



## THE CORPORATION OF THE TOWN OF WASAGA BEACH

<b>SECTION NAME:</b>  General Administration	<b>POLICY NUMBER:</b>  2-23
<b>POLICY:</b>  Film Policy	<b>REVIEW DATE:</b>  March 2029
<b>EFFECTIVE DATE:</b>  March 27, 2025	<b>REVISIONS:</b>
	<b>ADMINISTERED BY:</b>  Economic Development Officer

### PURPOSE

This policy sets guidelines for coordinating and permitting filming activities within the Town of Wasaga Beach and ensures that the responsibilities of all parties are understood.

The intent of this policy is to uphold the rights, safety and privacy of the citizens and businesses of the Town of Wasaga Beach and to ensure the security and preservation of property.

### 1. DEFINITIONS

1.1 **“Applicant”** means a person or entity who has applied for a Film Permit within the Town of Wasaga Beach. That person or entity has the authority to legally represent and bind the production company, filmmaker, photographer, producer, videographer, production manager, location manager or other organization that is responsible for the Production’s operations in the Town of Wasaga Beach. The Applicant must provide written authorization that they are able to bind the production company, filmmaker, photographer, producer, videographer, production manager, location manager or other organization that is responsible for the Production’s operations.

1.2 **“Application”** means a Film Permit Application including information about the Production and the specifics of all production related activities in the Town of The Wasaga Beach submitted on the form provided by the Town, including supporting documentation.

1.3 **“Film Permitting Coordinator(s)”** means the municipal employee within the Town of Wasaga Beach assigned the function of carrying out the role, including but not limited to point of contact for applicants, interdepartmental coordination regarding the film permit, and part of the permit review team.

1.4 **“Film Permit”** means the document generated by the Film Permitting Coordinator and approved by the Town of Wasaga Beach staff with appropriate authority outlining the approvals received by the Applicant for the Production.

1.5 **“Film Permit Review Team”** means a review board including a member from the following divisions, as designated by each department head: Economic Development, Clerks, Office of the CAO, Special Events, Public Works, and Engineering.

1.6 **“Production”** means the location filmmaking, film shoots and related activities being undertaken by the Applicant, specifically within the Town of Wasaga Beach.

1.7 **“The Town of Wasaga Beach” or “the Town”** means The Corporation of the Town of Wasaga Beach.

1.8 **“Supplier”** refers to the insurance provider of the applicant.

## **2. POLICY STATEMENT**

The Town of Wasaga Beach recognizes the importance and significance of the film, television and media production industry to the community and region, and the direct and indirect economic benefits associated with this growth sector.

This policy reflects the Town’s interest and commitment to working collaboratively and building strong relationships with the local film industry in an effort to position the Town of Wasaga Beach aligned with neighboring municipalities as a film-friendly and film-ready community.

The Town welcomes and supports local film production as both an economic and creative driver. The goal of the Film Permitting Coordinator, along with the film permit review team, is to help support film production by providing fast permit approvals and quick access to resources for the best filmmaking experience.

## **3. REQUIREMENTS**

### **3.1 Film Permit Application Process**

- a) A film permit shall be required for all filming activities on Town property, including but not limited to Town facilities, roads, parks, trails and beaches.
- b) Types of production include but are not limited to feature films, short films, television films, television programs and series, television commercials, student films, documentary films, education films, music videos, and professional and/or commercial media to be streamed online.
- c) Exemptions apply to filming, including newscasts and current affairs, personal filming, videography related to weddings, public sports events, filming of sales videos for real-estate or any filming activity contracted by the Town.
- d) The Film Permit Application and all supporting documentation must be submitted to the Town at least four (4) weeks prior to the start of the production. Staff may accept applications within this frame at their discretion.
- e) If street or sidewalk closures are requested, the permit must be requested four (4) weeks

before production begins to allow for proper approvals and review.

