parking for their private vehicles. The Filming Administrator or Film Liaison Officer will be able to suggest suitable parking locations.

3.8 Cleanup

Production crews will clean the filming location, including all props, at the end of each filming day, with a minimum of noise and disruption and ensure the area is returned to its original condition, unless otherwise approved by the MC or designate.

3.9 Security deposit

A security deposit in the form of a certified cheque may be requested based on the value of the property, the extent of filming, amount of fees, and the amount of staff required. If a security deposit is required, it will be released within two weeks after a facility inspection by the Municipality, and when all outstanding costs are paid in full by the film company.

3.10 Expenses

The Film Company is responsible for any out-of-pocket expenses related to the use of Municipality owned properties and expenses. It is the Film Company's responsibility to ensure that there is a minimum of disruption to residents and businesses where filming occurs. The Film Company is under no obligation to provide compensation for disruption unless agreed to in advance and/or receipts accompanying any claims of compensation are presented to the Film Company, with the exception that the film company has not conducted filming as per their notification letter or have been negligent in conducting filming in a manner that does not effect business operations.

3.11 Damaged Property

Every effort must be made by the film crew production company to ensure that property is not damaged, in particular, property that has been determined to be of historic significance or designated as a heritage property or property within a heritage district.

3.12 Parking / bagging meters

The Chief Building Official is responsible for approving the waiving of parking fees in public parking areas, the bagging and/or removal of parking meters.

3.13 Set decoration

No permanent or temporary road fixtures or signs may be covered, removed or altered without the approval of the Works and Engineering Department representative. If alterations to property or the construction of sets/staging is required, the Film Company is responsible for restoring all exterior and interior building finishes and fixtures to their original condition at the conclusion of filming. ***Requests to fly flags from other countries at Town Hall or any Municipal site may be considered as part of the application process. Approval will be reviewed on a request specific basis and may be granted at the discretion of the MC or designate with appropriate posting and public notification required.***

3.14 Local sourcing

The Film Company agrees to make every effort to patronize local businesses and services. Please refer to the Municipality of Port Hope Filming Resource Guide.

3.15 Consideration

Lighting for filming should be directed away from neighbouring residences and should not interfere with the safe traffic movements. Noise from generators should be kept at a minimum.

3.16 Staff

Please convey to your crew that the citizens and businesses are allowing you to be in their neighbourhood. The people and locations should be treated respectfully; staff should operate in a safe and professional manner. It is the responsibility of the Film Company to ensure that happens.

4. Insurance Documentation

Certificate of insurance issued by an acceptable insurer with the following requirements appearing on the certificate:

- a. General Comprehensive Public Liability in the minimum amount of five million dollars (\$5,000,000.00),
- b. The Corporation of the Municipality of Port Hope named as an additional insured,
- c. A Cross Liability / Severability of Interest clause
- d. In the case of filming in the Heritage Business District the HBIA shall be named as an additional insured.

5. Locations:

For all Municipality of Port Hope location shoots a Film Liaison Officer **is mandatory and will** be contracted by the Municipality; the cost of the **Film Liaison Officer including relevant expenses will** be borne by the Film Company.

5.1 Filming on private property

There are over 250 properties in Port Hope designated under the Heritage Act. Many of these make excellent film sets. Filming that is confined entirely to private property with all vehicles contained within that property requires that all affected residents (to be defined by the MC or designate), businesses, and the appropriate elected officials should be notified at least 7 business days in advance by the applicant of the duration, location, and subject matter of the filming and, if necessary, a meeting arranged with any of the above parties to review details of the location filming.

5.2 Filming on Municipality of Port Hope property

Filming on private property but infringing on or directly using Municipal properties or roads requires the approval of Municipal officials as directed by the MC or designate. In addition, affected residents (as defined by the MC or designate) will be notified. Please refer to attached sample letter (Appendix G). A film permit may not be granted if there is significant objection from residents.

5.3 Filming in the Downtown Heritage Business District

Special provisions are in effect for any shoots in the area bounded by the corners of Mill and Ontario Street, Mill and Peter, Pine and Augusta, and Pine and Walton. Please see Appendix E for HBIA terms, conditions and fees in relation to filming in the Downtown Heritage Business District and Appendix F for a map defining the HBIA area.

