

Guide to Filming in the City of Peterborough

1.0 Introduction

Welcome to the City of Peterborough's Filming Guide. The City recognizes the direct and indirect economic and cultural benefits to the community associated with the film and television industry. We are committed to supporting and encouraging filming opportunities within the City of Peterborough while ensuring the rights, safety, privacy, and property of Peterborough residents and businesses are protected.

This Filming Guide has been prepared to provide Production Companies with some of the key information related to filming in the City of Peterborough.

If you wish to inquire further about the City of Peterborough and what we have to offer as a potential filming location, please contact the Communications team of the Peterborough Economic Development Corporation at 705-743-0777 (ext. 2130).

This guide is specific to filming in the City of Peterborough only. To inquire about filming in the surrounding areas please contact the GPAEDC office to learn more about their specific requirements.

If you have already selected a potential location within the City and are wishing to begin the process, please contact the Office of the City Clerk at 705-742-7777 (ext. 1820).

2.0 Filming in the City of Peterborough

Peterborough is a diverse and thriving community that consists of an urban centre, surrounded by picturesque cottage country landscapes and rolling farmland. Our region is home to a busy historic downtown core as well as many towns and villages that vary in character and size, and which can easily represent different eras and situations.

We're here to help you find the perfect location for your project. Knowledgeable local representatives are available to assist you in the search for all of the locations on your list. From century-old schools and jailhouses to 50's style communities and modern small city scenes, Peterborough's unique attributes and helpful resources make our community film friendly and open for business.

Come and visit us to see a wealth of locations just right for your next production. Our location inventory includes:

- Our thriving downtown, parks, pocket communities, and waterfront marina right in the heart of our City.
- Municipal facilities including sports arenas, a wellness centre, a museum, an art gallery, a municipal airport and a zoo.
- A 150 year old jailhouse, now vacant and almost completely intact.
- Schools that are over 100 years old with intact interiors.
- A university and a college.
- Major institutions, including a 19th century hospital and convent.
- A monumental early 20th century armoury.
- Vast amounts of parkland.
- A friendly, welcoming community.
- A vibrant cultural scene.
- Access to a list of professional production support for lighting, sound and props.

To see a partial listing of our unique locations, refer to Appendix (TBD).

Past Projects Filmed in the Peterborough Region

- Jumper
- Cheaper by the Dozen 2
- Foxfire with director Laurent Cantent
- Urban Legends 2
- Disney's The Music Man
- A History of Violence
- Motorhead Traveller

3.0 Filming Permit Application and Required Documentation

Filming Permits are required for all Location Filming which takes place in the City of Peterborough, excluding newscasts, current affairs, and student/personal videos, where the filming event may involve road closures, public notification, or other municipal approvals (i.e. police/fire support, parking provisions, traffic control measures etc.).

The Filming Permit Application requires Production Companies to provide all relevant details such as: key contacts, summary of script, location and timing of filming, construction for sets and staging, vehicles and equipment onsite, cast and crew, traffic control needs, signage requirements, parking requirements, special effects, stunts, and municipal and non-municipal approvals required.

The Production Company must keep a copy of the Filming Permit on site at all times.

3.1 Filming Permit Application

Filming Permit Applications are available as Appendix (TBD) to this Guide, on the City of Peterborough's website www.peterborough.ca or at:

City Clerk's Office
500 George Street North
Peterborough, ON
K9H 3R9

Completed Filming Permit Applications are to be submitted to the City Clerk's Office.

3.2 Documents to Include with the Filming Permit Application

- i. Proof of Insurance (refer to Section 3.3)
- ii. Fees (refer to Section 3.4)
- iii. Security (refer to Section 3.5)
- iv. Hold Harmless Agreement (refer to Section 3.6)
- v. Copy of Notification Letter (refer to Section 3.7)
- vi. Film Credit (refer to Section 3.8)
- vii. Estimate of Production Company investment in the community (e.g. accommodation, food and beverage costs, job creation, etc.)

3.3 Proof Of Insurance

A Certificate of Insurance for:

- i. Commercial General Liability insurance subject to limits not less than \$2 million dollars inclusive per occurrence with the Corporation of the City of Peterborough identified as an Additional Insured. The insurance will include, but not be limited to, bodily injury including death, personal injury, property damage including loss of use thereof, blanket contractual liability, non-owned automobile and contain a cross liability, severability of interests clause.
- ii. Standard OAP 1 Automobile Policy subject to a limit not less than \$1 million dollars for all vehicles owned, operated or leased by the production company.
- iii. Any other special coverage that may be required, depending on the nature of the filming.

