



THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES  
**TOWNSHIP COUNCIL POLICY**

**Filming on Municipal Properties**

<b>AUTHORITY:</b> Township Council	<b>APPROVED:</b> <b>Res. No:</b> <b>Date:</b>	C-5-12/05/17 May 12, 2017	<b>REVISED:</b> <b>Res. No:</b> <b>Date:</b>	
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**PURPOSE:** To establish standards to govern specific guidelines associated with the filming industry in the Township of Muskoka Lakes.

**POLICY:** **The Township of Muskoka Lakes is committed to supporting the film industry including filming activities and the growth of the local industry, while ensuring that the rights, safety, privacy, and property of residents and businesses are protected.**

**DEFINITIONS:**

**Film Industry** - The film industry or motion picture industry comprises the technological and commercial institutions of filmmaking, i.e. film production companies, film studios, cinematography, film production, screenwriting, pre-production, post production, film festivals, distribution; and actors, film directors and other film crew personnel.

**Filming Activities** - Filming activities include scouting of locations; pre-production preparations such as crew arrival, equipment load-in and set decoration; filming and/or still photography; and any all activities involved in wrapping the production so that all areas, lands and infrastructure are returned to their prior condition.

**Production Company** - Means a company or individual conducting filming.

**Film Permit** – Means a permit and/or letter authorizing filming within the Township of Muskoka

**Township** - Means the Township of Muskoka Lakes.

**RESPONSIBILITIES:** Council is responsible for approving and amending this Policy and has approval responsibilities as outlined in various sections of this Policy.

The Specialist, Communications & Economic Development position is responsible for administering this Policy and has approval responsibilities as outlined in various sections of this Policy.



## STANDARDS:

1. The Township of Muskoka Lakes strives to encourage and support the film industry:
  - a. To facilitate the motion picture industry in its production endeavours by providing centralized and efficient procedure for obtaining municipal authorization when necessary for filming in the Township of Muskoka Lakes.
  - b. To confirm that the applicant has sufficient property damage and public liability insurance coverage, thereby ensuring that, in the event of an accident, all persons including participants are protected from any possible claim or suit arising from the filming (minimum \$5 million).
  - c. To minimize any inconvenience to the general public and the residents of the Township of Muskoka Lakes as a result of filming activities.
  - d. To ensure that filming shall not jeopardize the safety and well-being of the general public.
  - e. To ensure that the Municipality recovers its costs for all services rendered associated with filming activities.
  - f. To ensure that filming activities fully observe the by-laws and policies of the Municipality.
  - g. The Township of Muskoka Lakes reserves the right to approve or deny any request for filming involving property, assets, rights-of-way, etc. owned or governed by the Municipality. Upon final approval, a signed film permit by the Chief Administrative Officer or designate will be provided.

## 2. Applicability:

- a. This policy applies to all location filming which takes place in the Township of Muskoka Lakes, excluding current affairs and newscasts.
- b. Local photography and videography related to weddings, sports teams, events/functions and family photos do not require an approved film application and are not subject to this policy.
- c. Multiple roads, bridges and parks in the Township of Muskoka Lakes are owned by the District of Muskoka. This policy is subject to Township of Muskoka Lakes owned property only.
- d. With respect to location filming on private property, or individual businesses, the property owner or business owner is responsible for negotiating with the Production Company regarding terms and conditions and fees related to the use of the private property. However, if the film project also impacts the surrounding neighbourhood, the Production Company must apply for and receive an approved film application from the Municipality prior to filming.

## ADMINISTRATIVE PROCEDURES:

### 1. Film Permit

- a. A film application form must be filled out and submitted to the Township of Muskoka Lakes Specialist, Communications and Economic Development.
- b. The application must be submitted 14 days before the scheduled filming date. The application will be distributed to the required departments for review (Public Works, Fire, By-Law, Etc.).
- c. The Municipality cannot guarantee its authorization of the film project and/or provision of services 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.
- d. Temporary closure of roads for filming on-location is subject to prior approval and advance notice of 10 weeks is required. This request must be identified on the Film Application. Fees may apply. Subject to filming requirements/concerns, Municipal staff may expedite the approval process.
- e. Temporary exemption of any Township By-laws for filming purposes is subject to prior approval and advance notice of 10 weeks is required. This request must be identified on the Film Application. Fees may apply. Subject to filming requirements/concerns, Municipal staff may expedite the approval process.
- f. Upon final approval, a signed film permit by the Chief Administrative Officer or designate will be provided.

