

Town of Gibsons

Filming Procedures



FILM PRODUCTIONS IN THE TOWN OF GIBSONS

The following procedures apply to all location filming which takes place in the Town of Gibsons, except for current affairs and newscasts.

The Town of Gibsons welcomes filming. The Town will issue your film permit as speedily as possible and is available to offer local guidance and support.

The Town of Gibsons reserves the right to refuse to issue a permit to a production company or individual who has failed in the past, to adhere to these procedures.

Town Staff Contact

Manager of Corporate & Legislative Services

Tel: 604-886-2274

Email: info@gibsons.ca

<https://gibsons.ca/business/filming-in-gibsons/>

Updated: January 2024

Table of Contents

1. OVERARCHING PROCEDURES	3
Application Timelines	3
Noise and Hours of Work	3
Electrical Permit Requirements	4
Special Effects (SFX) Application	4
Fire Hydrants	4
Civic Locations	4
Filming at Civic Buildings	4
The Wharf	4
Soft Holds	4
Fees, Deposit & Insurance	5
Deposit	5
Low Budget Productions – Reduced Fees	5
Insurance	5
2. FILMING IN THE COMMUNITY	6
Filming Notification	6
Public notification of Filming Activity must:	6
Reverse Polling	7
Disruption to Residents/Businesses	7
Parking Disruption	8
Drones	8
Food Trucks/Mobile Canteens	8
Sustainable Filming	8
Public Observing a Film Shoot	8
3. TRAFFIC MANAGEMENT	9
Street Closures, Driving Shots	9
Parking	9
Parking Infractions	9

1. OVERARCHING PROCEDURES

- For filming on locations which involve Town properties, (e.g., parks, Town facilities, equipment and streets) an application must be made for a Public Use Permit: <https://gibsons.ca/services/facility-bookings/public-use-permit/>.
- Conditions specific to individual locations will be noted on each approved permit and be signed and dated when approved.
- Filming is not to incur a cost to the Town; therefore, the film production will pay for all direct and indirect costs incurred by the Town for the use of Town services.
- Requests for “no parking” street signage must be made a minimum of five (5) working days prior to the time required by the film production.
- To assist our Bylaws staff, film vehicles that are parked in the Town approved “no parking” locations, are to have identifying passes or tags on their dash (especially if they look like personal vehicles), otherwise they could be ticketed and/or towed.
- The Town will endeavour to provide street parking space for essential unit vehicles. In locations where off-street parking is not available, the film company may be required to use a less convenient parking location and arrange shuttling.
- Wherever possible the film production is to use off-street parking for non-essential vehicles (i.e., crew parking).
- An Insurance Certificate for five million dollars (\$5,000,000) (naming the Town of Gibsons as additional insured) is required.

Application Timelines

- We require a minimum of four weeks (20) full business days to issue a permit, not including the day of submission.
- All applications must be received within Town business hours, 8:30am - 4:00pm Monday to Friday, to be considered as being sent and received on the same day. **If a production submits paperwork after 4:00 PM on any given day, it will be treated as if it was received the following business day.**

Noise and Hours of Work

- Move-ins, move-outs, and any related noisy activities of a film production company in a residential area shall occur only during the following periods (unless special permission is obtained from the Town).

Monday to Thursday – 7:00am – 10:00pm

Friday to Sunday 8:00am – 11pm

- Late night and early morning filming outside of quiet times will not be permitted unless the Town is in receipt of a poll showing approval from a clear majority of residential units impacted by the proposed late night film production.
- Exceptions may be granted at the discretion of the Town.

Electrical Permit Requirements

Electrical Permits must be obtained where applicable and may be applied for through Technical Safety BC.

Special Effects (SFX) Application

The Film Production must submit in writing a detailed description of the special effect (including materials, methodology, frequency, intensity and duration) a minimum of ten working days prior to the filming date. This request will be forwarded to the Fire Chief or designate for approval and to arrange a mutually convenient site visit.

Fire Hydrants

The Town doesn't permit temporary fire hydrant use for filming.

