

Film Production and Processes Guidelines

1.1 Background

The City of Kawartha Lakes (2016 population 75,423) is a single tier municipality in Central Ontario. The City is the size of a typical Ontario county and is mostly rural. It is the second largest single-tier municipality in Ontario by land area, comprising over 3,059 square kilometers. The main population centres are the communities of: Bobcaygeon, Fenelon Falls, Lindsay, Omemee and Woodville.

There are significant social, economic, and cultural opportunities available to the film industry in Kawartha Lakes. Just 90 minutes northeast of Toronto, with Highway access through the 115 and 35 and the extension of Hwy 407, there is easy proximity to the GTA. Kawartha Lakes has a variety of [beautiful communities](#), each with their own unique charm; unique offerings such as traditional downtowns, the Trent-Severn waterway, historic buildings, cottages, trails, and farms. Did you know that downtown Lindsay has one of the widest main streets in Ontario? Furthermore, with over 250 lakes and rivers, the City of Kawartha Lakes offer endless opportunities for a variety of film locations and vistas. Locations available to production are featured on the [Ontario Creates](#) website.



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1.2 Guiding Principles and Strategic Priorities

The following guiding principles outline the foundation for all City work, and apply to film activity in the City: Fiscally Responsible; Open and Transparent; Partner and Collaborate; Service Excellence

The [City of Kawartha Lakes Strategic Plan 2020-2023](#) highlights four Strategic Priorities that are intended to realize the above guiding principles: A Healthy Environment; An Exceptional Quality of Life; A Vibrant and Growing Economy; and Good Government

Most notably, our commitment to A Healthy Environment is demonstrated through our participation in the Ontario Green Screen program facilitated by Ontario Creates. An Exceptional Quality of Life is to be achieved through a more culturally vibrant community promoting culture, arts and heritage; a Vibrant and Growing Economy through workforce development with partnerships at Fleming College and the Trillium Lakelands District School Board; and Good Government through a streamlined film permitting process accessible through an online portal.

The City of Kawartha Lakes is film-friendly. Staff will work with you to make sure your production is in compliance with all municipal by-laws, policies and procedures. We will ensure you are aware of all required permits and will provide a one stop shop to achieve the necessary approvals.

Municipal Support

The City of Kawartha Lakes has no Film Permit fee

The Development Services Department provides assistance by:

- ◇ Streamlining all necessary permits and approvals
- ◇ Provide suggestions for the scouting of site locations
- ◇ Arrangements for facilities
- ◇ Work with community partners

FILM PERMITS

2.0. Application Process

To ensure an efficient and effective production experience, all film, television and production requests must be coordinated through the municipal Film Office, housed within the Economic Development Division of the City of Kawartha Lakes.

Film Permits are required for production activities intended to occur on/in municipal property such as roads, parking lots, rights of way, parks, municipally owned buildings or other property under the jurisdiction of the City of Kawartha Lakes or in cases where filming on private property requires municipal approvals, i.e.: pyrotechnics, noise, emergency personnel, etc.

Film Permit Applications will be processed by the Film Liaison and circulated through the appropriate municipal departments (ie: Fire/EMS, Bylaw, Public Works, Building & Property) for review and signoff. The Director of Development Services and/or designate, has the authority to issue Film Permits.

The following are the Applicant's responsibility and the information must be on file with the Film Office prior to filming using the online permitting system. Detailed instructions and templates are listed in the Appendix of these guidelines.

Required in all cases:

- Completed Production Information Sheet (Appendix A)
- Completed Application for Location Permits to Film (Appendix B, one form per location request)
- Certificate of insurance (refer to section 4.2 for insurance levels)
- Shooting locations schedule

Required if applicable:

- Municipal facilities requests and proof of payment (i.e. facility rental, building permits, road closures, etc.)
- Parking plan map (Appendix C)
- Special effects filming site map (Appendix D)
- Notifications to residents/businesses (Appendix E)
- Proof of Paid Duty Police Officer contract
- Proof of permission granted for right-of-way interruption
- Proof of a MTO road closure permit for a provincial highway

Road closures on all Provincial Highways are subject to Ontario Ministry of Transportation Approval. Traffic matters involving Provincial Highways under Ontario Provincial Police (OPP) jurisdiction should be referred to the OPP for consultation.

Filming activity shall not start until the Film Permit Application has been approved by the City of Kawartha Lakes. The City reserves the right to refuse to issue a permit 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 Adult in rating by the Ontario Film Review Board. The Script and rating must be provided.

In order to avoid unnecessary delays, the Film Office should be notified as early as possible of all prospective location scouting and filming. The following guidelines cover the time it takes the Film Office to process the request, receive feedback / approvals from affected departments, notify stakeholders and address issues that may arise.

The application will be reviewed and the Film Liaison will advise of any details permitting with timelines, conflicts, granting, granting with conditions or refusal of the application permit within (3) business days. Information on notification of associations (e.g: notification to the Downtown Lindsay Business Improvement Association, Cottage Associations, Chambers of Commerce) will be provided at that time as well.

Permitting with associated timelines

Activity	Department	Processing Time	Fee***
Road Occupancy permit including parking suspensions and permissions	PW	Five (5) business days	No fee
Temporary Road Closure application	PW	Fifteen (15) business days	No fee
Oversize Load permit – required when moving equipment that exceeds MTO limits for vehicular sizes (width, weight, height)	PW	Five (5) business days	\$57 for single load or \$229 for annual load
Reduced Load exemption – required where companies have an emergency requiring exemption from limits	PW	Five (5) business days	\$57
Filming requiring traffic management –including consultation with neighbours	Police - Paid Duty Officer (PDO)	Five (5) business days	OPP - \$
Filming in residential areas with enhanced notification	Film office	Ten (10) business days	n/a
Special Effects Plan	Fire Prevention	Ten (10) business days	
Use of Fire Arms and/or Gunfire	Police Services Comms Centre	Ten (10) business days	
Use of Police, Fire and Paramedic Equipment, Vehicles and Personnel	various	Ten (10) business days	\$25 per/hour cruiser
Request to book a municipal facility	P&R	Five (5) business days	Varies see 3.6
Noise Bylaw exemption	Bylaw/Licensing	Twenty (20) business days	
Complex productions, where eight (8) or more licenses, permits or exemptions are required for a given	Various	Up to Thirty (30) business days	various

location, ie: multiple road and parking permissions, UAV filming, street furniture removal, street lighting control, stunts or use of special effects			
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*Depending on location requirements or potentially hazardous activities, more lead time may be required. This will be determined on a case-by-case basis.

