



Title: **Filming on Properties and Streets within the Township of Puslinch**

Policy No. **2022-005**

Date: **Adoption: May 25, 2022 by Council Resolution No. 2022-177**

Subject: **Filming on Properties and Streets within the Township of Puslinch**

1. Purpose

- a) The film industry can provide both direct and indirect economic benefit to the Township of Puslinch. Pre-approval of projects ensures that Township property and the rights, safety and privacy of the citizens of the Township are protected, while supporting this industry.
- b) This policy identifies the application and approval processes for projects utilizing Township facilities, parks, and/or Township roads, and the requirements which must be met, including payment of applicable fees.
- c) This policy only applies to professional, commercial production for distribution and/or public consumption. Weddings and private family events with no or negligible impact on the immediate area or public roadways are exempt. Student production, not-for-profits and news programs are also exempt. Small-scale filming defined as involving less than 5 production individuals, no or negligible impact on the immediate area or public roadways are also exempt.

2. Applicability

- a) The guidelines included within this policy and schedules attached hereto apply to all location filming (public or private property) which takes place within the Township of Puslinch.
- b) Exemptions to the policy are outlined in Paragraph 1c.
- c) The Township reserves the right to modify the scope of the requirements under this policy as necessary based on the scope of the filming operations.

3. Permit Issuance

- a) In conjunction with By-law Enforcement, Public Works, Fire, Building, and any other applicable Department, the permits for location filming will be coordinated through and issued by the Clerk's Department of the Township of Puslinch.
- b) Applications can be made online on the Township's website similar to all other applications. The link is below:
 - a. <https://puslinch.ca/forms/>
- c) Contact information for the Clerk's Department is provided below:

Clerk's Department
Township of Puslinch
7404 Wellington Road 34, Puslinch ON N0B 2J0
PHONE: 519-763-1226 FAX: 519-763-5846
admin@puslinch.ca
- d) There is a permit application fee of \$528.36 (2022) is required to be submitted along with the completed application form. This fee is adjusted annually as outlined in the Township's User Fees and Charges Bylaw (<https://puslinch.ca/wp-content/uploads/2021/12/BL2021-052-User-Fees-and-Charges-By-law-and-to-repeal-059-2020.pdf>)
- e) The Township may require a meeting on site prior to issuance of a permit to review matters such as conditions and planned activities.

4. Submission Timelines

- a) A complete application for a film permit shall be completed and returned to the Clerk's Department not less than fourteen (14) working days, exclusive of Saturdays, Sundays, and holidays, prior to filming.

5. Notification

- a) The applicant must notify, in writing, any resident/property owner within a one hundred (100) metres (three hundred (300) feet) radius of the location, who may be or will be affected during the process of filming. A copy of the letter to be distributed must be provided to the Clerk's Department at the Township Office, along with the completed permit application, along with a letter to the Township verifying that neighbouring properties were provided with a copy of the letter. If filming takes place on a Township road, the application will notify all of the residents/property owners on the subject road, in writing. **Notification requirements are provided within Schedule A of this policy.**
- b) The film company must place signs in public access areas (roads, facilities and parks) to inform residents that the facility is being used for filming and delays may occur.

- c) Members of Council will be notified by Township staff of all location filming which takes place within the Township of Puslinch.