In the event the film company contravenes any provision of this policy and in particular any provision of Appendix "E" attached to this policy, the Film Liaison Officer will advise the film company of the contravention and the film company shall remedy the contravention immediately, failing which any permission that has been given to the film company pursuant to this policy may be withdrawn forthwith.

The certificate of Insurance shall include the HBIA as a named insured.

Filming is not permitted during the month of December.

6. Film Liaison Officer

A Film Liaison Officer **is mandatory in the case of location filming in the Municipality**, at the expense of the Film Company. While under contract to the Municipality of Port Hope, the Film Liaison Officer will act as agent for the Municipality of Port Hope and will be directly responsible to the MC or designate.

The Film Liaison Officer's objective is to understand, communicate and protect the interests of the Municipality of Port Hope, Business owners/citizens, while simultaneously addressing the Film Company's requirements for an efficient, cost-effective and well managed production with limited problems or delays. Specific duties may include but not limited to:

- ***Attendance at all meetings with Municipality, Business, Citizens and/or Film Company where terms and conditions of the filming process are being discussed;*** 6

- **Documentation of agreed upon processes, procedures or arrangements and communication of same to aforementioned parties;**
- **Provision of ongoing timely communication updates to same, regarding additions/changes to agreed upon terms of operation;**
- **Availability (by phone and/or in person) at all times during the filming process for contact by any of the aforementioned parties;**
- **Ensuring compliance with agreed upon terms and conditions of filming permit procedures, policies and by-laws;**
- **Leading the problem resolution process/discussions to ensure an amicable and practical solution between the parties regarding situations which arise during filming;**
- **Shadowing the production company's Location Manager during pre-filming and filming;**
- **Ensuring that the flow of pedestrian and vehicular traffic is not imbedded beyond those terms agreed upon and provide resolution where this is not occurring;**
- **Work with the Marketing & Tourism Filming Administrator in regards to all contact information for organizations, business and property owners impacted by the filming so that communications may be provided as required throughout the filming process;**
- **Advising the MC or designate in a timely manner of infractions to the agreed upon terms and conditions of the Film Permit Agreement and where applicable recommend withdrawing permission to film;**
- **Other duties as assigned by the Municipality of Port Hope designate.**

7. By-laws, safety guidelines

7.1 Noise by-law

All Film Companies will comply with the Municipality's Noise By-Law, which is available from the Marketing and Tourism Department. (Generators must be shielded.)

7.2 Workplace Safety

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

7.3 Explosives, Special effects:

Execution of special effects involving pyrotechnics or other hazardous devices shall require the presence of the Port Hope Police Services (Urban) or the OPP (Rural) and Port Hope Fire & Emergency Services and the Works and Engineering Department. The Film Company shall be responsible for associated costs.

The Municipality of Port Hope Fire & Emergency Services requires the completion of the Fireworks/Pyrotechnics Application Form (Appendix L) and the written approval of the Fire Chief or designate.

8. Feedback

The Municipality of Port Hope expects:

- Certificate/letter confirming that the Municipality of Port Hope will receive a screen credit on the final film/video
- Completion of Filming Survey (Appendix K) stating the amount of money spent in Port Hope.
- Stills or video clips of scene(s) shot in Port Hope for use exclusively by the Municipality in promotional activities.

9. Port Hope Police Services (Urban), OPP (Rural)

Whether off-duty police officers are required for traffic control will be determined during the initial conversation. As a rule, if public roads are involved in the shoot, or if there are stunts or special effects, you will require police assistance. The Film Company shall bear all associated costs. Rates are included in the fee schedule attached.

Due to the limited availability of officers and equipment, a minimum of seven (7) days' notice is required in arranging for these services. Eight hours' notice is required of cancellation. Failure to give sufficient notice will result in the film company being required to pay the 4-hr minimum fee.

Appendix A

FAX TO: (905)885-1334	Date of Application:
Attention: Marketing – Filming Administrator	Permit #:

Location Filming Permit Application

The Municipality reserves the right to revoke any permission that has been given pursuant to this policy in the event that the permission was based on any information which was provided by the film company which was false, incorrect or misleading at the time the permission was granted.