Civic Locations

Filming at Civic Buildings

Filming will only be permitted if it does not impact the ability of the civic building to function serving the residents/businesses. Any previously booked events take precedence unless a mutually agreed compromise can be reached.

If filming in a civic building, at the wharf and other Town locations all associated costs including staff time will be payable by the production company.

If the film production wishes to film Town personnel, vehicles, equipment, etc., the film company must obtain approval in advance.

The Wharf

The Wharf is a film friendly location. However, as this is also a high traffic area with recreational users, all filming and film parking at the Wharf needs special permission from the Wharfinger.

In the summer months (June to September) filming will be considered on a first come first served basis due to existing event programming.

Soft Holds

Key locations (Winegarden Park, the Wharf, Dougall Park, etc.) can be held for a maximum of five (5) business days. If the Town does not hear from the production five (5) working days prior to the first day of the soft hold, the hold/reservation will be

cancelled.

To confirm the film productions' hold, the Town must receive a film permit application form with the dates listed for prep, shoot, and wrap.

Fees, Deposit & Insurance

Fees are listed on Policy 1.31.

The necessary deposit must be submitted to the Town Hall at least one (1) week prior to filming.

There will be a charge for any Town costs directly incurred as a result of the film production.

Productions are responsible for the replacement cost of any Town equipment lost or not returned to designated drop-off/pickup sites (e.g., signage).

Cheques are to be made payable to the *Town of Gibsons*.

Deposit

- Deposits are required to cover any potential damage to Town facilities, etc.
- Deposits will be banked.
- Balance of deposit will be refunded upon completion of filming activities, an inspection by Town staff (if required), and final approval of the Town of Gibsons.
- Any required repairs, clean up, restoration, etc., will be undertaken by the production company. Any repairs, restoration, etc., not undertaken by the production company will be provided by the Town, the cost of which will be drawn from the damage deposit along with overhead and administration fees.

Low Budget Productions – Reduced Fees

For low budget productions or non-theatrical productions, the Town will consider reducing location fees by 50% for parks and other outdoor venues (parks, etc.) if the productions fit the following criteria:

1. Productions should be non-theatrical (such as shorts, student foundation films, documentaries).
2. Filming will not take place over more than two days in the Town location.

Insurance

The applicant for all filming permits shall provide proof of valid Commercial Liability Insurance of not less than \$5,000,000 per occurrence against claims for personal

injury, death, or property damage occurring upon, in, or about the site.

Under situations of potential extreme exposure to the Town, under advisement of the Town's Risk Advisor, the liability insurance coverage may be increased.

The policy will name the Town of Gibsons as additional insured and contain a cross liability clause.

All insurance shall be placed with licensed insurers, preferably in the province of BC, which are satisfactory to The Town of Gibsons.

2. FILMING IN THE COMMUNITY

Permits are granted depending on the amount of previous filming in an area. The Town will advise on film "hot" zones.

The applicant is responsible for notifying the residents and/or businesses that will be affected by the filming by letter at least ten(10) business days in advance. A record of who was notified is required.

The film company must provide the community with the written notice of filming *prior* to the Town installing 'no parking' signage.

Filming Notification

Notification shall include:

- The name of the film production.
- The name of the location manager.
- Contact phone number and name of the person who will be on site during the filming.
- The date and time the film company will be working in the area with a brief description of what their activity will be.
- Temporary traffic and/or parking changes.

Public notification of Filming Activity must:

- Be delivered by the Production Company in draft format to the Town of Gibsons for review at least five (5) business days before delivery to affected property owners and tenants.
- Be delivered by the Production Company to each affected property including tenants, business owners, residents and property owners a minimum of ten (10) business days prior to Film Activity in the area.
- Include a statement that generally describes the Filming Activity, filming schedule and any factors that may disrupt the community including noise, use of sidewalks and use of parking areas.
- Invite members of the public to provide comments to

Town of Gibsons
474 South Fletcher Road
Gibsons, BC V0N 1V0
info@gibsons.ca
(604) 886-2274

Reverse Polling

Filming outside of the filming hours, repeated filming at a single location or in a specific area, excessive and unusual noises (e.g., gun shots, explosions, etc.), and/or filming that is particularly invasive to an area, will be allowed only if a clear majority of property owners and residents in that area agree.

