

TOWN OF STONEWALL

POLICIES AND PROCEDURES MANUAL

| | | |
|---|-------------------------|--------------------|
| SECTION: | GENERAL GOVERNMENT | POLICY NO. 5.10 |
| SUBJECT: | FILMING WITHIN THE TOWN | |
| ORIGINALLY APPROVED BY RESOLUTION OF COUNCIL ON: | | SEPTEMBER 18, 2019 |
| MOST RECENTLY AMENDED BY RESOLUTION OF COUNCIL ON: | | |

BACKGROUND/INTENT:

To establish a policy regarding the filming of movies, short films, or TV shows within the Town of Stonewall.

The Town of Stonewall has become a destination location for the film industry. Given Stonewall's location in relation to the City of Winnipeg, its inventory of unique buildings, and extensive community beautification efforts, the Town has seen significant filming activity in recent years. It is the intention of this policy to provide for the facilitation of the filming industry by providing an efficient procedure for obtaining municipal approval while at the same time protecting the residents and businesses from injury or loss.

POLICY:

The Town of Stonewall supports the following:

- The film industry in their endeavors to work and film in the community
- Policies and procedures which will minimize the impact on the public and citizens from filming on location
- Policies and procedures that ensure the safety of property and people during filming on location activities
- Implementation of policies and procedures that acknowledge the potential economic loss to businesses from filming and the need to provide for fair and reasonable compensation
- Implementation of policies and procedures that will ensure that the filming industry will not cause damage to public or private property
- That in the event damage is caused the film company will be responsible for repairs or the provision of financial compensation in lieu of repairs

Prior to starting to film in Stonewall all proposed shoots must complete an application and comply with the conditions and requirements identified in Schedule "A" to this policy.

**TOWN OF STONEWALL POLICY NO. 5.10
SCHEDULE "A"**

PROCEDURES FOR FILMING IN THE TOWN OF STONEWALL

INTRODUCTION:

Whenever a production company is on-location filming, a permit to film is required.

The Town of Stonewall Administration coordinates film location shooting using Town facilities and streets.

The Town Administration works with proponents to protect the rights and interests of neighborhoods and businesses within the Town, ensures public safety, facilitates access to Town services for production companies, and ensures proper permits and authorizations have been obtained in order to film on Town Streets or Town Property.

The Town Administration is familiar with the structure of the Town and aims to balance the production company's requirements with the needs of Stonewall's residents and businesses.

PROCEDURE:

STEP 1: Application for Filming Permit (Exhibit 1)

All submissions are subject to an **Application Fee of two hundred dollars (\$200.00)**. Applications submitted without payment will be held until the Application Fee is received. This Fee is NON-REFUNDABLE.

Applications must be submitted seven (7) working days before the intended start date of filming.

The Town of Stonewall will approve the Application for Filming Permit after consultation with the Location Manager to specify all activity that will affect the normal use of public property. The Film Production Company will be notified as soon as final approval of all activities has been granted. Production Staff should review the conditions of the Filming Permit before filming begins.

It is a requirement of the Filming Permit that the Location Manager or Assistant Location Manager be on location throughout the filming day.

If street space is to be used for continuity or for the parking of vehicles, the Town Administration will issue Temporary Street Use Permits in conjunction with the Filming Permit.

If overweight vehicles/trucks/trailers are required for the film production, the Town Administration will issue Overweight Load Permits in conjunction with the Filming Permit.

STEP 2: Insurance

Applicants granted permission to film on Town Property must provide proof of Liability Insurance coverage. The Town of Stonewall requires the applicant to have at least \$2,000,000 Public Liability and Property Damage Insurance. The applicant shall provide an Insurance Certificate naming the Town of Stonewall as Additional Insured and include a Cross Liability Clause.

The Insurance Certificate must be filed at the same time as the Application for Filming Permit.