**Processing time is provided for complete Applications for Film Permits. If information in the application request is missing or changed, City staff will require additional time to process requests.

***while every attempt will be taken to ensure this chart is updated, to confirm council fees refer to Consolidated Fee Bylaw 2018-234,

Other permits may be required depending on temporary structures proposed to support the film activity:

1. The Ontario Building Code regulates a tent greater than 60 sqm in area, and therefore a building permit is required from the Building & Septic Division;
2. The application form is a provincial form. We have a link to the form on our webpage at https://files.ontario.ca/mmah_1/mmah-building-development-application-for-a-permit-to-construct-or-demolish-2014-en-2021-11-01.pdf . A detailed site plan must accompany an application for a permit;
3. Fees change each year. Fees for this type of tents are found in the category of Minor Non-residential project, as well we charge an archive fee for each permit. Contact Buildingadmin@kawarthalakes.ca for current fee rates.
4. The building permit cannot be issued without a CA permit if the tent falls within a regulated area, The Building Department will help capture this through our process and help the applicant to identify requirements
5. Tent info sheet is on the website at <https://www.kawarthalakes.ca/en/living-here/resources/Documents/My-Property/Tents-and-the-Ontario-Building-Code.pdf>

Once approved and issued, the Film Permit must be accompanied by any additional permits/agreements as specified in order to be valid (e.g.: Road Occupancy/Closure Permit, Facility Usage Agreement, etc.). A copy of the 'Film Permit', if approved, must be on location with the production manager. A copy must also be displayed in the window of all production vehicles.

FILM PERMIT DETAILS & CONDITIONS

3.0. In addition to specific permits/ exemptions / books required to facilitate filming in the municipality, production companies need to notify residents, businesses and occupants of the affect area of their intention to film.

The permit holder is required to notify affected residents, occupants and businesses five (5) business days in advance of filming, and additional time may be warranted depending on the impact of filming on the neighbourhood. Information such as duration, location of filming, planned special effects, road and/or lane closures, sidewalk usage and street parking restrictions in addition to Production Company contact information must be communicated in writing to all areas affected by filming activity. (Refer to Appendix E: Sample Notification Letter to Businesses/Residents).

A copy of all notification letters must be submitted to the Film Liaison for approval prior to circulation as required. The Film Liaison will assist the applicant in obtaining a map of those properties within a 60 metre radius (200 feet), or appropriate, of the site that requires notification of filming.

Expanded Notification: Productions must incorporate expanded notification tactics if they are planning to film in residential neighborhoods for seven (7) consecutive days or more or if the area has hosted four (4) or more separate filming occurrences within the past year or if the nature of filming is expected to have a considerable impact on the neighbourhood. Expanded notification requirements must be discussed with the Film Liaison prior to circulation and may include advance notice of ten (10) business days or canvassing the neighbourhood to assess and plan to mitigate concerns. Where concerns cannot be mitigated, a "cooling off" period may be warranted for a stretch of time to be determined by the Manager of Economic Development.

Police, Fire, Ambulance and Municipal Departments: Depending on the nature and requirements of the production, the applicant may require the approval from the above-mentioned organizations or municipal departments. Ontario Provincial Police- Kawartha Lakes detachment, City of Kawartha Lakes Police, Fire and Paramedic Services must be notified two (2) business days in advance of any approved detonation of special effects or traffic intermittent stoppages/road closures. The Film Liaison will facilitate this process as required.

3.1. Quality of Place: Consideration to Citizens, Conduct & Clean Up

Residents and area business operators should not experience undue hardship resulting from the production. The production company must ensure there is minimum disruption to residents and businesses. The safe movement of traffic must be ensured.

This includes, but is not limited to:

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

Ways to mitigate hardship resulting from production:

- Night filming must not proceed between 11:00 pm and 7:00 am without proper notification to residents/businesses.
- The applicant must comply with the municipal by-laws governing noise unless exemption has been provided. All generators used on streets or in public areas must still be equipped with silencing attachments regardless of exemption.
- Lighting for filming should be oriented away from neighbouring residences.
- The applicant must comply with all municipal, provincial and federal regulations relating to alcohol consumption, vehicle idling and smoking in public places.
- Plans must be in place to address property, vehicular, pedestrian and special needs access to adjacent properties. This includes making necessary arrangements and covering the costs if garbage collection must be rescheduled.
- The production company shall not remove, trim and/or cut vegetation or trees.

In the event of damage to private or public property, the production company or Permit Holder shall be responsible for all fees associated with restoration.

- Production crews are responsible for cleaning the location at the end of the shoot day in order to return the location to its original condition with minimum noise and disruption.
- Materials and debris are not to be washed into area catch basins. The production company must arrange for the proper disposal of all waste, hazardous waste (including batteries, medications, paint, etc.) and recyclable materials. Film companies are required by the City of Kawartha Lakes (By-law 2016-144) to provide appropriate types of solid waste receptacles. The receptacles should be appropriately placed to capture the different material streams generated by specific locations. They should also be colour coded and clearly labeled for easy identification by users. Private waste disposal and recycling companies are listed in the Yellow Pages under ["Rubbish Removal"](#) and ["Recycling"](#).
- Standards in place through the Ministry of Natural Resources, Ministry of the Environment and Department of Fisheries.

Refer to Appendix F for the Code of Conduct for Cast & Crew. These expectations of cast/crew conduct are to be included on the reverse side of the film notification letters distributed to affected businesses and residents.

Exceptions to the above conditions require the approval of the majority of affected residents and the relevant local departments and/or City Council. In the event of any damage to public or private property, the production company or permit holder will be responsible for all fees associated with restoration.