- f) The Town may deny access at their sole discretion to sensitive or restricted areas.
- g) The Town reserves the right to refuse to allow filming for any reason at their discretion.
- h) The Applicant shall produce a detailed site diagram and/or location map prior to the start of filming. The diagram/map must identify the location of filming activities and other relevant site information such as parking and staging.
- i) If the production expands onto Wasaga Beach Provincial Park lands, the Town cannot grant filming permissions on Wasaga Beach Provincial Park lands, and applicant must provide proof of permission.
- j) The Town of Wasaga Beach reserves the right to revoke any permission that has been given pursuant to this policy in the event that the approval was based on provided information that was false, incorrect, or misleading at the time of approval.
- k) The Applicant is responsible for any copyright due diligence, such as SOCAN fees, that may apply to their production.

### **3.2 Insurance Requirements**

- a) Prior to the issuance of a Film Permit, the Applicant must provide the Town with a Certificate of General Liability Insurance from the production company containing the details provided within this section. The Applicant is required to maintain all insurance requirements throughout the Film Permit duration.
- b) The Applicant shall defend, indemnify and save harmless The Corporation of The Town of Wasaga Beach its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of the film permit. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this policy, and shall survive this the duration of the Film Permit.
- c) The Applicant agrees to defend, indemnify and save harmless the Town of Wasaga Beach from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this policy, and shall survive the duration of the Film Permit.
- d) Commercial General Liability Insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to"
  - i. A limit of liability not less than \$5,000,000 per occurrence with an aggregate of not

less than \$5,000,000.

- ii. Add the Owner as an additional insured with respect to the operations of the Named Insured.
  - iii. The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured.
  - iv. Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage.
  - v. Products and completed operations coverage.
  - vi. Broad Form Property Damage
  - vii. Contractual Liability.
  - viii. Work performed on behalf of the Named Insured by sub-contractors.
  - ix. The policy shall provide 30 days prior notice cancellation.
- e) All risks property insurance in an amount equal to full replacement cost of property of every description and kind owned by the Applicant or for which the Applicant is legally responsible, which will be used for the filming of the production.
- f) Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Applicant
- g) Aircraft and Watercraft Liability Insurance, if applicable, the Applicant shall provide and maintain with respect to any non-owned aircraft or watercraft connected to the project, liability insurance in an amount not less than \$5,000,000 per occurrence for Third Party Liability including Passage Hazards.
- h) All insurance policies shall add The Corporation of The Town of Wasaga Beach as an additional insured, and shall not call into contribution any other insurance available to the town.
- i) If the Town determines that the nature of the filming activities, including but not limited to the presence of high-value equipment, materials, or an increase in inherent risks, exceeds the standard scope of risk, the Town reserves the right to require increased insurance coverage to account for the elevated potential for incidents or liabilities.

### **3.3 Production Schedule and Time Limitations**

- a) Filming will only be approved between the hours of 7:00 AM and 11:00 PM in residential areas.
- b) Productions vehicles are only permitted at filming locations within 250m of residential properties between the hours of 7:00 AM and 11:00 PM.
- c) Set up and tear down of sets, staging and production must occur between the hours of 7:00 AM and 11:00 PM in residential areas.
- d) Production must adhere to the Town of Wasaga Beach's Noise By-Law. Exemptions may be granted with written permission from the designated authority, and must be requested through the Film Permitting Coordinator.
- e) Changes in filming and productions will be reasonably accommodated, given timely updates to the Film Permitting Coordinator.

- f) The Town reserves the right to withdraw any and all permissions if there were unapproved major deviations in schedule and limitations, until which point the issues are resolved. The Town is not responsible for any costs which may be incurred in this scenario.

### **3.4 Road Closures and Traffic Management**

- a) All filming must comply with the Highway Traffic Act, as well as any provincial laws and by-laws pertaining to roadways and pedestrian sidewalks.
- b) Filming on streets or sidewalks shall be disclosed in permit application to determine whether road closures will be required.
- c) Road closures which wholly block residential access will be denied. Closures which restrict residential access may be considered on a case-by-case basis. The Town reserves the right to deny road closures which will significantly hinder the movement of residents for extended periods.
- d) All film permit applications must be accompanied by a Traffic Management and Pedestrian Management Plan. The plans must include information about how each type of road user (pedestrians, cyclists, and motor vehicles) will be kept safe within the filming area. The format of the plans shall be consistent with the Ontario Traffic Manual (Book 7: Temporary Conditions) and will depend on the complexity of the traffic and pedestrian control requirements, and information may be conveyed through an appropriate combination of text and/or diagrams.
- e) Any vehicles involved or related to the production of the film must be clearly identified on site, including name of production, contact name and contact number.
- f) The Applicant is responsible for notifying emergency services (and all other impacted agencies) of road closures and detours.