The City reserves the right to amend the insurance requirement based on the application received.

3.4 Fees

Fees are dependent on the nature of the filming event and the resources and facilities required from the City to accommodate the event. The City's Filming Permit Application fee is \$525.

Additional fees may include but are not limited to: policing charges, facility rental, park permit fees, staff costs, parking charges, installation of barricades and signage, garbage pickup, repair and/or restoration of the filming location etc.

All fees must be paid in advance of the issuance of the Permit in the form of cash, credit card, certified cheque or money order.

Late applications and/or changes made to Filming Permit Applications may incur further fees.

3.5 Security Deposit

The Production Company must provide a security deposit to cover any damages or expenses incurred by the City. The security deposit must be provided in advance of the permit being issued in the form of cash, payment on a credit card, certified cheque or money order. The security amount will be dependent on the nature of the filming request. In most cases, a minimum amount of \$5,000 will be required. This amount may be adjusted lower or higher depending on the nature of the filming event.

3.6 Hold Harmless Agreement

Save and accept for the negligence or wilful misconduct of the City, the Production Company, their employees, directors and officers and any consultants or agents associated with the production shall at all times indemnify and save harmless the City, its employees, officers and elected officials from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings made or brought against, suffered by, or imposed on the City in respect of any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from, or sustained, as a result of (i) the production; (ii) any agreements or contracts associated with the production; (iii) the provision of services or any operations connected with the foregoing.

3.7 Copy of Notification Letter to Residents and/or Businesses

A copy of the notification letter(s) to affected residents and/or businesses must be provided to the City Clerk to be kept on file. See Section 6.1 for notification details.

3.8 Film Credit

Production companies, as outlined in a written agreement, will provide the City of Peterborough with a film credit.

4.0 Application Timelines

The City is committed to processing Filming Permit Applications as quickly and efficiently as possible. Filming events that are larger or more complex in scope (i.e. road closures, special effects, stunts, extensive set construction etc.) will require more processing time to seek necessary input and approvals from multiple City departments. Applications that are complete and contain all necessary documentation will prevent any unnecessary delays and allow for the request to be expedited.

Processing Time for Applications

Applications, including all of the documentation listed in Section 3.0, should be made to the City Clerk's Office at least 14 business days in advance of filming.

5.0 Application Review and Approvals

The City Clerk's Office, in consultation with other City staff as appropriate, is responsible for approving Filming Permit Applications. The City Clerk's Office will coordinate all reviews and approvals that are internal to the City (i.e. Fire, Police, Parking, Traffic, Recreation etc.).

The Filming Permit between the City and the Production Company will require approval by the Mayor and the City Clerk.

Applications will be considered on a case-by-case basis by the City Clerk's Office in accordance with the City's Filming Policy.

Approvals and Notification External to the City

The Production Company will be responsible for obtaining any approvals and providing notice to agencies within and external to the City, as required. (i.e. County of Peterborough, local First Nations, Trent Severn Waterway, Ontario Region Conservation Authority, Department of Fisheries and Oceans, Ontario Provincial Police, Ontario Parks, School Boards, etc.).

The website ylm.ca/peterborough provides a comprehensive list of local businesses and agencies, along with their contact information.

6.0 Notifications

6.1 Notice to the Community

The Production Company must provide affected residents and businesses with as much notice as possible in writing but at least four business days in advance of the commencement of filming or setup, as instructed by the City Clerk.

Notification must, at a minimum, include the following:

- Name of the Production Company
- Name of the filming project
- The duration and location of filming.
- Description of what will take place during filming and potential impacts to residents/businesses:
 - Street parking restrictions
 - Sidewalk usage
 - Road and lane closures
 - Planned special effects etc.
- Contact information for the Production Company

A sample letter is attached as Appendix (TBD) to this Guide. Alternatively, the Production Company may provide their own letter of notification provided that it includes the information listed above.

Notice of any filming activities will also be posted on the City's website.