Production companies also have the opportunity to join leaders worldwide in greatly reducing their environmental impact with a few simple efforts. The Association of Independent Commercial Producers recommends these [Green Guidelines](#). Reducing the carbon footprint of locally shot film productions is important to the City of Kawartha Lakes and it is recommended that the applicant evaluate the impact through the use of CUT!CO2 The Carbon Film Quote, an [online app](#) to automatically calculate the carbon dioxide emissions in the production quote and for use in planning effective production alternatives. Ontario Green Screen through Ontario Creates also has a [carbon calculator](#) and other green training initiatives.

3.2 Safety Plan

The production company must include a safety plan with the application, identifying the number and placement of transportation officers and paid duty officers (if road/laneway/sidewalk closures are required). This plan will also detail how emergency services (Police, Fire, EMS) will access the closed area if necessary.

All intersections must be attended by an paid-duty OPP officer unless otherwise approved by the City.

3.3. Right-of-Way Closures/Interruptions/Emergency Services

Filming requests that impact a municipal right-of-way (sidewalks, roads and lanes) are to be coordinated through the Film Liaison and noted on the Film Permit Application. The applicant is strongly encouraged

to maintain the right-of-way with intermittent traffic interruptions over full closures where safety permits.

Municipal right-of-way closures, temporary traffic light alterations or traffic pattern changes must be approved by the City of Kawartha Lakes Public Works Department and in consultation with Kawartha Lakes Police Service, Ontario Provincial Police –Kawartha Lakes detachment Paramedic Service and/or Fire Prevention. Traffic and pedestrian control will be carried out by the Paid Duty Officer or equivalent authority (according to MTO Book 7) and in compliance with the arrangements made in the Film Permit. Production vehicles are to comply with appropriate traffic regulations unless special permissions are outlined on the Film Permit. Intermittent traffic stoppages should be limited to a maximum of 3 minutes, unless otherwise stated on the Film Permit. Every opportunity must be allowed to ensure access to vehicle or pedestrian traffic, or people with disabilities.

Within Lindsay, user fees are applicable for costs related to transit detours as well as covering, altering, removing and/or reinstalling traffic and/or street signs.

Where a moving vehicle is involved, the applicant shall adhere to posted speed limits and to the Ontario Highway Traffic Act, unless a road is closed for filming.

It is the applicant's responsibility to arrange and cover costs for implementing the approved traffic control plan. Fees will vary depending on the location, nature and length of road/lane closure and/or light alteration and will be applied on a cost recovery basis. Depending on filming circumstance, there may be a minimum number of Paid Duty Officers required on site. Paid Duty rates are subject to change annually. For film occurrences in Lindsay and Ops, please contact [Kawartha Lakes Police Services](#). For all other communities in the municipality please contact the [Ontario Provincial Police](#)

- The minimum shift for a Paid Duty Officer is four (4) hours.
 - Amendments to the schedule must be communicated to the Paid Duty Officer Coordinator a minimum of 48 hours prior to filming.
 - Application forms should be submitted to the Paid Duty Coordinator with appropriate lead time.
 - The Paid Duty Officer contract requires the signature and payment from the production company prior to assigning Officers.
 - Cancellation notice is required 48 hours prior to the scheduled duty.
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- Payment is required prior to the scheduled duty and any scheduling adjustments will be dealt with after the fact.

3.3.1 Firearms and Gunfire

Any filming events involving gunfire audible to the public, or firearms (including prop guns) visible to the public (whether fired or not), are required to submit a Film Permit Application and may be required to have a Paid Duty Officer onsite. The City of Kawartha Lakes requires a minimum of ten (10) business days for the use of firearms and gunfire.

The use of replica fire arms should be indicated under the Additional Elements section of the Film Permit Application. The production company shall observe and comply with all applicable Federal, Provincial and local laws pertaining in any way to the use of firearms and is responsible for obtaining all required approvals and permits related to the use of firearms.

3.3.2 Stunts, Special Effects and Pyrotechnics

All staged violent scenes, stunts and special effects, including large crowd scenes, which could result in injuries, require the approval of the relevant emergency services to ensure that public safety issues are addressed, and adequate resources are secured. This includes the use of large stunts (requiring pyrotechnics), physical and performing stunts that require the presence of emergency personnel, or picture vehicles for chase and/or crash scenes. When deemed necessary, Paid Duty Officers and/or Paramedics may also be required.

Production companies proposing the use of pyrotechnics and or discharged fireworks are required to indicate the use of pyrotechnics under the Additional Elements section of the Film Permit Application. The production company shall observe and comply with all applicable Federal, Provincial and local laws pertaining in any way to the use of pyrotechnics and/or discharged fireworks and is responsible for obtaining all required approvals and permits related to the use of pyrotechnics and/or discharged fireworks.

In some instances, production companies may be asked to submit a copy of their emergency and site plan(s) that include items such as, but not restricted to; temporary structures, fencing, incendiary devices, their strategy for responding to injuries and medical emergencies and the identification of any first aid or medical response provider(s) contracted to support the production. The need for additional documentation will be determined by the Film Liaison on a case-by-case basis.

3.3.3 FIRE SAFETY SERVICES

After consulting with the Film Liaison, the production company should have their special effects person contact municipal Fire Prevention ten (10) business days in advance of any filming in the municipality that will require the use of pyrotechnics. They will need the specifics of the pyrotechnics use and will determine if a permit is required.

Fire Prevention will need to inspect buildings if fire control systems are to be suppressed or altered. The inspector will need to know how long the system will be shut off and may require Fire Watch personnel or a private security guard with a fire background be on site during filming. Fire exits are not to be blocked.

Services Available:

- Pyrotechnics Permit
- Fire Inspector
- Tactical unit
- Officer
- Fire Watch
- Pumper/Engine
- Staff Cars

- Firefighter

The cost of these services will vary.

Use of Police, Fire and Paramedic Equipment, Vehicles and Personnel

The Film Office will assist production companies in verifying paid duty requirements with the applicable services. The Film Office will also assist in obtaining approvals for companies wishing to film emergency service equipment, vehicles and/or personnel.