TOWN OF STONEWALL POLICY NO. 5.10
SCHEDULE "A"

PROCEDURES FOR FILMING IN THE TOWN OF STONEWALL

STEP 3: Permits, Fees, and Services

The following permits, fees, and services may apply when filming within the Town of Stonewall:

- **Temporary Street Use Permit**
Required for closure/use of sidewalks, parking lanes, and traffic lanes
Traffic Control, barricades, and signage must be provided by the production company
- **Overweight Load Permit**
Required for vehicles with overweight loads as per Traffic By-Law 08-04 as amended
- **Policy 5.9 Private Works & Rates**
Outlines the rates charged when municipal equipment, materials and labour are used to carry out private works for private persons on private property
- **Policy 13.2 VMSC Rates**
Outlines the rates to be charged for the use of the Stonewall Arena and the Veterans Memorial Sports Complex arena ice surfaces
- **Policy 19.1 Town Facilities Rentals**
Outlines the rental policy for Quarry Park Heritage Arts Centre, the Veterans Memorial Sports Complex, the Stonewall Ice Palace, and the Fines Field Picnic Shelter
- **Facilities/Equipment/Property Rental Agreement**
Required for the use of any Facilities, Equipment, or Property owned by the Town of Stonewall that does not have rates set out in any other Town Policy or By-Law
The rate for any Municipal Staff required to provide services to facilitate filming within the Town of Stonewall will be at their hourly wage rate plus 25% and will be outlined in the Rental Agreement
The CAO or Assistant CAO may execute all Rental Agreements on behalf of the Town
- **Hydrant Permit (Exhibit 2)**
A Hydrant Permit must be obtained to access the Town of Stonewall Water System
One Hydrant Permit is required for each hydrant used
*A **deposit of \$500.00** is required for each hydrant permit and will be refunded if there are no damages to the hydrant and once water usage has been paid*
*A non-refundable **hydrant servicing fee of \$100.00 + GST** is required for each hydrant used*
Water usage will be invoiced once the project is complete
- **Fire Department Equipment / Personnel**
Where there is the occasion to involve special effects that involve combustion of materials and/or fire fighting equipment is required in a scene, the applicant must contact the Stonewall Rockwood Fire Department to make arrangements and secure onsite fire personnel if deemed necessary by the Fire Chief.

STEP 4: Temporary Street Use

All requests to park on a street or to clear an area of a street for filming requires a Temporary Street Use Permit, shall include a Location Map, and must be received seven (7) business days in advance.

Streets adjacent to retail businesses shall not be closed during the retail business day unless adequate access is assured to adjacent businesses. In circumstances where street access to a business cannot be assured or where there are negative financial impacts on a business created by the filming, the proponent must provide the Town with proof of discussions regarding appropriate financial compensation for the business.

**TOWN OF STONEWALL POLICY NO. 5.10
SCHEDULE "A"**

PROCEDURES FOR FILMING IN THE TOWN OF STONEWALL

STEP 4 (cont.): Temporary Street Use

Any street shall not be closed for filming unless adequate access for Fire and Emergency Vehicles can be guaranteed.

Traffic control, including manned barricades, will be provided by Production Company.

Courtesy signage must be placed at the perimeter of the filming location informing the public that filming is in progress.

STEP 5: Area Notification

All street closures must be advertised locally.

A completed Polling Form (**Exhibit 3**) must be submitted with the Application for Filming Permit for the neighborhoods (residential and business) in the proposed filming area.

A Letter of Notification must be submitted with the Application for Filming Permit for approval by the designated officer of the Town.

The Letter of Notification must include:

- Name of Production Company
- Name and cell number of location manager
- A description of the area where filming will be taking place
- Dates and times the production company will be working in the area
- A description of the activity and/or work that will be taking place
- A description of any street, parking lane, and sidewalk closures with dates and times

All businesses and residents of properties affected by a street closure must receive a Letter of Notification from the Applicant directly (door to door) at least five (5) business days prior to filming.

The applicant is not to change dates, locations, filming times, or the type of scenes to be filmed as set out in the Application for Filming Permit without consulting and obtaining approval from the Town of Stonewall's Designated Staff Member, who will in turn notify the appropriate Town Staff. Staff, equipment, and facilities previously agreed to may no longer be available on the revised dates. If dates are changed, area notification will have to be conducted with the revised information.