### 2. Insurance

- a. Filming applicants must obtain and maintain for the duration of all filming activity in the Township of Muskoka Lakes Comprehensive General Liability (CGL) insurance for a minimum of \$5,000,000 naming the Township of Muskoka Lakes as additional insured.

### 3. Filming Fees

- a. An administration and processing fee for filming is indicated on the Film Application. Projects which are not considered to be "commercial" are not subject to permit fees.
- b. The application fee must be submitted with the application. After the application and requirements are reviewed, the film permit fee will be collected and the Film Permit will be issued.
- c. Additional fees may apply for facility/park rentals, labour, security/damage deposits, road closures, by-laws and other permit requirements.
- d. All fees must be paid prior to permit issuance.

#### **4. Municipal By-laws**

- a. All film production must comply with the Township of Muskoka Lakes Municipal By-laws and associated fees.
- b. Temporary exemption of any Township By-laws for filming purposes is subject to prior approval and advance notice of 10 weeks is required. This request must be identified on the Film Application. Fees may apply. Subject to filming requirements/concerns, Municipal staff may expedite the approval process.

#### **5. Clean-up**

- a. Production crews shall clean the filming location, and any other location associated with the film production at the end of each filming day and ensures that the area is returned to its original condition.

#### **6. Film Credit**

- a. Production companies will provide Township of Muskoka Lakes with a film credit.

#### **7. Safety**

- a. Interior safety signs in buildings must not be covered (e.g. fire, exit signs) unless expressly agreed to by the Township.
- b. All production companies must adhere to the Ontario Ministry of Labour's Safety Guidelines for the Film and Television Industry of Ontario, 4th Edition-January, 1999 and the Ontario Ministry of Transportation's Manual of Uniform Traffic Control Devices for Temporary Work Sites. This information is available from the respective Ministries.

#### **8. Municipal Facilities and Property**

- a. If the production company films at a Township of Muskoka Lakes owned facility, park or sports field they must book the facility through the Public Works Operations Assistant and pay the associated rental fees.

#### **9. Road Closures**

- a. Production vehicles must comply with all road rules and regulations within Municipal By-laws, and Provincial or Federal Laws.
- b. Temporary closure of roads for filming on-location is subject to prior approval and advance notice of 10 weeks is required. This request must be identified on the Film Application. Fees may apply. Subject to filming requirements/concerns, Municipal staff may expedite the approval process.

**10. Damage**

- a. In the event of damage to private or public property, including damage to trees and vegetation, the production company shall be responsible for all costs associated with restoration.
- b. A refundable damage deposit to the Township of Muskoka Lakes for \$1,500.00 may be required for street use and potential impacts on Municipal property and/or infrastructure.

**11. Notifications**

- a. The production company must notify affected residents, occupants and local businesses in advance of filming, in writing, of the duration and location of filming, planned special effects if any, road and lane closures, sidewalk usage without obstructing pedestrians and street parking restrictions.
- b. The production company is also responsible for notifying EMS/Fire/Police of location filming a minimum of 5 business days prior to filming. Notice is to include the following information: duration of filming, specific location(s), use of any special effects, road/lane/sidewalk closures, date and time of filming and parking restrictions.
- c. Should the Municipality determine that in addition to the delivery of notices, public notification is required through local media; the production company will be responsible for this notification and any and all associated costs.
- d. Night filming involving intensive lighting, between the hours of 11pm and 7am, will not be permitted unless those affected have been notified in advance in writing and do not object. Written approval, where possible is preferable, including name and address of resident or business owner.
- e. Lighting for filming should be orientated away from residences unless residences have been notified and do not express any objection. Lighting should not interfere with the safe movement of traffic.