Title: _____ Date: _____

Type: Feature Film TV Movie TV Series Other

Network: _____

Production Company:

Address: _____

Producer(s) _____

Director _____

Production Manager: _____

Phone: (____)____-____ Fax:(____)____-____

Cell: (____)____-____

Location Manager: _____

Phone: (____)____-____ Fax:(____)____-____

Cell: (____)____-____

Film Location:	From: To: <i>(Dates & Times)</i>
Location of Production Vehicles: # of Vehicles []	From: To: <i>(Dates & Times)</i>
Traffic <input type="checkbox"/> Intermittent Stoppage <input type="checkbox"/> Road Closure Where: # of Officers [] Equipment _____	From: To: <i>(Dates & Times)</i>
Other Equipment - location and activity	From: To: <i>(Dates & Times)</i>

Country of origin of your production:

- Canadian U.S.A. Cdn/US Co-production
- Other: _____(please detail)

Budget Information

Start Date: _____

Total Budget \$_____ Cdn US

Spent Here: \$_____ Cdn US

If TV series, x how many episodes? _____

Number of shooting days _____

Will stunts be included in the production? Yes No

If yes, please describe:

Goods & Services to be purchased locally (please mark appropriate items with an x)

- Fuel Building supplies Accommodations
- Meals / Food Vehicles Pay Duty Police
- Equipment Location Fees Props / Sets
- Costume / Makeup / Hair Equipment (eg. Lift truck) Extras
- Other - please specify _____

Request to fly flag at a Municipal Site:

Location of Site _____

Proposed Flag to be flown: _____

Note: A photo of proposed flag to be flown must be provided

Dates to be flown: _____

Time of day to be flown: from _____ **to** _____

Attachments:

- Cover Letter (initial letter) attached
- Draft Notification Letters attached approved
- Cast & Key Crew Members attached approved
- Script attached approved
- Shooting Schedule attached approved
- Vehicle details / parking plan attached approved
- Flag photo & detail** attached approved
- Certificate of Insurance attached approved
- Fireworks/Pyrotechnics Application attached approved
- Approvals attached approved

Appendix B

Approvals

Directions for required approvals will be received at the initial meeting between the Municipality and the Film Company. It is the responsibility of the Film Company to contact each recommended organization or department to discuss filming plans and receive approval and signatures.

Port Hope Chamber of Commerce

Recommended: Yes / No

Comments / Conditions / Remarks: _____

Date: _____ Signature _____

Heritage Business Improvement Area

Recommended: Yes / No

Comments / Conditions / Remarks: _____

Date: _____ Signature _____

Department of Fire & Emergency Services

Recommended: Yes / No

Comments / Conditions / Remarks: _____

Date: _____ Signature _____

Port Hope Police Services (Urban)

Recommended: Yes / No

Comments / Conditions / Remarks: _____

Date: _____ Signature _____

Ontario Provincial Police (Rural)

Recommended: Yes / No

Comments / Conditions / Remarks: _____

Date: _____ Signature _____

Department of Parks, Recreation & Culture

Recommended: Yes / No

Comments / Conditions / Remarks: _____

Date: _____ Signature _____

Department of Works and Engineering

Recommended: Yes / No

Comments / Conditions / Remarks: _____

Date: _____

Signature _____

Municipal Clerk (or designate)

Permit Granted: Yes / No

Comments / Conditions / Remarks: _____

Filming Administrator: _____

Designated Film Liaison Officer: _____

Date: _____

Signature _____

(MC or designate)

Appendix C

Fee structure (2016)