STEP 6: Shooting Schedule

When filming between the hours of 10:00 PM and 7:00 AM all film crew members must use radios fitted with headsets.

When filming activity is conducted between the hours of 10:00 PM and 7:00 AM care must be taken to comply with the Town of Stonewall Nuisance Noise By-Law 19/06.

Permission to film between the hours of 10:00 PM and 7:00 AM may be denied based on the response of residents or businesses after polling if the applicants are unable to adequately address any concerns raised to the satisfaction of the Town of Stonewall.

**TOWN OF STONEWALL POLICY NO. 5.10
SCHEDULE "A"**

PROCEDURES FOR FILMING IN THE TOWN OF STONEWALL

APPLICATION TO FILM IN THE TOWN OF STONEWALL CHECKLIST:

For Municipal Office Use Only

APPLICANT INFORMATION

DATE : _____

| | | |
|------------------|---------------|--------------|
| Name: | Phone: | |
| Company: | Alternate Ph: | |
| Street Address: | Email: | |
| Mailing Address: | City: | Postal Code: |

| | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| \$200 Application Fee Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Insurance Certificate Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Temporary Street Use Permits Requested/Completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location Map for Street Closures Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Overweight Load Permits Requested/Completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any Private Works Required (as per Policy 5.9) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Policy 13.2 - Rental Agreement for VMSC ice surfaces | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Policy 19.1 – Rental Agreement for HAC, VMSC, Ice Palace, Picnic Shelter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Town Facilities Rental Agreement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Staff Time & Charges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hydrant Permit Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| \$500 Hydrant Deposit (per hydrant) Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| \$100 + GST Hydrant Servicing Fee (per hydrant) Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Polling Form Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Letter of Notification Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of Discussions RE: Financial Compensation for Businesses Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of Nuisance Noise By-Law issued to Applicant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



APPLICANT INFORMATION

| | | | |
|----------------------|--|--------------------|--------------|
| Location Manager: | | Phone: | |
| Company: | | Fax: | |
| Street Address: | | Email: | |
| Mailing Address: | | City: | Postal Code: |
| 24-Hr Emergency No.: | | Emergency Contact: | |

FILMING INFORMATION

| | | | |
|----------------------|--|-----------|--|
| Start Date: | | End Date: | |
| Project Name: | | | |
| Location 1: | | | |
| Start Date: | | End Date: | |
| Hours of Filming: | | | |
| Location 2: | | | |
| Start Date: | | End Date: | |
| Hours of Filming: | | | |
| Location 3: | | | |
| Start Date: | | End Date: | |
| Hours of Filming: | | | |
| Project Description: | | | |

PERMIT CONDITIONS

Any permission and/or approval granted herein are at all times subject to the following conditions:

- The permittee will at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever, whether caused directly or indirectly by these works, and shall save harmless and keep indemnified the Town of Stonewall from all claims and demands whatsoever in respect of these works and such works.
- Permit applications are accepted at the Town of Stonewall office at 293 Main Street, Stonewall. Office hours are Monday to Friday, 8:30 AM to 4:30 PM.
- The Town requires 2 business days to process and approve applications.
- Applications MUST be received 7 business days prior to the intended start of filming.
- Permits are valid for 20 business days.
- An application fee of \$200 is due upon submission. Applications submitted without payment will be held until the Application Fee is received. This Fee is NON-REFUNDABLE.
- The Location Manager or Assistant Location Manager must be on location throughout the filming day.
- When filming between the hours of 10:00 PM and 7:00 AM all film crew members must use radios fitted with headsets. Permission to film between the hours of 10:00 PM and 7:00 AM may be denied based on the response of residents or businesses after polling if the applicants are unable to adequately address any concerns raised to the satisfaction of the Town of Stonewall.
- All supporting documents and permits identified on Page 2 must be completed and submitted along with this application to the satisfaction of the Town Administrator.
- This Permit may be cancelled by the Town at any time without recourse should the permittee fail to comply with these conditions.