Production Companies are required to send out a notification letter informing affected property owners and tenants of the proposed Filming Activity and inviting them to send their objection to the Town of Gibsons prior to the Filming Activity. If 80% of affected property owners and tenants respond negatively to the Town of Gibsons within the specified response period the Film Production Application, or portions of the proposed Activity, the permit application may be denied by the Town.

Disruption to Residents/Businesses

It is the expressed wish of the Town to facilitate industry in its endeavours while working to protect the safety of our residents and/or visitors, and to ensure that work is performed with minimal disruption to our residents and businesses.

Filming should limit negative environmental conditions including spill-over lighting, exhaust fumes (Town of Gibsons is an anti-idling municipality), or noise that affects residents' ability to remain at their property or conduct their business (unless they have been contacted prior to the filming and did not express any objection).

It is the production company's responsibility to ensure residents, owners and customers' access to their respective premises.

The production company is under no obligation to provide compensation for *disruption* unless it voluntarily agrees to do so with residents/occupants/businesses or otherwise has legal obligation to do so.

Note, it is expected that any business that suffers a financial loss due to filming will receive compensation payments from the production.

The Town does not get involved in negotiations between the Film Production and residents and/or businesses.

Parking Disruption

The production company is under no obligation to provide compensation to residents and/or businesses for disruption of parking as a result of a film permit unless it voluntarily agrees to do so with the applicable persons.

Every effort should be made to ensure that people displaying legitimate credentials, such as disabled parking permits, are accommodated in recognition of their personal safety.

Access to businesses, residences, etc., should be considered and maintained (including for deliveries).

Drones

We allow film productions to arrange UAV drone filming if the following criteria is met:

- Transport Canada regulations and all Provincial and Federal privacy laws must be followed for all use of drones when filming. To get a film permit that includes the use of a drone, you will be required to get aviation liability insurance in addition to the general liability insurance for filming.
- At certain parks, and depending on time of year, production may be required to have a QEP (qualified environment person) perform a nest study of the area (timed to be done within 5 days of the filming) to ensure the drone flight does not enter within 100 feet of an active nest.

Food Trucks/Mobile Canteens

All Mobile Food Vending that has cooking processes that produce grease laden vapours are required to comply with NFPA 96 "Standard for Ventilation Control."

Sustainable Filming

The Town of Gibsons encourages productions to incorporate sustainable practices into their filming process. Reel Green is an initiative introduced by Creative BC to help improve the film production industry's overall environmental footprint in reducing carbon gases. All productions are encouraged to follow the Best Practices program associated with the Reel Green Initiative.

There is a no-idling Town Bylaw. Our bylaw stipulates that there is to be no more than three (3) minutes of idling. (This excludes heating and refrigeration systems). Do not idle.

Materials and debris are not to be washed into catch basins.

Public Observing a Film Shoot

The public may observe the filming activity from outside the security parameters in a public area.

In the case of high-risk stunts or pyrotechnic effects, the public should be asked to leave the filming area.

3. TRAFFIC MANAGEMENT

Street Closures, Driving Shots

If the production is planning on **closing a street or sidewalk** or intermittent **short duration road closures** the production needs to submit a [Highway Use Permit](#).

- Major streets shall not be closed during rush hours or other high volume traffic periods.
- When traffic cannot be effectively diverted onto other streets, traffic shall be stopped only intermittently and for no longer than three (3) continuous minutes.
- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit. Every opportunity is to be taken to ensure that access, whether vehicular or pedestrian, is not restricted to persons with disabilities.
- Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.

Parking

Parking of film production vehicles on Town streets is subject to prior approval through a [Highway Use Permit](#). Requests must be made to the Town at least five (5) full working days prior to commencement of filming.

Each vehicle belonging to the film production company shall display proper identification on the dashboard.

Parking Infractions

Film permits issued by the Town clearly state where film parking has been assigned. The Town will ticket film crew vehicles parked in areas not authorized in the permit.