	Private Property Only	Public & Private Property	Downtown
Application Fee	\$100.00	\$100.00	\$100.00
Film Liaison Officer - Municipal	**Cost Recovery	**Cost Recovery	**Cost Recovery
Film Liaison Officer - contracted	<i>If requested by MC or designate. Fee is as agreed upon through an award of a tender process--Contact M&T Filming Administrator for current rate</i>	<i>If requested by MC or designate Fee is as agreed upon through an award of a tender process--Contact M&T Filming Administrator for current rate</i>	<i>Mandatory Fee is as agreed upon through an award of a tender process--Contact M&T Filming Administrator for current rate</i>
Paid Duty Officers: OPP (plus HST)	\$65.13/hr. if required by Municipality, 4 hr. min. \$25.00/hr. cruiser admin fee \$60.62 admin set up fee	\$65.13/hr. if required by Municipality, 4 hr. min. \$25.00/hr. cruiser admin fee \$60.62 admin set up fee	
Paid Duty Officers: Port Hope Police	\$75.00/hr. if required by Municipality, 3 hr.min. \$25.00/hr. cruiser admin fee	\$75.00/hr, 3 hr min. \$25.00/hr. cruiser admin fee	\$75.00/hr, 3 hr min. \$25.00/hr. cruiser admin fee
HBIA	Nil	Nil	\$1,000 per filming day \$500 per set dec day & Individual negotiation in advance (See Appendix E)
Affected Businesses (Outside HBIA)	Negotiated in advance between parties	Negotiated in advance between parties	Negotiated in advance between parties – guidelines attached
Municipal Properties (Sports Complex, Rec. Centre, Town Hall, Library, parks etc.)Filming ONLY	Nil	\$500.00 / day plus applicable costs per Municipal fees & charges bylaw	Nil
Municipal Properties (Sports Complex, Recreation Centre, Parks – crew activities ie. lunch area, parking	Nil	<i>Contact M&T Filming Administrator for costs per Municipal fees & charges bylaw</i>	Nil
Property owner	Negotiated in advance between parties	Negotiated in advance between parties	Negotiated in advance between parties – guidelines attached

*** Please note that all pre-negotiated fees are due on or before the first day of filming. All other fees are due within two weeks of the final day of filming. Invoices will be provided by the Municipality.**

**** As outlined in the Municipal Fees and Charges Bylaw**

Appendix D

Contact Names (2016)

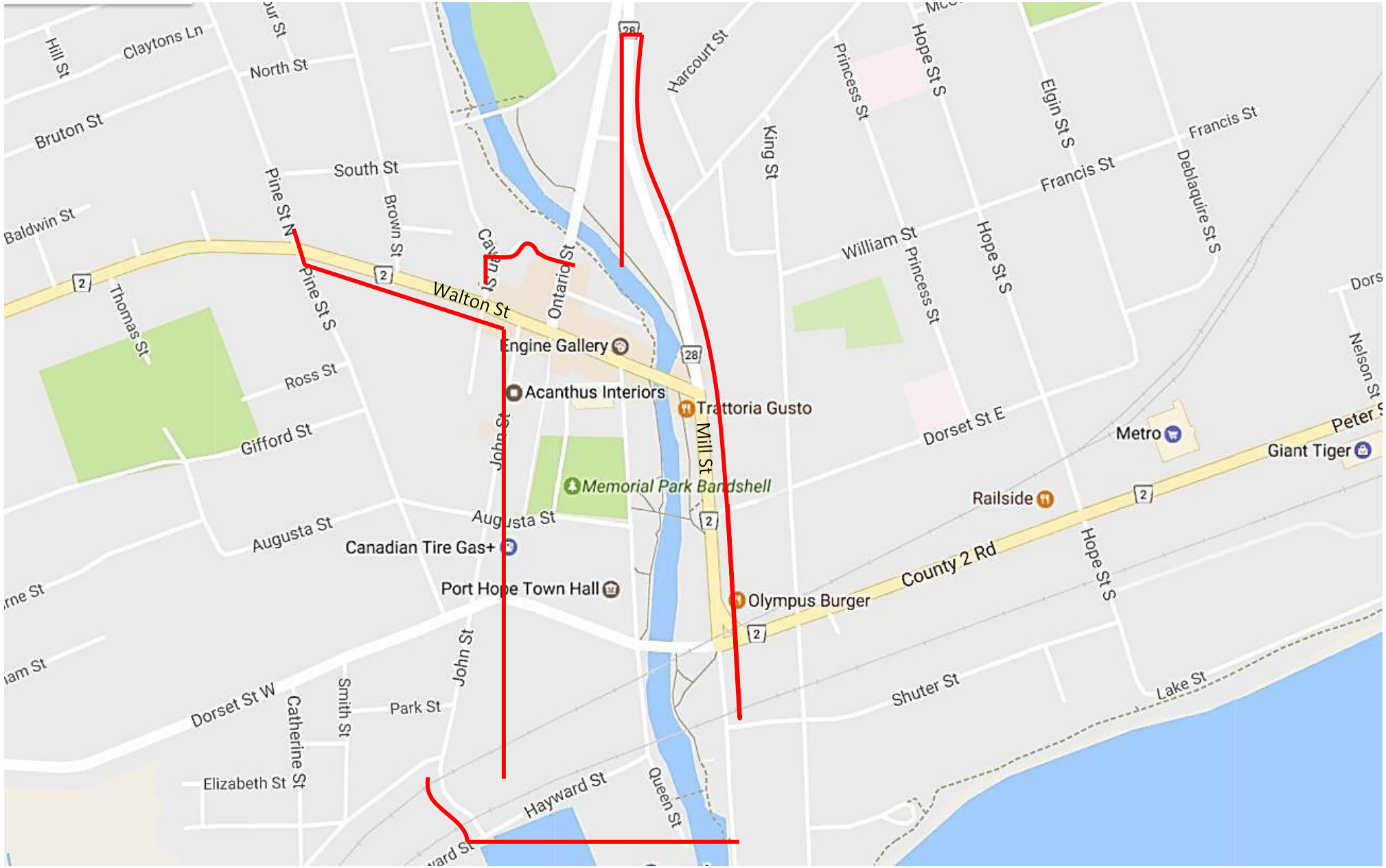
Contact	Department	Phone	Address
Kevin Narraway Manager	Marketing & Tourism	905-885-2004	20 Queen Street
Brian Gilmer Municipal Clerk	Municipality of Port Hope	905-885-4544	56 Queen St.
David Baxter Director	Finance Town Hall	905-885-4544	56 Queen St.
Jamie Byers HBIA President	HBIA	905-375-7378	58 Queen St.
Jim McCormack Director	Parks, Recreation & Culture	905-885-8760	284 Victoria St. N
Peter Angelo, Director	Works & Engineering Department	905-885-2431	5 Mill Street
Rick Trumper, Manager	Water Works Department	905-885-7461	5 Mill Street
Katie Andrews PDO Coordinator	Port Hope Police (Urban)	905-885-8123	230 Walton St.
Terri Marsden Re: Paid Duty Officers	Ontario Provincial Police (Rural)	905-372-5421 Fax 905-372-1301	1165 Division St., Cobourg
Ryan Edgar, Fire Chief	Fire & Emergency Services	905-753-2230	5325 County Rd.10 Canton Municipal Office
Margaret Scott, CEO & Chief Librarian	Port Hope Public Library	905-885-4712	31 Queen Street
Bree Nixon, CEO	Port Hope and District Chamber of Commerce	905-885-5519	58 Queen St.
Kawartha, Pine Ridge District School Board		1-877-741-4577	1994 Fisher Dr., Peterborough
Catholic District School Board		705-748-4861	1355 Lansdowne St.W., Peterborough
Bill Daly Comms	CNL	905-375-0291	196 Toronto Rd. Port Hope