SUPPORTING DOCUMENTS AND PERMITS REQUIRED

1. Insurance Certificate
2. Temporary Street Use Permits
3. Location Map for Street Closures
4. Overweight Load Permits
5. List of Private Works Required
6. Rental Agreement for Veterans Memorial Sports Complex or Ice Palace Ice Surfaces
7. Rental Agreement for Heritage Arts Centre, Veterans Memorial Sports Complex, Ice Palace, or Picnic Shelter
8. Rental Agreement for any other Town Facilities, Equipment, or Property (including the rates for any Municipal Staff to provide services to facilitate filming)
9. Hydrant Permit with \$100 + GST hydrant servicing fee and \$500 deposit (per hydrant)
10. Polling Form
11. Letter of Notification

| | | | |
|-------------------|--|---------------------|------------------|
| Applicant: | <i>I have read and agree to these permit conditions.</i> | Permit Start Date: | Permit End Date: |
| | Signature: | Approved by: | Date: |
| | Date: | Approval Signature: | |



TOWN OF STONEWALL

TOWN OF STONEWALL POLICY NO. 5.10 – EXHIBIT 2

HYDRANT PERMIT

Permit No:

APPLICANT INFORMATION

| | | |
|----------------------|--------------------|--------------|
| Name: | Phone: | |
| Company: | Fax: | |
| Street Address: | Email: | |
| Mailing Address: | City: | Postal Code: |
| 24-Hr Emergency No.: | Emergency Contact: | |

HYDRANT INFORMATION

| | |
|----------------------|-----------|
| Start Date: | End Date: |
| Hydrant Location: | |
| Project Name: | |
| Project Location: | |
| Project Description: | |

PERMIT CONDITIONS

Any permission and/or approval granted herein are at all times subject to the following conditions:

1. The permittee will at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever, whether caused directly or indirectly by these works, and shall save harmless and keep indemnified the Town of Stonewall from all claims and demands whatsoever in respect of these works and such works.
2. Permit applications are accepted at the Town of Stonewall office at 293 Main Street, Stonewall. Office hours are Monday to Friday, 8:30 AM to 4:30 PM.
3. The Town requires 2 business days to process and approve applications.
4. Permits are valid for 20 business days.
5. The Town will supply and install a metered backflow prevention assembly with valves opened by Town Staff. The assembly will remain in place for the duration of the permit. If servicing is required the permittee will call Works & Operations at 204-467-7990.
6. At no time will the permittee tamper with or remove any port cap nor use any port that does not have a metered backflow prevention device installed.
7. A hydrant servicing fee of \$100 + GST is due upon permit approval. The permittee will be invoiced for water usage after the project is completed based on current commercial metered water rates as defined in the current Town of Stonewall Utility By-Law. A 15% administration fee will be applied to the final invoice.
8. A deposit of \$500 is required for each hydrant permit and will be refunded if there are no damages to the hydrant or backflow assembly and once water usage has been paid.
9. This Permit may be cancelled by the Town at any time without recourse should the permittee fail to comply with these conditions.

| | | | |
|-------------------|--|---------------------|------------------|
| Applicant: | <i>I have read and agree to these permit conditions.</i> | Permit Start Date: | Permit End Date: |
| | Signature: | Approved by: | Date: |
| | Date: | Approval Signature: | |



TOWN OF STONEWALL

TOWN OF STONEWALL POLICY NO. 5.10 – EXHIBIT 2

HYDRANT PERMIT

Permit No:

OFFICE USE ONLY

| | | | |
|-------------------------------|---------------|------------------------|---------------|
| Assembly Connection Date: | | Assembly Removal Date: | |
| Hydrant Servicing Fee Paid: | DATE | Staff Signature: | |
| Hydrant Deposit Paid: | DATE | Staff Signature: | |
| Meter/Backflow Assembly No.: | | | |
| Initial Reading: | | Final Reading: | |
| _____ | | _____ | |
| Permittee Initial | Staff Initial | Permittee Initial | Staff Initial |
| _____ | _____ | _____ | _____ |
| Hydrant Inspection Completed: | DATE | Staff Signature: | |
| Total Volume: | | Usage Rate: | |
| Comments: | | | |