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**LEGAL REFERENCES:**

**CROSS REFERENCES:**

Committee of the Whole Resolution Number COW-11-12/04/17  
Council Confirming By-law Number 2017-72



Township of Muskoka Lakes  
 (705)765-3156  
 Box 129 1 Bailey Street  
 Port Carling, P0B 1J0  
 www.muskokalakes.ca

**FILM PERMIT Application**  
 Fee - \$500 (Additional fees may apply)

**PRODUCTION COMPANY**

Production Name:	Phone:
Address:	Email:

**PARENT COMPANY**

Name:	Phone:
Address:	Email:

**PRODUCTION CONTACTS**

Name:	Phone:	Email:
Name:	Phone:	Email:

Other Details:

**PRODUCTION TYPE**

<input type="checkbox"/> Commercial	<input type="checkbox"/> Movie	<input type="checkbox"/> Music Video
<input type="checkbox"/> Documentary	<input type="checkbox"/> Mini-Series	<input type="checkbox"/> Other

Other Details:

**PRODUCTION DETAILS**

Title:	Location(s):	Budget:
Day(s):	Time(s):	Crew Size:
Number of Vehicles:	Other Details:	

**MUNICIPAL LOCATIONS**

<input type="checkbox"/> Downtown Bala	<input type="checkbox"/> Downtown Port Carling	<input type="checkbox"/> Municipal Park	<input type="checkbox"/> Municipal Facility
<input type="checkbox"/> Street	<input type="checkbox"/> Hiking Trail		
<input type="checkbox"/> Other:			

**FILMING ACTIVITIES**

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, M.56, R.S.O. 1990 and will be used for the sole purpose that it has been collected. Questions about this collection should be directed to the Clerk, Township of Muskoka Lakes, Box 129, Port Carling, ON, P0B 1J0. (705) 765-3156.

# FILM PERMIT Application

Fee - \$500 (Additional fees may apply)

Describe:

## MUNICIPAL REQUESTS

(By-Laws available to view on Township website [www.muskokalakes.ca/bylaws](http://www.muskokalakes.ca/bylaws))

<input type="checkbox"/> FIREWORKS * Permit may be required, attach licence and proposed locations. (Refer to Bylaw 2016-092 Prohibit & Regulate the setting off fireworks).	<input type="checkbox"/> BANNERS / SIGNS, attach specifications and proposed locations, refer to Bylaw 99-100 Regulate size, use, location & maintenance of sign.	<input type="checkbox"/> LIVE MUSIC / BANDS * Please attach proposed locations for band/DJ (Refer to Control Noise Bylaw 2005-83).
<input type="checkbox"/> PARKING / TRAFFIC CONTROL * Please attach proposed locations.	<input type="checkbox"/> STAGING / TENTS * Permit may be required, attach dimensions and proposed locations.	
<input type="checkbox"/> FACILITY/PARK RENTAL: _____		
<input type="checkbox"/> ROAD CLOSURES * Please attach proposed location to be closed. _____		

## INSURANCE

\*Please attach/send copy of Comprehensive General Liability (CGL) insurance for a minimum of \$5,000,000 naming the Township of Muskoka Lakes as additional insured.

## TERMS

The applicant agrees that they will indemnify and save harmless the Township of Muskoka Lakes and its officers, employees, servants, agents, successors, and assigns from and against any and all claims whatsoever, including claims for personal injury and death and property damage, and including all damages, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause or proceeding brought thereon, arising directly or indirectly from or in connection with property, facilities or services provided by the Township of Muskoka Lakes in connection with the filming activity applied for.

If the application is approved, the applicant must obtain and keep in force throughout the period of use permitted under this application a commercial general liability insurance policy covering the applicant's use of the Township of Muskoka Lakes properties or facilities, having a minimum value of \$5,000,000, per occurrence, naming the Township of Muskoka Lakes as an additional insured and containing a cross liability clause.

I hereby agree to operate within the Township of Muskoka Lakes By-laws and policies (available at [www.muskokalakes.ca](http://www.muskokalakes.ca)) and that, as the applicant, I have read and agree to the terms of this application.

I will ensure the film credit to read "Filmed in Muskoka Lakes, Ontario, Canada."

## SIGNATURES

Name of Applicant (please print):	
Signature of Applicant:	Date:
Name of Assigned Township Staff (please print):	Department:
Signature of Assigned Township Staff:	Date:

Film Permit Approved (The applicant has successfully submitted all required fees and documents outlined by Municipal staff)

\*Additional documents or information may be attached.