### **3.5 Expenses**

- a) The Town may charge a film permit fee. Fees will be outlined in the Town's Fees and Charges By-Law as amended.
- b) Student films and not-for-profits are subject to a reduced permit fee. Fees will be outlined in the Town's Fees and Charges By-Law as amended.
- c) The Applicant is responsible for all fees and charges related to the use of Paid Duty Police Officers, traffic mitigation and road closures, and any staffing costs related to the use of Police, Fire, Paramedic, or Public Works staff (such as special effects and stunts).
- d) The Applicant is responsible to directly contact and schedule Police, Fire, Paramedic and Public Works resources, as required. Each agency has its own application and scheduling lead time requirements which may be longer than what is required in the Film Permit Application.
- e) The Applicant is responsible for all expense related to the use of municipal roads, property, parks, and equipment.

### **3.6 Drone Use**

- a) If a drone is to be used during production, relevant insurance (see insurance section 3.2 - Aircraft, Drone and Watercraft Liability) must be provided in amount requested by the Town.
- b) If a drone is to be used during production, a copy of the pilot's Drone Pilot Certificate issued by Transport Canada must be provided with submission documents, and must be valid during filming.
- c) Drones are not permitted to fly over the Wasaga Beach Provincial Park unless the applicant has received a valid Ontario Parks Aircraft Landing Authorization from Ontario Parks.

### **3.7 Public Notice**

- a) A copy of the below outlined public notification must be submitted to the Town for approval prior to circulation to the residents.
- b) The Applicant is required to submit notice to residents and businesses within one (1) block radius of the filming location at least five (5) days before the beginning of production. The Town reserves the right to require an extended radius if the nature of the production or location is unique (as determined by Film Permitting Coordinator).
- c) The Applicant shall inform the Town if there is any feedback reported as a result of the notification letter.
- d) The notification should include at minimum:
  - The notification shall be printed on the official letterhead of the Applicant, or Production Company if applicable and shall include: Title of Production and name of Production Company, type of production, name and phone number of permit applicant.
  - Provide the duration of filming, including to define whether consecutive or recurring, times.
  - Identify any approved road or lane closures, as well as sidewalk use.
  - Identify where production is to park if it will impede public use of street or lot parking, propose alternatives if significant space will be lost.
  - Identify whether there will be temporary abnormalities to streetscaping, use of loud props or special effects.
  - Include contact information for the Film Permitting Coordinator.

### **3.8 Set Decorations, Props, and Special Effects**

- a) No permanent or temporary road fixtures or signs may be covered, removed, or altered without prior permission from the Town.
- b) If changes to any building or location, or the construction of set elements is required, the applicant must provide notice and obtain permission from the Film Permitting Coordinator. All spaces must be restored to their original condition at the close of filming.
- c) If the Production includes mock police vehicles or actors, guns, bombs, weapons, etc., the Applicant is responsible for contacting the Ontario Provincial Police to obtain and follow any instruction in regards to protocol.

- d) The Applicant must contact and obtain approval from the Huronia West Detachment of the Ontario Provincial Police, Wasaga Beach Fire Department, and Paramedics when the use of explosives and/or flammable material is planned.
- e) Explosives and special effects may be subject to the Town's Fireworks By-Law, Exemptions may be granted with written permission from the Fire Chief or designate, and must be requested through the Film Permitting Coordinator. The Wasaga Beach Fire Department must review and approve all applications which involve explosives and related special effects
- f) If the use of explosives, pyrotechnics, or other hazardous materials or stunts is involved, the production may require the presence of Paid Duty Police Officers from the Huronia West Detachment of the Ontario Provincial Police, Paramedics, and the Wasaga Beach Fire Department.