6. Restrictions and Limitations

- a) **Vegetation:** Removing, trimming and/or cutting of vegetation or trees is prohibited unless written approval is received from the relevant municipal authority or property owner.
- b) **Hours and Days for Filming:** Filming between the hours of 11:00 p.m. and 7:00 a.m. will be prohibited, unless approved by the majority (more than half) of the affected property owners within a one hundred (100) metre (three hundred (300) feet) radius of the filming location. In the event of a request for a night time filming. The Township will circulate a notice to the residents and have them indicate on a provided form and send back only if they object. The Township will also provide a link where this could be done online. If no response is received indicating objection, the property owner will be deemed to be in agreement. Where more than 50% object, a permit for night filming will not be granted. Consideration will be given for approvals of filming after 11:00 pm if indoors, depending upon the extent of lighting, vehicles, equipment, crew movements, etc. that may impact adjacent properties.
- c) **Community Standards:** In the interest of community standards, the Township of Puslinch reserves the right to refuse to issue a permit for filming on Municipal Property to a production company if the project does not comply with municipal by-laws, Provincial or Federal laws or if the project may be considered socially sensitive or distasteful to the general public. As part of the application process the applicant shall provide a summary of the production and shall identify any controversial or potentially controversial aspects of the production. Discussions will take place during the application process to review any particular concerns. The Township does reserve the right to not issue a permit. The Township also reserves the right to withdraw a permit if the production does not adhere to the discussions re content. It is further noted that in the event a filming production is granted a permit, that does not constitute an endorsement or support of any content of the production.
- d) Location filming in residential areas will be production limited to two (2) occasions per year for each residential block unless approved by the majority (more than half) of the affected property owners within a one hundred (100) metre (three hundred (300) feet) radius of the filming location.
- e) The Township of Puslinch reserves the right to refuse to issue a permit to a production company or individual who has failed, in the past, to adhere to the filming guidelines of the Township of Puslinch, set out within this policy document.

7. Responsibilities

- a) **Clean-up and Refuse:** The applicant shall be responsible for the clean-up of the site, removal of litter and the restoration of the event site to its original condition, with a minimum amount of noise and disruption. Upon completion of filming, the Film Company is responsible for cleanup and repair of any damages. The facility will be inspected for cleanup and damages within 48 hours of completion of scheduled weekday events, or within 72 hours of completion of weekend events. The Film Company will be given first opportunity to repair any damages, within a reasonable time frame specified by the Township. If the work is not completed to the satisfaction of the Township, the Township will complete the work and the cost of repairs will be deducted from the deposit and in the event of additional costs, invoiced to the Film Company.,
- b) **Conduct:** It is the responsibility of the production company and/or applicant to ensure that their staff operate in a safe and professional manner in the course of their duties.

8. Vehicles, Traffic and Parking

- a) **Township Roads:** This section of the Policy pertains only to Township owned roads. Applicant must secure necessary permissions from the County or Province depending on road authority. A list of Township roads can be found on the Township website (<https://puslinch.ca/for-residents/utilities-services/local-roads-sidewalks/>)
- b) **Traffic Control and Parking Plan:** All public roads and properties used for filming or parking must be identified within a traffic control and parking plan, to be submitted to the Clerk's Office with a completed application. This plan will be reviewed and approved by the Public Works Department and the By-law Enforcement Officer to ensure compliance with local regulations. Failure to comply with the approved traffic control and parking plan will result in enforcement, including but not limited to, revoking of film permit, fines and/or towing.
- c) **Signage:** Barricades, signs and signals shall be to the satisfaction of the Township's Public Works Department and By-law Enforcement Officer and Building Department where required. Adequate signage to guide motorists or the public around the site will be supplied, erected and maintained by the applicant. No permanent or temporary fixtures or road signs may be covered, removed or altered in any way without written approval from the Township's Public Works Department.
- d) **Traffic:** Through traffic must be maintained at all times. Traffic may be stopped in any direction for no longer than three (3) minute intervals, subject to Township approval. All moving vehicles associated with the filming project must comply with appropriate traffic regulations unless stated otherwise on the permit. All moving vehicles associated with the filming project must comply with regulations governing traffic in Township owned properties and parks. The applicant shall ensure that all posted speed limits are adhered to with regard to all moving vehicles associated with the filming project.

- e) **Access:** Vehicular access and pedestrian access to all properties must be maintained.
- f) **Traffic Control:** It is the responsibility of the applicant to have Paid Duty Officers on site when traffic is stopped for any length of time in any direction, for travel shots or road closures.
- g) **Parking:** The applicant must at all times comply with their approved parking plan and local regulations regarding parking, restricted areas and fire hydrants unless otherwise specified by the Township's Public Works Department or By-law Enforcement Officer. A copy of the current Township Parking By-law can be obtained from the Clerk's Department and/or the Township's By-law Enforcement Officer.
- h) **Emergency Access:** The applicant must maintain access for emergency vehicles to and through area at all times.