Appendix E **Heritage Business Improvement Terms and Conditions**

In an effort to respect the rights of all downtown business owners to conduct business in an uninterrupted fashion, while at the same time encouraging the use of Port Hope's heritage main street as a film location,

1. On street filming will only be allowed from Monday to Friday within Port Hope's Heritage Business Improvement Area. Filming on dates that conflict with pre-scheduled events, holidays or seasonal celebrations will not be allowed.
2. The sum of one thousand dollars (\$1000) will be paid by the film production company to the Port Hope Heritage Business Improvement Area for each day of on-street filming taking place within the perimeter of the business area. The perimeter of the Port Hope Heritage Business Improvement Area is highlighted in the map attached.
3. One filming day will be recognized as from 7 a.m. until 11 p.m. Props or sets affixed to buildings where there is a written agreement between the property owner and the production company may remain on-site as long as they do not inhibit the safe and smooth flow of vehicular and / or pedestrian traffic.
4. "Loss of business" compensation must be negotiated between the film production company and any commercial business located within 100 feet of the filming site. Should a section of street be closed to either vehicular and/or pedestrian traffic to accommodate the film production, "loss of business" compensation must be negotiated between the film production company and any commercial business on that closed section of street.
5. A municipal contracted Film Liaison Officer will be on set during film production. It will be the job of the Film Liaison Officer to see that all aspects of the agreement between the film production company and the Municipality of Port Hope concerning filming in the Heritage Business Improvement Area are adhered to. The Film Liaison Officer will have the right to stop film production should those terms not be adhered to.
6. The Marketing & Tourism Filming Administrator will provide the film production company with a complete list of local suppliers and service providers and will encourage the film production company to use local suppliers and service providers wherever possible. It is also the responsibility of the filming administrator to contact the Heritage Business Improvement Area Board and inform them of the filming schedule as well as any pertinent information pertaining to the film project.
7. The film production company must, when refuse collection will be interrupted as a result of filming in the downtown core, be responsible for making alternate arrangements which are satisfactory to the County of Northumberland Waste Disposal Department and the affected property owners. Any additional costs incurred will be paid for by the film production company.
8. The Heritage Business Improvement Area will be available for filming a maximum of **20 days per year. Filming will run no longer than five consecutive days.** Pre-production and breakdown days, as outlined in the production schedule, will be billed at the rate of \$500 dollars per day.
9. There will be no filming in the Heritage Business Improvement Area during the month of December. **No filming is permitted on any Saturday or Sunday.**