Requests for such approvals must be made to the Film Office at least ten (10) business days before the filming event.

3.4. Street Signs & Public Infrastructure/Fixtures

Please be advised that if any street signs and fixtures (street names, traffic signs, directional signs, etc.) need to be altered, removed and/or reinstalled due to filming, changes need to be approved and carried out by the City of Kawartha Lakes Public Works Department. Fees may vary depending on the location, nature and changes required for the road/lane closure and/or light alteration and will be applied on a cost recovery basis.

Authorization to dig must be requested at the time of the Film Permit Application. When digging has been authorized by the City for public property, on-site locates are required. Water, waste water and storm water considerations must be vetted by calling 3-1-1 and utility considerations should be vetted through ON1Call by calling 1-800-400-2255.

3.5. Parking

Production vehicles must adhere to parking regulations of the City of Kawartha Lakes and shall not block fire hydrants including sprinklers and standpipe connections, impede emergency vehicle access, or park within nine meters of an intersecting street. In all circumstances, production vehicles cannot block bus stops, pedestrian crosswalks, signalized intersections, driveways, accesses/egresses/ingresses, ramps, parking lot entrances and accessible parking for persons with disabilities. Exceptions must be identified on the Film Permit. The production company must also comply with any other requirements as specified on the Film Permit.

Production and crew vehicles should be parked off major municipal road allowances whenever possible and a copy of the Film Permit must be displayed in the window of all production vehicles.

Parking plans that involve taking up downtown parking spaces during business hours (Monday through Friday from 9:00 am until 6:00 pm for both on-street parking lots) will be assessed on a case-by-case basis and in consultation with the Downtown Lindsay Business Improvement Association.

A parking plan must be submitted to the Film Liaison along with the Film Permit Application. The plan should include the following information:

- Dates and times of parking restrictions
- Map indicating spaces and left/right side of streets
- Number of production vehicles

If the parking plan includes on-street parking that is not in a designated parking lot or space, a Road Occupancy Permit may be required. If required, a review and approval of the proposed plan will then be conducted by the Transit, Roads, Fire and Emergency Services Divisions as well as the City of Kawartha Lakes Police Service and Ontario Provincial Police – Kawartha Lakes detachment, to be coordinated by the Film Liaison

3.6 MUNICIPAL PARKS, OUTDOOR SPACES & SPECIAL EVENT SITES

The City of Kawartha Lakes has a wide range of park and outdoor sport/special event sites available for film use. A Rental Agreement can be obtained from the Parks and Recreation Division and must be completed a minimum of five (5) businesses days prior to use of any municipal park.

Filming at a park or alternate site should be completed between the hours of:

7:00 am - 9:30 pm during weekdays

8:00 am - 7:00 pm during Saturdays

9:00 am - 7:00 pm during Sundays

If a film company needs to shoot beyond these hours, special permission must be granted from the Manager of Parks and Recreation. The production company is responsible for any overtime charges if additional security coverage is required. The production company must adhere to municipal park ordinances and other applicable municipal ordinance and By-laws. See Fees section of the Guidelines for facility rental cost.

Written permission is required before making any alteration of the property. Filming is not permitted to interfere with already programmed activities for a site. A Rental Agreement will be issued for use of the site. This contract must be signed and payment should be remitted in advance of site use to the Facility Booking Office in the form of cash, cheque, Visa, MasterCard. The Rental Agreement must be attached to the film permit and available on site for verification of site rental.

3.7 MUNICIPALLY OWNED/OPERATED BUILDINGS AND PARKING LOTS

City of Kawartha Lakes welcomes the use of municipally owned or operated buildings and parking lots for filming operations. The Film Liaison can provide a list of such locations to Production Companies. Temporary leasing agreements for municipal owned or operated buildings are provided through the Parks and Recreation Department or the managing organization. The leasing document must be set up prior to filming and usually takes five (5) days to process. The cost associated with the lease depends on the duration of use and on the specific site requested. A post-lease site review will be conducted.

3.7.1 FEE TABLE

Fees for municipal services are outlined in Bylaw 2018-234 Consolidated Fees for Service listed below. This list is not all-inclusive and fees are subject to change. Fees for certain services may change to reflect the scale and extent of filming activities.

The Film Liaison will help to facilitate fee discussions between filmmakers and other municipal departments.

Department	Service	Fee
Municipal buildings & Structures	Keys sign out fee	\$/per key
	Hall/room rental	\$varies/per 12 hour rental
	Centre/room rental	\$varies/per 12 hour rental
	Facility parking lots	\$varies/per 12 hour rental
Fire truck		\$51

Parks – entire park	Park Rental Fee Large Production	\$/day
	Park Rental Fee Small Production	\$/day
	Parks & Recreation Facility Fee	Varies by location – see list
Bylaw	Parking Lots	\$ TDB
Emergency services	Constable* Sergeant*	\$75/hr (min 4 hrs)
	Police Car*	\$25 per hour
	ATV	\$25 per hour

* A 3% Administration fee will be added to this cost

** 20\$ Administrative fee may apply

3.8 Unmanned Aerial Vehicles (UAVs)

Transport Canada a minimum of twenty (20) day notice prior to filming using unmanned air vehicles. Transport Canada approves the use of unmanned aerial vehicles (UAVs) for filming purposes through the issuance of a Special Flight Operations Certificate (SFOC). The UAV operator applies to Transport Canada – Special Flight Operations to obtain the certificate. For more information on the process of applying for an SFOC please visit the [Transport Canada website](#). Remotely Piloted Aircraft Liability Insurance with respect to owned or non-owned aircraft used directly or indirectly in the performance of their operations, including use of additional premises, shall have limits of not less than \$5,000,000 inclusive per occurrence for bodily injury, death and damage to property including loss of use.

Once the production company informs the Film Office that a UAV will be used in a film shoot, it will be determined if a road closure is required. Site meetings with the appropriate internal and external stakeholders may be required. The production company must notify area residents and businesses in its notification letter that filming will involve the use of a UAV.