9. Building Permits

- a) Buildings (includes temporary tents used during filming) that require a building permit:
 - a. Any building greater than 10m² (108ft²)
 - b. Any temporary tent or group of tents (less than 3m apart) that are greater than 60m².
- b) A building permit for a sign may be required in accordance with the Township Sign By-law
- c) Permit applications can be applied for online at <https://puslinch.ca/building>.
- d) Most small scale permits can be processed within 10 business days.

10. Police and Emergency Services

- a) **Public Roadways:** Any filming activities, placement of equipment, or parking of any vehicles within a municipal road allowance will require Paid Duty Officers in accordance with the OPP Paid Duty Officer Policy. The use of security forces may be preferable in most situations, particularly for security. This will be determined on an as needed basis.
- b) **Special effects:** Appropriate Paid Duty Officers are required for the use of pyrotechnic special effects. Qualified emergency medical personnel must be on site during the filming of dangerous situations, such as special effects, stunts, and/or pyrotechnics.
- c) **Explosives/Fires/Pyrotechnics:** Should the filming involve explosives, the film company must obtain a letter of understanding acknowledging that explosives may be used in the production. This letter must be obtained from the Fire Chief, and shall be attached to the permit for facility use. The letter will be copied to Ontario Provincial Police (OPP). The OPP will not dispatch a technician of the Explosives Disposal Unit in the event that a letter of understanding is not forwarded to their attention, thereby cancelling the explosives permit. All explosives are to be completed as per the Explosives Act.
- d) **Fire:** The Township of Puslinch Fire Department must be notified when the use of flammable liquid and/or materials is being planned. The Applicant is responsible for all Fire Department related costs associated with the filming project in accordance with the

Township's Fees and Charges Bylaw (<https://puslinch.ca/wp-content/uploads/2021/12/BL2021-052-User-Fees-and-Charges-By-law-and-to-repeal-059-2020.pdf>). If it is determined that the Fire Department does need to be on-site – a minimum of 1 truck must be on site. Depending on specifics of the Filming Project, the Township may require a deposit to cover fire department related costs. As much notice as possible should be provided, a minimum of 5 days. It is noted that in the event of an Emergency in the community, Township Fire resources may need to leave to attend to the emergency.

- e) **EMS:** The costs to provide on-site special event coverage, is set by a City of Guelph Bylaw ([Link here](#)) as adjusted from time to time.

The current cost (2022) for an ambulance with two paramedics is \$126.25 per hour with a four hour minimum (\$505.00). A minimum of seven business days to make scheduling and logistics arrangements.

- f) **Private Fire and EMS Services:** The use of certified private fire and EMS services to provide onsite supervision may be considered/approved in an effort to preserve municipal Fire and EMS services resources for the community

11. Insurance and Expenses

- a) **Insurance:** The Applicant will indemnify and save harmless the Township, its employees, consulting agents, and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Township at any time or times (either before or after the expiration or sooner termination of this permit) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Applicant or by any servant, employee, officer, director or sub-consultant of the Applicant pursuant to the permit excepting always liability arising out of the independent acts of the Township.

The Applicant shall supply to the Township a summary of insurance coverage presently being maintained including but not exclusive to Professional Liability Insurance, Comprehensive General Liability and Automobile Insurance, in the amount of Five (5) Million Dollars on Township property or roadways or Two (2) Million Dollars for private property. Such summary shall include the name of the Insurance Company, type of insurance and amount of such coverage and include the Township of Puslinch as an additional insured.

If the Township requests that the amount of coverage of the Applicant's Insurance be increased or special insurance be obtained for this permit, then the Applicant shall cooperate with the Township to obtain such increased or special insurance coverage. The cost of this increased insurance will be negotiated.

The furnishing of this insurance shall not limit any of the indemnification, obligations or liabilities expressed elsewhere in the permit documents.