Appendix F



Appendix G

Letter to Residents / Businesses

Your letter should be sent out with as much notice as possible but at least 7 days before filming commences in order that area residents and businesses have a chance to read the letter and respond to it, if they wish to. Please include your name and telephone number as well as the name and telephone number of the **assigned Film Liaison Officer unless otherwise requested during the application approval process.**

Draft letters must be provided as part of the application approval process.

Sample Letter for Signature

(Please prepare this letter on your own letterhead)

Date: _____

Dear Resident:

Do not state in the letter "we are getting permits from the Municipality" or "we have received permission from the Municipality to film on...", rather use one of the following:

"We are in the process of obtaining permission to film on ..."

"We have applied for a permit from the Municipality to film on ..."

Please be as explicit as you can about your filming event. On your company letterhead, state the title and type of production and briefly describe the story line. Provide dates and times you will be at the location, also include wrap time.

Describe exactly what will be going on. Past experience proves that people get very annoyed when film companies say they will have two production vehicles on site and fifteen roll in. This jeopardizes not only your current film, but all future filming. If there will be street dressing, gunfire, special effects or any other events that would be out-of-the-ordinary from a resident's or business owner's point of view, let them know.

Inform the residents/businesses of where you propose to park your support vehicles (on designated location(s) & off site), and what activity will be surrounding those. Describe details of traffic stoppages, if applicable.

Please add to your letter:

Please contact (list assigned Municipal representative name & contact info here) or production company (list your name & contact info here) regarding questions or concerns.

Appendix H

Film Liaison Officer(s)

Film Liaison Officer(s) approved and their contact information, description of duties, etc. goes here.

Appendix I

Business Reimbursement Guidelines

There are several alternative means of calculating loss of business commonly used in the film industry. Which method will be adopted is for the Film Company and the individual business owner to agree upon in advance. In all cases, only the Film Company and the business owner will review the background material, in order to maintain confidentiality. If the business owner wishes the Film Liaison Officer to mediate in loss-of-business negotiations, they will also be permitted access to the appropriate business records.

1) Average Day

This is the easiest method of determining loss of business: the previous year's gross store receipts are divided by the number of business days in the year (normally 365-9 statutory holidays = 356 working days). Statutory holidays are: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day and Boxing Day. Documentation should include three years' worth of annual reports, if available. The filming day's receipts are compared to the average and the difference, if any, becomes the basis for reimbursement. This is the best method to use if the business is relatively young, and does not have three to five years' detailed records available.

2) Average comparable calendar day

In this method, daily cash register receipts are required. Use the precise calendar day's receipts from the past three to five years to compare what you'd expect to make on the DD/MM/YYYY combination on which filming will occur.

3) Average comparable week/month/day combination

Since DD/MM/YYYY is not sensitive to the day of the week, and retail sales frequently are, another method of obtaining comparable information is to compare the filming day's receipts with receipts on previous years with a comparable weekday. For instance, if filming is to occur on the first Tuesday in October, compare your receipts for the first Tuesday in October in each of the past three to five years.

Please note that these are guidelines and suggestions, and do not take into consideration

- Growth or decline of the business,
- cost of re-capturing lost customers,
- attractions value of having major movie stars in the downtown area,
- inventory / stock remaining in saleable condition.

Negotiations with a business that will be used as a location / set (in other words, if it appears on screen in the film) will be more extensive than if it is merely in the affected area.

It is important that these details be discussed with business owners at the time of notification; having a satisfactory agreement in place will greatly improve the Film Company's chance of obtaining a permit.