REGULATORY AND LEGAL CONSIDERATIONS

4.0. Safety

It is the responsibility of the applicant to ensure that the production crew operates in a safe and professional manner in the course of their duties. This applies to filming on public and private property. The production company must adhere to all applicable laws, regulations, rules and by-laws of the federal, provincial and municipal governments including but not limited to:

- The Ontario Ministry of Labour Safety Guidelines for the Film & Television Industry in Ontario.

- The Ontario Ministry of Transportation Traffic Manual, in particular as Book #7 relates to temporary conditions of roadway operations.
- The Ontario Fire Code, and may be subjected to a fire safety inspection and be asked to produce a fire safety plan to the satisfaction of the city's Fire Prevention Officer.
- The Ontario Electrical Safety Code, in particular all electrical work and electrical equipment must be inspected and/or approved by the Electrical Safety Authority's Inspection and interior signs on buildings must not be covered (i.e. fire exit signs) unless agreed upon prior to filming. Covering of fire exits is permitted only if all people in the area have been advised of location exits in case of emergency.
- Grounding film equipment to fire hydrants is not permitted.

The applicant shall promptly report to the Film Officer and to the Ministry of Labour any potentially serious accidents or claims for liability or loss with respect to these policies.

4.1. Indemnification/Save Harmless

The applicant shall indemnify and save harmless The Corporation of The City of Kawartha Lakes from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against The Corporation of The City of Kawartha Lakes as a result of or in connection with the use of said location(s) by the applicant, its employees, contractors, agents or representatives. The Corporation of The City of Kawartha Lakes will not be responsible for any liability arising from these activities with respect to advertising, copyright or trademark infringements.

4.2. Insurance

The applicant shall, at its own expense, including the cost of deductibles, provide and maintain insurance coverage from an insurance company registered to do business in the Province of Ontario. A certificate of insurance shall be provided to the Film Liaison and to the satisfaction of the Insurance Risk Management Division prior to issuance of the Film Permit. In all policies **The Corporation of The City of Kawartha Lakes** must be named as an additional insured and a cross-liability clause must be included.

- A comprehensive general liability policy or commercial general liability policy in the amount of not less than \$2,000,000 (two million dollars) inclusive limit for any occurrence required. Where pyrotechnics, simulated gunfire, a Road Occupancy or Closure Permit is required, this must be in the amount of \$5,000,000 (five million dollars).
- Automobile third-party liability insurance in the amount of not less than \$2,000,000 (two million dollars) inclusive limit covering all vehicles used in connection with the filmmaking activities required.
- Tenants' legal liability coverage in the amount of not less than \$100,000 (one hundred thousand dollars), which may be increased based on the value of the building occupied during filming.
- Additional insurance (i.e. Aircraft Liability, Pyrotechnics Liability, Fire, Legal Liability, etc.) may be required depending on other specific activities, in which case the amount will be determined by the appropriate municipal department
- It is the responsibility of the production company to maintain insurance coverage for contents and equipment, rentals, liability for all activities, business interruption, automotive exposures and other risk and to limits of coverage amounts usual to that of a production company in the filming business

operating at the same capacity. A thirty (30) day notification prior to the cancellation of policy must be included.

4.3. Expenses and Permit Fees

There is no charge for the Film Permit itself. However, all out-of-pocket expenses and fees related to the use of municipal properties and services are the responsibility of the production company. These may relate to parking, roads, facilities, parks, equipment or additional staffing such as janitorial, security and site preparation.

The company shall be provided with an estimate of costs prior to permitting and/or film activity. Total fees will be estimated according to plan, time permitting, subject to change upon actual usage. Payment is required in order to reserve the location and any outstanding balance is due, in full, prior to commencing filming preparations. Payment is accepted in the form of certified cheque, debit or credit (VISA, Mastercard).

When filming takes place on municipal property, if the City of Kawartha Lakes must incur additional costs to restore the location to its original state, such costs will be subtracted from the security deposit and if the deposit is insufficient to cover the costs of restoration or damages the applicant shall be required to provide any balance owing to the City forthwith. If expenses include staffing, cost adjustments will be dealt with after the fact by deducting the balance from the security deposit. This process takes approximately thirty (30) days. If a shoot wraps earlier than scheduled, this will not necessarily result in a reimbursement adjustment.

4.4. Security Deposit

The applicant will be required to provide a certified cheque or letter of credit as deemed necessary by the Film Liaison commensurate with the scale and scope of the production and its filming requests. The deposit shall be returned when all conditions, including location restoration and payments as applicable, have been met. Should the scale and scope of the production change mid-production, the security deposit may be increased.

4.5. Acknowledgement

The City of Kawartha Lakes wishes to enhance its ability to attract commercial, video and film production. To promote our City, we ask for:

- Mention in the credits in the form of a City of Kawartha Lakes logo or "Filmed on location in the City of Kawartha Lakes"
- A letter confirming that the City of Kawartha Lakes will receive a screen credit on the final film/video
- Any stills/clips/etc. filmed in Kawartha Lakes to be utilized by the City of Kawartha Lakes for promotional activities

- respectfully requests copies of any media releases, casting calls or public advertising related to the project while filming in the City of Kawartha Lakes
- Permission to use the film title, film reference, actors/ directors/ producers' / writers names or similar identification of the production in any promotional information used by the City of Kawartha Lakes

4.6. Disclaimer

The City of Kawartha Lakes reserves the right to refuse to allow filming or issuance of a Film Permit or revoke a permit at a later date if an applicant does not comply with and/or satisfy the criteria outlined in these guidelines. Decisions will be made on an individual basis.