It is understood and agreed, that the coverage provided by either of those insurance policies or specially required will not be cancelled by the Applicant until thirty (30) days after written notice of such cancellation has been delivered by the Applicant.

- c) **Expenses:** The production company is responsible for all out-of-pocket expenses related to the use of Township roads, properties, parks or equipment. If Township resources are required current rates as identified in the Township's Fees and Charges Bylaw (<https://puslinch.ca/wp-content/uploads/2021/12/BL2021-052-User-Fees-and-Charges-By-law-and-to-repeal-059-2020.pdf>) will apply. If Township properties or facilities are being used by a production company, the current rate for rental fees will apply.
- d) **Security Deposit:** A security deposit in the amount of \$5,000.00 will be required for filming projects one (1) to three (3) days in duration. After three days of filming, an additional \$2,000.00 will be required as a security deposit for each subsequent day. The Township will retain the security deposit until such time as the project has been completed, clean-up of the project has occurred to the satisfaction of the Township and the applicant has paid all associated expenses, if applicable.

12. Consideration and Disruption

- a) Affected property owners and residents should be free from negative environmental conditions resulting from filming, including but not limited to spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business. The production company is responsible for educating owners and residents via the notification letter of potential impacts and provide mitigation options at the expense of the production company.
- b) **Noise:** The Municipal Noise By-law must be adhered to at all times. Any activity during restricted hours will require written permission from the Township of Puslinch. A copy of the current Municipal Noise By-law can be obtained from the Clerk's Department. All generators used on streets in residential areas or parks will be "blimped" or quiet generators.
- c) **Lighting:** Lighting for filming should be oriented away from neighbouring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.
- d) It is the responsibility of the production company to ensure that there is a minimum of disruption to residents, occupants, businesses and Township employees where filming occurs. This includes ensuring residents, business owners and customers access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

13. Safety and Restrictions

- a) Interior safety signs in buildings must not be covered (eg. fire exit signs) unless expressly agreed to by the property manager/owner.
- b) The use of hydro services, water trucks and other such equipment or infrastructure may require inspection by appropriate staff.
- c) All production companies must adhere to the Ontario Ministry of Labour Safety Guidelines for the Film and Television Industry in Ontario.

14. Use of Drones

The Township does not approve/deny drone requests as they are governed by Transport Canada. The Township however does require a copy of the pilot's certification and access to proposed flightpath.

Some resources are included below:

<https://www.navcanada.ca/en/flight-planning/drone-flight-planning.aspx>

<https://tc.canada.ca/en/aviation/drone-safety>

<https://tc.canada.ca/en/aviation/drone-safety/learn-rules-you-fly-your-drone/flying-your-drone-safely-legally>

15. Contact Information

- a) Applicant shall provide name and 24 hour telephone number of senior person on site or their designate who will be onsite and available during all filming operations.
- b) For more information about this policy, or questions related to filming activities at the Township of Puslinch, please contact us:

Clerks Department
Township of Puslinch
7404 Wellington Road 34, Puslinch ON N0B 2J0
PHONE: 519-763-1226 FAX: 519-763-5846
admin@puslinch.ca

16. Schedules

See the attached Schedules, which form part of this policy:

Schedule A - Notification Procedures

Schedule B - Important Contacts

Schedule C – Application Form

SCHEDULE A

Notification Procedures

All residents and businesses within a one hundred (100) metre (three hundred (300) feet) radius of the filming location must be notified in writing at least three (3) days prior to filming activities. Please draft the notification letter on company letterhead. A copy of the notification letter must be submitted with your applicant. The letter must include the following information:

1. State the company name, the type of filming (ie/ commercial, feature film, music video), the name of the production company and indicate that filming is proposed within or around their neighbourhood.
2. List the proposed dates and times for filming for your project.
3. Describe the filming activities, including what is planned to occur on the day or days of the shoot. Please include as many details as possible, as neighbours may be more receptive when film companies are forthcoming about the total impact to the neighbourhood. If details are still to be determined, please indicate this with your letter, although it is recommended that most or all details be confirmed when notifying the affected property owners.
4. Describe any construction activity, include dates and times. If special effects or loud noise is planned, include information about dates and times and indicate what safety and security measures will be in place.
5. Provide information on production vehicles and where they will be parked on the affected streets.
6. Thank the neighbours for their support and cooperation and extend any courtesies deemed appropriate.
7. Provide a contact name and phone number from your production company for the neighbours to contact should they require additional information or a problem arises. Indicate within your notification that they may also contact the Clerk's Office at the Township Office.