7.0 Filming Guidelines

7.1 Restrictions on Number of Filming Projects

The City reserves the right to limit approvals for multiple or repeat filming in the same residential area.

7.2 Restrictions on Hours/Days for Filming

The hours for filming and setup must be clearly defined within the Filming Permit Application. Where deemed necessary, the City may limit the hours for filming and setup.

Filming on City streets during peak commuting times may be limited.

Filming on public holidays and weekends will be considered. Additional costs may be incurred.

Consideration should be given to noise levels for filming during evenings/overnight in accordance with the City of Peterborough Noise By-law.

7.3 Traffic Flow

- i. Interference to pedestrian or vehicular traffic must be noted and approved through the permit process.
- ii. All vehicles must comply with traffic regulations and municipal restrictions governing City roads and properties, unless stated otherwise on the permit and directed by a City Police Officer as required.
- iii. All traffic stoppages shall be under the supervision of a City Police Officer. Intermittent traffic stoppages will be assessed based on the class of road where filming is to occur.

7.4 Parking

- i. Where necessary, the City will attempt to provide parking for essential production vehicles and personal vehicles of cast and/or crew. Where possible, parking passes will be provided. Fees may apply. Vehicles without passes are subject to regular parking regulations.
- ii. To facilitate the posting of “No Parking” signs 24 hours before the effective date of the permit, complete the appropriate section of the Filming Permit Application.
- iii. In consideration of community safety, fire routes, fire hydrants, driveways, and intersections shall remain free of parked vehicles.
- iv. Accessible parking regulations for people with disabilities must be observed at all times.
- v. In City parks, vehicles and equipment must not block driveways or other entrances.

7.5 Road / Lane / Sidewalk Closures

The City will consider closing streets, lanes or sidewalks to allow for filming. Production Companies will provide all details pertaining to their road closure requests by completing the relevant sections of the Filming Permit Application. Any costs associated with road closures will be the responsibility of the Production Company in accordance with Section 3.4 of this Guide.

Temporary closures for filming will be at the discretion of the City subject to applicable legislation, by-laws, policies, and review by the City operating departments. Approval is contingent upon ensuring adequate signage and barricades, and providing adequate emergency access at all times to the satisfaction of the Transportation Division, Fire, Police, Public Works and City staff who have the right to determine the adequacy of same. Barricades must be easy to remove to allow emergency vehicles to access the closed portion of the street and must be placed in accordance with the traffic control plan.

Production Companies are required to supply and set up barricades and signage in accordance with legislated requirements. Barricades and signage must be removed immediately following filming in accordance with the road closure time lines identified in the Filming Permit Application.

The five types of closures that may be available for filming are as follows:

1. Complete Road Closure – Only Production Company staff has access to the travelled portion of the road that has been temporarily closed.
2. Intermittent Road Closure – Interrupts the flow of traffic for a shorter period of time.
3. Lane Closure – Only the Production Company has access to the closed lane. Traffic will be maintained on the road in the remaining lane(s).
4. Sidewalk Closure – Only the Production Company has access to the closed sidewalk.
5. Travelling Shot – Moving vehicles are escorted by Police Services.

7.6 Advertising

The Production Company will place an ad in local media (e.g. Peterborough This Week, Peterborough Examiner and on the radio) notifying the community of the upcoming filming schedule and its effects on traffic flow, upon approval from the City of the Filming Permit. This is an excellent opportunity to publicize your film and attract both spectators and potential suppliers/extras.

7.7 Cleanup and Damage

Cleanup Requirements

Production crews must clean the filming location at the end of each filming day with a minimum of noise and disruption.

At the end of filming, all areas used by Production Companies must be returned to their original condition, unless otherwise specified in the Filming Permit Application.

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

Cleanup or garbage pickup services required from the City may be available subject to additional charges.

Damage

Every effort must be made by the Production Company to ensure that property is not damaged. In particular, extra care must be taken to protect property that has been determined to be of historic significance or designated as a heritage property.

The Production Company is responsible for all damage. Refer to Section 3.5 regarding security deposit for further information.

Where deemed necessary by the City, the filming location will be inspected prior to the commencement of filming activities including sign-off by representatives from the City and the Production Company. In such instances, the filming location will be inspected again immediately following filming completion. In the event of damage, the City will arrange for and/or complete necessary repairs, and the security deposit will be used to cover the cost of such repairs. Where the cost to complete the repairs exceed the security deposit, the Production Company will be invoiced the outstanding amount.