Appendix J

Municipal Properties available for filming

Municipal Hall - Completed in 1853, Port Hope's Town Hall features an imposing Neoclassical exterior with parks on four sides. The Council Chamber has standing room for 100 people and can be arranged to suit a meeting-style layout, or to simulate a courtroom.

Port Hope Public Library – Mary J. Benson Building – newly restored and expanded (2002) Carnegie Library originally built in 1912.

Canton Municipal Office- modern building with foyer, Council Chamber

Memorial Park & bandshell - downtown

Jack Burger Sports Complex - swimming pool, ice rink. Parking available at this facility.

Town Park Recreation Centre – newly built (completed in 2002) this Centre features a gym, tennis courts, skateboard park, etc. Parking available at this facility.

Marina/Harbour/Beach

Town Park / Fairgrounds – open green space, soccer fields

Appendix K



FILMING SURVEY

The Municipality of Port Hope welcomes filming and wishes to further evaluate the economic impact on the community. The following survey has been designed to assist us with that evaluation. The Municipality is requesting your input through the completion of this survey.

Please note that if specific expenditure figures are not available, please provide estimated figures where possible.

We thank you for your co-operation in completing this survey and for your participation in assisting the Municipality.

Production Company: _____

Contact: _____

Phone: _____ Fax: _____ Email: _____

Name of the film: _____

of days filming in Port Hope _____

Specific location(s) utilized for filming:

Within the Municipality of Port Hope:

1.) Did you utilize accommodation services? Yes No

If yes, what were your expenditures? _____

2.) Did you utilize restaurant services? Yes No

If yes, what were your expenditures? _____

3.) Did you utilize catering services? Yes No

If yes, what were your expenditures? _____

4.) Did you purchase supplies in relation to production needs? Yes No

ie. props, set construction

If yes, what was the estimated expenditure? _____

5.) Were extras hired from within the community? Yes No

If yes, how many? _____ Average wage/hr. _____

6.) Did you incur location costs? ie: fee for using a specific location Yes No

If yes, what was the cost? _____

7.) Additional Comments: _____

Thank you for your feedback and for providing us with important information.

For further information regarding this survey, please contact:

Marketing and Tourism Department
Municipality of Port Hope
Office Location: 20 Queen Street, Port Hope
Mailing Address: 56 Queen Street, Port Hope, ON L1A 3Z9

(905) 885-2004
Fax: (905) 885-1334
lbulger@porthope.ca

Appendix L

Fireworks & Pyrotechnics Event Application Form (Special Events Application - Appendix C)

Municipality of Port Hope
56 Queen Street
Port Hope, ON
L1A 3Z9
P: 905-885-4544
F: 905-885-7698



A. Applicant Information

Organization Name: _____

Contact Name: Mr. Ms. _____
First Name Last Name

Organization Address: _____
No. Street Name Suite No.
Ontario
City Province Postal Code

Contact Information: Primary Phone: _____ Ext. _____ Fax: _____
Emergency Phone: _____ E-mail: _____

B. Supervisor Information

Name: Mr. Ms. _____
First Name Last Name

Address: _____
No. Street Name Suite No.
Ontario
City Province Postal Code

Contact Information: Primary Phone: _____ Ext. _____ Fax: _____
Emergency Phone: _____ E-mail: _____

Certificate Information: Certificate Number: _____ Class: _____
Expiry: _____

C. Company Information

Company Name: _____

Company Address: _____
No. Street Name Suite No.
Ontario
City Province Postal Code

C. Continued...

Contact Information: Phone: _____ Fax: _____

D. Pyrotechnic Event Information

Start Date & Time
Date: _____
Time: _____

End Date & Time
Date: _____
Time: _____

Location: _____

E. On-Site Pyrotechnic Storage

Please note the location and method of on-site pyrotechnic storage:

F. Application Checklist

Please attach the following documents to the completed application:

- | | |
|--|--|
| <input type="checkbox"/> List of Fireworks/Pyrotechnics to be used | <input type="checkbox"/> Site Plan Diagram |
| <input type="checkbox"/> Event Description (Firing Order) | <input type="checkbox"/> Fire Safety Plan |
| <input type="checkbox"/> Certificate of Insurance | |
-

G. Signature

Signature of Pyrotechnician

Date: _____ Signed By: _____