FILM PERMIT APPLICATION & TEMPLATES

APPENDIX A: Production Information Sheet

***Submit Production Information Sheet by email to film@kawarthalakes.ca for confidential records prior to filming at the same time as the first Film Location Permit Application.**

Applicant Information		
Production company:		Production title:
Date:		
Name of Applicant:		Position/Title:
Production Company:		Parent production company:
Name of Producer:		Name of Director:
Name of Locations Manager:		Name of Production Manager:
Locations Manager cell:		Locations Manager e-mail:
Local production Office Address:		
Local production office phone:		Local production office fax:
Billing address (if different from above):		
Production information		
Production title:		
Production type:	<input type="radio"/> TV movie <input type="radio"/> Student project	<input type="radio"/> TV series <input type="radio"/> Music video <input type="radio"/> Other (specify)
<input type="radio"/> Feature film <input type="radio"/> Commercial		
Production's country of origin:	<input type="radio"/> Canadian/US co-venture <input type="radio"/> Other (specify)	
<input type="radio"/> Canadian <input type="radio"/> US		
Total budget (\$):	Spent in Kawartha Lakes (\$):	
Date it will air:	Channel/broadcaster:	
Pre-production date:	Camera date:	Wrap date:
Total # of days in (x town) (prep, camera, wrap):	Total # of different Kawartha Lakes locations:	
Number of cast and crew (total):	Number of cast and crew (local):	
Brief plot synopsis		

APPENDIX B: Application for Location Permits to Film

***Submit Applications by email to film@kawarthalakes.ca for approval. Required lead time is 5 or more business days prior to filming, or more based on shoot requirements (see guidelines above). See Checklist for additional document requirements.**

Applicant Information		
Production Company:		Production Title:
Name of Applicant:		Position/Title:
Billing Address:		
City:	Province:	Postal Code:
Cell Phone:	Production Office Phone:	E-mail:
Location Sites The following format is suggested <u>For each film location.</u>		
Location Sites (All public roads and properties – attach extra pages as required):		
1)		
2)		
3)		
4)		
Date – commencement of prep work:	Time:	AM PM
Date – completion of filming:	Time:	AM PM
Date – completion of restoration:	Time:	AM PM
ACTIVITY DESCRIPTION		
(State purpose of property use – attach extra pages or maps as required)		
Check as appropriate: <ul style="list-style-type: none"> ○ Intermittent traffic stoppages (Paid Duty Officer (PDO) required) ○ Road closure required (PDO required) ○ Travelling shot (PDO required) ○ Other reason for PDO required (specify) ○ Sidewalk or other right-of-way occupancy (specify) ○ Parking plan required ○ Use of municipal facilities/property (specify) ○ Special effects (specify) ○ Alteration or construction of temporary structures, including signage (specify) ○ Modification of municipal infrastructure (specify) ○ Noise by-law exemption or filming at unusual hours (specify) ○ Utility and site locates required (specify) 		
CHECKLIST of applicant's responsibilities		

<p>The following are the applicant's responsibility and the information must be on file with the Film Liaison prior to filming according to the required lead time. Detailed instructions and required lead times are listed in the City of Kawartha Lakes' Film Guidelines</p>
<p>Required in all cases:</p> <ul style="list-style-type: none"> • Completed Film Permit Application (this document) • Production Information Sheet (see Appendix for template) • Certificate of insurance and insurance claims contact information Script • Shooting locations schedule
<p>Required if applicable:</p> <ul style="list-style-type: none"> • Municipal facilities request and proof of payment (i.e. facility rental, building permits, road closures, etc.) • Parking plan for production vehicles (see Appendix for template) • Special effects filming site map (see Appendix for template) • Copy of all notifications to residents/businesses (see Appendix for template) • Proof of Paid Duty Police Officer contract • Proof of permission granted for right-of-way interruption • Proof of building permits for temporary structures
OFFICE USE ONLY – Special conditions

I certify that all of the information above is to the best of my knowledge true, correct and complete. I understand that the City of Kawartha Lakes will use and rely on this information in issuing the requisite permit(s). I understand and agree that any false information, misrepresentation, or omission of facts in this application and the application process may be justification for permit(s) refusal or immediate permit(s) termination without recourse.

Notice of Collection

Any personal information on this form is collected under the authority of section 10 the *Municipal Act, 2001*, S.O. 2001, c.25 and will be used to apply for film permit in the City of Kawartha Lakes. Questions about the collection of your information may be directed to the Economic Development Officer –Film Liaison, 180 Kent St. W Lindsay, On K9V 2Y6

APPENDIX C: Sample Parking Plan

***Submit parking plans by email to film@kawarthalakes.ca at time of Film Permit Application (5 or more business days prior to filming) for approval.**

A parking plan must be submitted when production vehicles and/or trailers are used at each filming location. If required, a review and approval of parking will then be conducted by the City of Kawartha Lakes Municipal Law Enforcement and Licensing Department and related municipal department representatives in association with the City of Kawartha Lakes Police Service, Fire and Paramedic Services.

The production company will be issued a pre-determined number of Blue Film Parking Cards, which must be displayed in all production vehicles along with a copy of the Film Permit.

Sketches to Include:

- Identify North direction
- Identify existing landmarks/infrastructure (i.e. bus stops, traffic lights, etc.)
- Identify street names
- Identify location and number of production vehicles
- Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify parking meter numbers and/or parking lot names as applicable

The maps below are for three of our downtown cores: Lindsay, Bobcaygeon and Fenelon Falls and can be used to orient production if filming activities are to occur in these settlement areas.