Clerks Department
Township of Puslinch
7404 Wellington Road 34, Puslinch ON N0B 2J0
PHONE: 519-763-1226 FAX: 519-763-5846
admin@puslinch.ca

8. Include any other information deemed appropriate.

SCHEDULE B

Important Contacts for Applicants

EMERGENCIES - 911

Township of Puslinch

Clerk's Department – for applications and information: (519) 763-1226 ext. 103

Fire Services – (519) 763-1226 ext. 102

Public Works – (519) 763-1226 ext. 101

By-law Enforcement – (519) 763-1226 ext. 105

Wellington County

O.P.P. Rockwood Detachment – (519) 856-1506

Solid Waste Services – (519) 837-2601

EMS

(519) 822-1260 x 2805

Groves Memorial Hospital, Fergus

(519) 843-2010

Guelph General Hospital, Guelph

(519) 822 5350



THE TOWNSHIP OF PUSLINCH
FILM LOCATION PERMIT APPLICATION

TOWNSHIP OF
PUSLINCH
EST. 1850

Township of Puslinch - Filming and Special Events
7404 Wellington Road 44, Puslinch, ON N0B 2J0
tel: 519-763-1226 fax: 519-763-5846

FILM PERMIT NO: _____
DATE OF ISSUE: _____
PERMIT FEE: _____
DEPOSIT: _____

Feature Film
Music Video
Other Explain:

TV Series/Movie
Commercial

Reality TV
Documentary

Production Title:		Total # Cast/Crew:	
Company:		Office Tel:	
Office Fax:		Address:	
City:		State/Prov:	
Postal/Zip Code:			
Location Manager:		Cell Phone:	
Location Dept. Tel:			
Asst Location Manager:		Cell Phone:	

FILM LOCATION & DATES: (Exemptions to the Noise By-law may be required)

Loc. #1:		Film Date(s):		Times:	
Loc. #2:		Film Date(s):		Times:	
Loc. #3:		Film Date(s):		Times:	

DESCRIPTION OF FILMING ACTIVITIES: Please provide attachments if more space is required.

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SPECIAL EFFECTS: (Describes any special effects such as pyrotechnics, flammable materials, gunfire or car chases to be used)

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PARKING/ROADS:

Number of vehicles/equipment to be parked on Township roads:

Trucks: Cranes: Picture Cars: Vans: Crew Cars:

Trailers/Motorhomes: Other:

Intermittent Traffic Stoppages
Paid Duty Officer Required

Road Closure Required

Travelling Shots
Paid Duty Officer Required

Location of Basecamp:		Location of Crew Parking:	
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Note: A traffic control and parking plan must be submitted

By filling out and signing this Permit Application the Production Company agrees to all the terms and conditions set forth by the Township of Puslinch within this application and the Township's Policy for "Filming on Properties and Streets within the Township of Puslinch" and agrees to assume all costs for damages and/or restoration.

Company Representative Signature	Date

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 as amended. The information is collected and maintained for the purpose of creating a record pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office. 519-763-1226 ext. 5.

Alternate formats of this form are available upon request

Documents Filed with Application:

- Proof of Insurance
- Traffic Control and Parking Plan
- Copy of the Notification Letter

<p>For Internal Use Circulation/Distribution List: Township Departments: Public Works Fire Parks and Recreation Finance Building Conservation Authority County of Wellington Roads Department Ontario Provincial Police (OPP) Confirm Refuse Collection Date for Location with SWS Date Circulated:</p>