### **3.9 General Environmental Disturbances**

- a) The residents of the Town of Wasaga Beach shall be free from adverse environmental conditions, including but not limited to spillover lighting, consistent excessive noise, exhaust fumes, and others as outlined in the Nuisance By-Law. Production shall not significantly hinder residents' ability to enjoy and conduct normal business on their property.
- b) The Applicant and the Production must comply with the Town of Wasaga Beach Noise By-Law. Exemptions may be granted with written permission from the Clerk or designate, and must be requested through the Film Permitting Coordinator.
- c) Lighting during production shall not be oriented towards residential units, unless residents have been notified and do not present any objections. Lighting shall not interfere with safe conduct of regular traffic.
- d) Generators shall be equipped with shields or silencers, exceptions may be approved on a case-by-case basis.
- e) The Applicant is responsible for being informed of the Town's waste management schedule. If the Production hinders or restricts the normal collection of waste receptacles, they are responsible for moving the receptacles for accessible collection for the duration of the Production.
- f) The Applicant shall ensure that all waste, debris, and recycling are removed from location at the end of each filming day.
- g) If changes to any building or location, or the construction of set elements is required, all spaces must be restored to their original condition at the close of filming.
- h) Cleanup costs and removal of additional refuse is the expense of the Applicant.
- i) The Applicant is responsible for providing requested changes to routine maintenance at public locations, and clearly demarcating Production area for Town Staff to avoid. The Film Permitting Coordinator will consider reasonable maintenance requests, such as avoiding maintenance of location on specific days OR requesting additional maintenance. The Applicant must provide the Film Permitting Coordinator at least five (5) business days in advance to evaluate and arrange request.

### **3.10 General Public Safety**

- a) The Applicant and Production must adhere to the Ontario Ministry of Labour's Safety Guidelines for Film and Television Industry of Ontario and the Ontario Ministry of Transportation's Manual of Uniform Traffic Control Devices for Temporary Work Sites, as well as all other labour / occupational health and safety legislation and other applicable laws.
- b) In addition to road signs, interior safety signs may not be covered or altered without approval and sign-off from the Director of Public Works.
- c) The Applicant is required to receive approval from the Electrical Safety Authority on all generators and electrical hookups as required by that Authority.

## **4 ECONOMIC AND COMMUNITY IMPACT CONSIDERATIONS**

4.1 The Town of Wasaga Beach encourages film productions to hire local crew members, source materials, and utilize local businesses where possible, to maximize the economic impact on the community.

4.2 Productions are encouraged to submit an estimated local economic impact report as part of their Film Permit Application. This may include the number of local hires, anticipated hotel stays, partnerships with local businesses, and other contributions to the local economy.

4.3 The Film Permitting Coordinator will facilitate connections between productions and local service providers where applicable, including accommodations, catering, equipment rentals, and other production-related needs.

## **5 SUSTAINABLE FILMMAKING PRACTICES**

5.1 Productions are encouraged to adopt environmentally responsible filmmaking practices, including waste reduction, proper recycling, and energy-efficient equipment use.

5.2 Film productions exceeding a certain size or duration (to be determined by the Town) may be required to submit a sustainability plan detailing waste management, recycling efforts, and strategies to minimize environmental impact.

5.3 Single-use plastics and other non-recyclable materials should be minimized in film production activities. Productions should adhere to local environmental bylaws and best practices.

## **6 REFERENCES AND RELATED POLICIES**

Noise By-Law  
Nuisance By-Law  
Fireworks By-Law  
Fees and Charges By-Law

## **7 DELEGATION & DISPUTES**

The Film Permitting Coordinator of the Corporation is delegated the responsibilities related to this policy. Any dispute from the public regarding this policy shall be referred to the Chief Administrative Officer who shall make a determination regarding the issue.

## **8 POLICY ADMINISTRATION AND REVIEW**

This policy shall be administered by the Economic Development Division and will be reviewed every four (4) years or as required based on revisions to corporate practices or Provincial legislation. The Film Permitting Coordinator is the designated contact for all initial and continuing permit requests. Applications requesting a Film Permit must do so within the lead time requirements outlined in the policy. The Film Permitting Coordinator will ensure appropriate departments are included in the film permit review team, and department representatives will appropriately inform their departments.

By adopting this policy, Council has delegated authority to the Film Permitting Coordinator, or designate with authority to bind the corporation, to issue a film permit, issue exemptions to some by-laws, and execute any related documents resulting from the administration of this policy.