Imagery Source: ESRI

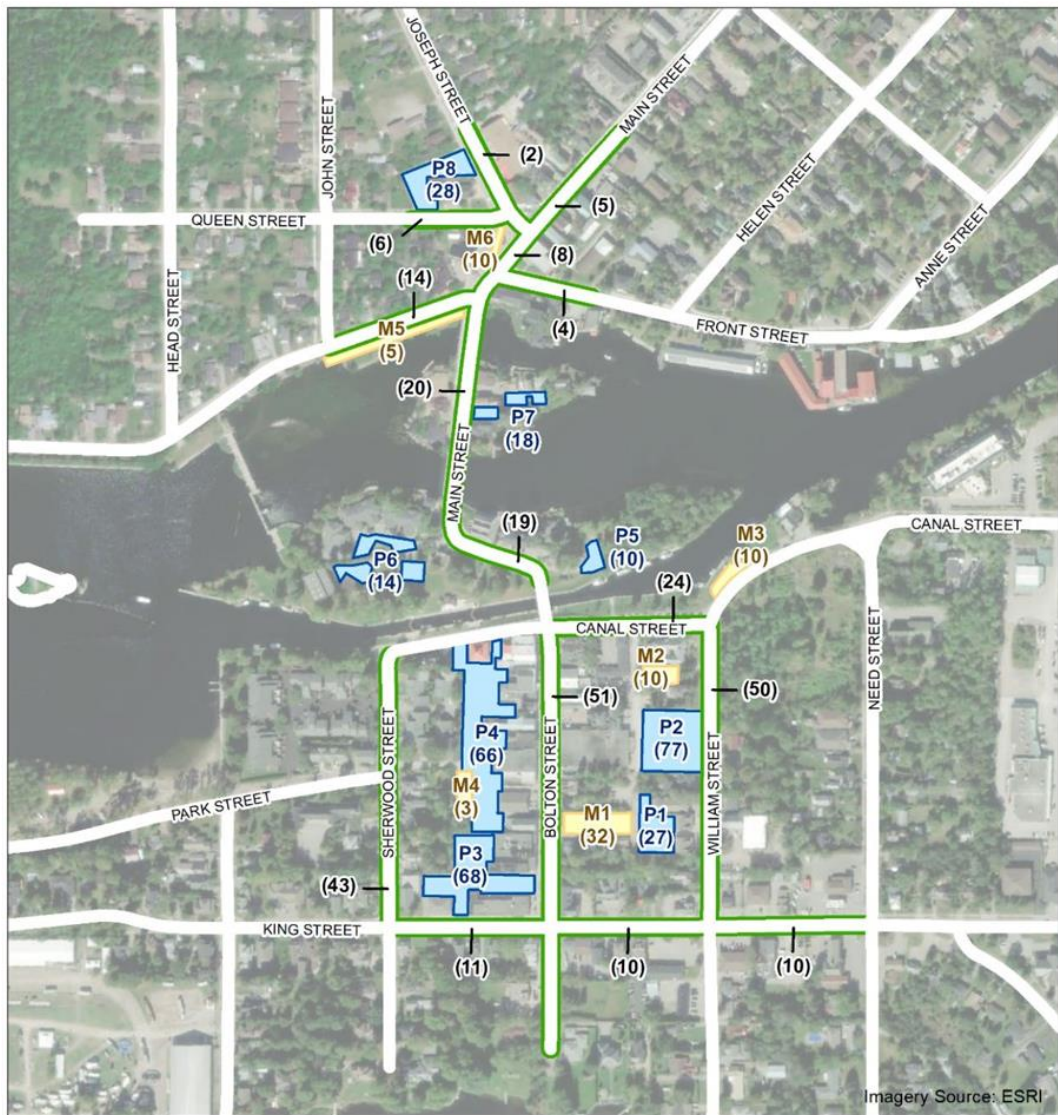
DOWNTOWN FENELON FALLS

	Supply (approx. spaces)
Municipal Off-Street	238 spaces
Private Off-Street	61 spaces
On-Street	330 spaces
System Total	629 spaces

Legend

- (##) Parking Supply
- On-Street Parking
 - Municipal Lots
 - Private Lots





DOWNTOWN BOBCAYGEON

	Supply (approx. spaces)
Municipal Off-Street	70 spaces
Private Off-Street	308 spaces
On-Street	277 spaces
System Total	655 spaces

Legend

(##)	Parking Supply
	On-Street Parking
	Municipal Lots
	Private Lots



Kawartha Lakes



Imagery Source: ESRI

APPENDIX D: Sample Special Effects Filming Map

***Submit special effects plans by email to film@kawarthalakes.ca at time of Film Permit Application (5 or more business days prior to filming) for approval.**

A special effects filming site map must be submitted when guns, gunfire, explosives, bomb/mock ups, flash powder, detonators, and flammable liquids/materials will be used and/or other dangerous stunts will be performed.

The applicant must provide a copy of the map, which explains where all special effects will occur, to the Film Officer who will work with the City of Kawartha Lakes Police, Fire and Paramedic Services on necessary approvals.

Sketches to Include:

- Identify North direction Identify existing infrastructure (i.e. hydrants, traffic lights, etc.)
- Identify street names Identify location of production vehicles Identify location of camera/dolly track, equipment, etc.
- Identify movement of scenes, traffic/pedestrian interruptions, barricades, etc.
- Identify location and type of special effect(s)
- Name and contact information of on-site Certified Special Effects Supervisor

APPENDIX E: Sample Filming Notification Letter to Businesses/Residents

***Submit notification letters by email to film@kawarthalakes.ca at the time of Film Permit Application (5 or more business days prior to filming) for approval.**

(Insert your logo and information)

FILMING NOTIFICATION

Dear Property Owner,

Please be advised that filming in your immediate area will occur *(insert date)* to *(insert date)*.

Production crews will be operating at film location *(insert address and/or location description)*

during this period. The filming of this production will include: *(insert appropriate activities and*

descriptions as appropriate)

- Temporary street closures
- Intermittent traffic interruptions
- Parked production crew vehicles
- Alterations to the neighbourhood
- Costumed cast and props
- Controlled special effects including: *(insert nature of special effect i.e. explosion)*

Thank you in advance for your cooperation and understanding. *(Insert production company name)* has been working with the City of Kawartha Lakes in order to minimize disruption while filming in the community. Please see the Cast & Crew Conduct expectations on the reverse of this letter.

We appreciate your generous support and welcome you to observe filming from a safe distance without compromising the set.