7.8 Set Construction and Alterations

Set construction and/or alterations to any property, road fixtures, signs must be approved through the permit process.

The Production Company is responsible for restoring all exterior and interior building finishes and fixtures and property to the original condition at the conclusion of filming, unless otherwise specified in the Filming Permit Application.

7.9 Local Sourcing

There are many local businesses and services available to the filming company during their filming in Peterborough. The Production Company agrees to make every effort to patronize local businesses and services. Please refer to the business directory ylm.ca/peterborough for a listing of local businesses, and the Peterborough & the Kawarthas Tourism website at www.thekawarthas.ca.

Additional assistance is available through the Communications Division of the Peterborough Economic Development at 705-743-0777 ext. 2130.

7.10 Disruption to Residents and Businesses

The Production Company must ensure there is minimum disruption to residents, businesses, and that there is a safe movement of traffic which includes, but is not limited to:

- Minimizing negative effects from lighting, noise, pollution etc.
- Ensuring residents, businesses owners, customers, and visitors have access to premises.
- Ensuring that Production staff conduct themselves in a safe, professional, and respectful manner.

8.0 City By-Laws, Policies and Procedures

The following list provides a summary of some of the more commonly referenced By-Laws with respect to filming activities. This list is not intended to be a complete listing of all applicable City By-Laws. Production Companies are responsible for ensuring that they become aware of and comply with all relevant City By-Laws, in addition to all applicable provincial and federal legislation.

- 8.1 Accessible Customer Service Policy (#0020)
- 8.2 Accountability and Transparency Policy (#0003)
- 8.3 Animal Control By-Laws (Cats – # 96-152) (Dogs – Chapter 192)
- 8.4 Boulevard Maintenance – Chapter 732
- 8.5 Construction, Demolition, and Change of Use Permits By-Law (#10-048)
- 8.6 Firearms – Discharge – Chapter 671
- 8.7 Fireworks – Chapter 674
- 8.8 Heavy Truck Traffic By-Law (#91-39)
- 8.9 Idling By-Law (#08-077)
- 8.10 Integrated Accessibility Standards Policy (#0030)
- 8.11 Littering By-Law (#94-55)
- 8.12 Noise – Chapter 691
- 8.13 Notice Policy (#0005)
- 8.14 Parking By-Law Consolidated (#09-136)
- 8.15 Property Standards – Minimum – Chapter 611
- 8.16 Sign By-Law (#02-045)
- 8.17 Smoking By-Law (#11-074)
- 8.18 Snow on Streets – Chapter 759
- 8.19 Snow Removal – Chapter 629
- 8.20 Snow Vehicles – Chapter 761
- 8.21 Solid Waste By-law (#13-113)
- 8.22 Speed Limits By-Law (#04-089)
- 8.23 Temporary Road Closure By-Law (#05-083)
- 8.24 Traffic By-Law (#91-71)
- 8.25 Truck Routes – Chapter 767
- 8.26 Vehicles on Public Lands By-Law (# 09-164)

The City's By-Laws can be accessed through the City's website at http://www.peterborough.ca/City_Hall/City_Council_2833/By-Laws.htm. If you would like further information regarding the City's By-Laws, please contact the Office of the City Clerk at 705-742-7777 (extension 1820).

9.0 Contact Information

Production Companies wishing to film in the City of Peterborough can contact the Communications team of Peterborough Economic Development Corporation as outlined in the chart below.

<p>Communications Team of Peterborough Economic Development</p> <p>210 Wolfe Street Peterborough, ON K9J 2K9</p> <p>Phone: 705-743-0777 (ext. 2130) Website: www.peterboroughcanada.com</p>
<ul style="list-style-type: none">• Initial enquiries regarding what Peterborough has to offer as a potential filming location.• Questions regarding the availability of local services and resources.• Requests for a copy of the City of Peterborough's Filming Policy, Filming Guide, or Filming Permit Application.• Special requests for resources or services during filming.

Inquiries regarding permit completion, approval processes and submission of all documents should be directed to the Clerk's Office, City of Peterborough at 705-742-7777 (Extension 1820) or clerks@peterborough.ca.