For further information please contact:

(Insert Production Crew contact name and phone number/e-mail address)

Or

_____, Film Liaison, City of Kawartha Lakes
At: 705-324-9411 ext 1498 or film@kawarthalakes.ca

Cc: Economic Development Division, City of Kawartha Lakes

APPENDIX F: Code of Conduct for Cast & Crew

*** Film + television productions are all guests in residential and commercial areas and shall treat all locations, as well as the members of the public, with courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct. Filming notification letters distributed in the neighbourhood or business district should include this one-page Code of Conduct (PDF).**

TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct, please call the City of Kawartha Lakes at 705-324-9411 ext 1498 or toll free 1-888-822-2225, Monday-Friday between the hours of 8:30 am and 4:30 pm; e-mail at film@kawarthalakes.ca

<u>Title of Production</u>	<u>Production Manager</u>	<u>Phone Number</u>
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- 1) When filming in a neighbourhood or business district, proper notification is to be provided to each merchant or resident directly affected by filming activity (this includes parking and base camp areas). The filming notice shall include:
 - a. Name of production company, title of production
 - b. Production type (feature film, movie of the week, mini-series, TV pilot, TV special, etc.)
 - c. Type, duration and description of activity (i.e. times, dates and number of days, including prep and strike)
 - d. Company contact:

<u>Location Manager (LM)</u>	<u>Assistant Location Manager (ALM)</u>
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- 2) The code of conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.
- 3) Any production company intending to film on public property must first obtain a film permit from the City of Kawartha Lakes
- 4) Production vehicles arriving on location in or near a residential neighbourhood shall not enter the area before the time stipulated on the permit. Production vehicles shall park one-by-one, turning off engines as soon as possible. Cast and crew vehicles are not covered by the location filming permit and shall observe designated parking areas noted by location managers. This shall appear on the call sheet map. Filming only takes place between 7:00 am and 11:00 pm unless residents are surveyed and a majority has given their approval (written approval where possible, name and address noted if homeowner/tenant/business owner has no objection but does not wish to sign).
- 5) Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle or the City.
- 6) Production vehicles shall not block, or park in, driveways without the expressed permission of the driveway owner.
- 7) Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled. Approved traffic interruptions must not exceed 3-minute intervals.
- 8) Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.
- 9) No alcoholic beverages or banned substances are permitted at any time on any set or location.
- 10) Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All garbage/recyclables must be disposed of properly upon completion of the meal. All napkins, plates, and coffee cups used in the course of the work day shall be disposed of in the proper receptacles. All

catering, crafts service, construction, strike and personal waste must be removed from the location, ensuring that all locations are returned to their original condition.

- 11) Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.
- 12) Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority (existing City Municipal By-law) or property owner.
- 13) Film crew shall not remove City street signs. This must be done by City Public Works staff.
- 14) Use of any municipal infrastructure, such as fire hydrants, is not permitted unless explicitly approved by the City.
- 15) Every member of the cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language.
- 16) Every member of the crew shall wear a production pass (badge) when required by the location.
- 17) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
- 18) It is up to the film company to make alternative parking arrangements for residents legally able to park in that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
- 19) The company will comply at all times with the provisions of the filming permit which include adherence to the City of Kawartha Lakes By-law 2022-116. A copy of the filming permit shall be on location at all times with the location department.
- 20) The production company appreciates your cooperation and assistance in upholding the Code of Conduct. Failure to comply with this Code of Conduct can result in disciplinary action by the production company or your Union, Guild or Association.

APPENDIX G: Sustainable Filming Practices

One of the main reasons why Kawartha Lakes is so popular for filming is because of its beautiful natural environment.

The Film + Television production community already understand that sustainable production practices are required to protect the natural assets desired for sets and scenes. It's also part of being a good neighbour to the neighbourhood for the time they are in the community. 'Green' filming practices can also save productions money if they have planned ahead and staff are dedicated to work with the City to oversee initiatives and track progress.

All productions must comply with City of Kawartha Lakes by-laws and policies relating to waste diversion, anti-idling, smoking, drinking water source protection, and ensure they follow industry-led best practices such as:

- [Reel Green](#) as developed by Creative BC;
- The [Green Production Guide](#) as developed by the Producers Guild of America; or
- Initiatives developed by [Sustainable Media Production Canada](#).

Waste Diversion

The City of Kawartha Lakes is committed to reducing the amount of waste that ends up in our landfill and consequently requires that film productions make all reasonable efforts to ensure crews Reduce, Reuse, and/or Recycle waste when in Kawartha Lakes.

- REDUCE waste by not generating it in the first place, e.g.: reusable cutlery, plates and cups rather than disposable items;
- REUSE materials, e.g. plan to reuse them on future productions, alternatively sell or donate items to second hand/thrift stores or consignment shops. Ontario Green Screen Facebook page: [Ontario Circular Sets – Material Sharing & Reuse](#) is an industry led platform developed to deal with this very initiative.
- Please remember to always phone ahead before bringing in donated items. Visit our [website](#) for some options of local stores that may accept the donations (e.g. Kawartha Lakes ReStore). The Film Liaison can assist in connecting organizations such as local groups, community centres and

churches to recover donated materials;

- RECYCLE items that cannot be reused, e.g.: ensure the set is equipped with recycling bins for the appropriate disposal program. For up to the minute information please download our [recycle app](#)

Recycling Drop-off Depots

Each of our landfill and transfer sites has a waste diversion area where you can also drop off recyclables. Make sure you sort your recycling and place it in the appropriate drop-off area. Use your permit with addresses shown to prove that the garbage was generated locally and thus, you have permission to drop it off locally. Tipping fees etc are the responsibility of the production company

Garbage

Garbage that cannot be reused, donated, or recycled can be delivered to the local landfill sites. Tipping fees may apply. The [link to website/app](#) makes it easy to find out what items go in which bin. For more information, [email](#) waste management

Water Quality

Kawartha Lakes boasts 250 lakes within its municipal boundaries, with 26 different water sources providing drinking water for the city. Maintaining our water quality is integral for drinking source protection, for the enjoyment of residents and for the protection of natural ecosystems and wildlife. As such, the City of Kawartha lakes requires that productions:

- Consult with the City on all potential use of chemical products (eg snow foams etc.), and develop risk management plans when appropriate;
- Respect that certain areas may limit filming activity based on source water protection requirements that are not compatible with the specific filming request;
- Use spill kits and storm water drain covers as part of the standard equipment for working on location; and
- Dispose of liquid wastes at approved disposal sites; DO NOT use storm drains.

To obtain municipal support or to access services to assist your production in meeting its sustainability goals, please contact the [office](#)