

FILM PRODUCTION GUIDELINES

**Thank you for your interest and consideration
of Mission as a production location.**

**This is the information you will need for filming
within the City of Mission.**



Table of Contents

FILMING IN THE CITY OF MISSION	3
CONDITIONS OF PERMIT ISSUANCE	4
BUSINESS LICENCE	4
FILM PERMIT APPLICATION FEE	5
SECURITY DEPOSIT	5
INSURANCE	5
REQUEST FOR USE OR CLOSURE OF MUNICIPAL STREETS	5
STREETS AND TRAFFIC MANAGEMENT	6
ROAD CLOSURES	6
FILMING DATES AND TIMES	6
LOCATION REQUIREMENTS	7
PARKING	7
PEDESTRIAN TRAFFIC	7
ALTERATIONS TO PUBLIC PROPERTY	7
PYROTECHNIC APPROVALS	7
GARBAGE	7
FILMING ON CITY-OWNED PROPERTY	7
NOTIFICATION OF NEIGHBOURHOOD	8
FILMING IN THE DOWNTOWN BUSINESS AREA	8
FILMING IN THE MUNICIPAL FOREST	9
USE OF UNMANNED AIRCRAFT SYSTEMS (UAS)	9
ELECTRICAL AND GAS PERMITS	10
WRAP SHEET	10
CONTACT INFORMATION	11

FILMING IN THE CITY OF MISSION

Situated on a hillside overlooking the mighty Fraser River, the City of Mission offers a variety of unique natural and man-made venues for filming. Previous films in Mission have used the historic main street, 1950's diner, waterfront, Municipal Forest, sawmills and the Ruskin and Stave Falls Hydro Dams. Many more site location possibilities exist in Mission. While Mission promotes film productions, we encourage activities that have a low impact on residents and businesses. Mission requires that production companies practice “no trace filming” that will leave the area used, as is, or in better condition than before. Specific fees are listed in the Filming Regulation Bylaw 5750-2018 or other municipal bylaws.

The **Forestry Department** assists with questions regarding filming opportunities within the Municipal Forest.

The **Parks, Recreation and Culture Department** assists with questions regarding filming opportunities in City parks and public outdoor spaces.

CONDITIONS OF PERMIT ISSUANCE

The issuance of a permit is subject to adherence to these Guidelines and obtaining all necessary approvals from relevant departments and agencies based on the activities involved in the production. Fees are outlined in Schedule B of the Filming Regulation Bylaw.

The film production company must ensure the following requirements, as applicable, have been met PRIOR to commencing filming activities:

- ☐ Completed online Application Form and payment of fee
- ☐ Filming Schedule
- ☐ Appropriate insurance
- ☐ Valid Business Licence
- ☐ Licence of Use, if applicable
- ☐ Street Use Permit, if applicable
- ☐ Security Deposit, if applicable
- ☐ Consultation with Mission Fire Rescue Service (MFRS) regarding the use of certain special effects (if applicable). MFRS has the right to veto special effects or impose specific conditions.
- ☐ Approvals from any regional, provincial, or federal agency
- ☐ Neighbourhood Polling (special conditions of approval may apply when filming affects surrounding homes and businesses, see Notification to the Neighbourhood)
- ☐ Confirmation of Downtown Business Association notification (if applicable)
- ☐ Special Flight Operations Certificate (if applicable)
- ☐ Completed online Wrap Sheet form

The City of Mission has the authority to determine if any additional permits or special conditions of approval are necessary.

BUSINESS LICENCE

All film production companies and related contractors are required to hold a valid City of Mission business licence. Business licence applications are available at the City of Mission and are valid for the calendar year in which it was issued.

FILM PERMIT APPLICATION FEE

All film productions operating within the City require a Film Permit. The film production company shall submit a film permit application to the Corporate Administration Department together with the non-refundable application fee at least ten (10) working days before the filming is planned.

Additional fees may apply for film productions occurring within the Municipal Forest. The film production company must consult with the Forestry Department at least ten (10) working days before the filming is planned.

SECURITY DEPOSIT

A refundable security deposit (in the amount of \$5,000) may be required for filming on City property such as public roads, parks or in the Municipal Forest. The security deposit will be returned in full provided a completed wrap sheet is submitted and no damage has occurred to City property. The amount refunded will be adjusted for any unpaid invoices owed to the City including, but not limited to, damage repair costs, rental charges and staffing costs where applicable. Film production undertaken by non-profit or charitable companies will not be charged security.

INSURANCE

- The film production company is responsible for having insurance in the amount of \$5,000,000 per incident for general comprehensive public liability (personal injury, death, property damage) when filming on City property such as public roads, parks or within the Municipal Forest.
- Additional insurance may be required depending on the planned activities.
- The City of Mission must be named as an additional insured.
- The Province of British Columbia must be named as an additional insured when filming is taking place on Provincial Highways (First Avenue, Highway 7, Highway 11) or on Crown land within the Municipal Forest.

REQUEST FOR USE OR CLOSURE OF MUNICIPAL STREETS

The film production company must request to use City streets by completing a separate Street Use Permit application. The following information is also needed in conjunction with the Temporary Street Use Permit:

- traffic management plan;
- crew and circus parking proposal; and
- the non-refundable permit fee.

Contact the Engineering Department at engineering@mission.ca for more information.

STREETS AND TRAFFIC MANAGEMENT

Vehicles must not block driveways or be parked illegally.

Vehicle access to residential and commercial properties shall not be obstructed or impeded for an excessive amount of time (2-5 minutes maximum duration).

Where temporary No Parking is required, the Street Use Permit must explicitly state that temporary No Parking signs are permitted. The City will provide temporary No Parking signs electronically to the applicant for posting at the location.

- Signs must clearly indicate the date and time of filming activity, and the approved Street Use Permit number;
- Enforcement of the temporary No Parking signs must be done by City staff;
- After-hours enforcement will be at the applicant's expense; and
- Signs must be in place at least 48 hours prior to the start of filming activities. Enforcement will only occur during the permitted hours.

ROAD CLOSURES

A Street Use Permit is required when any of the following filming related activities are planned:

- road closure (including single lane and/or parking lane);
- temporary traffic stoppages (maximum 3 minutes every 15 minutes);
- any on-street filming that will affect or interfere with traffic;
- any stunts or special effects which will require the controlling of traffic on the street; and
- any travelling shots where camera vehicles are involved.

Emergency vehicles must have unencumbered access in the event of an emergency (Fire, RCMP, Ambulance, Search and Rescue and Emergency Social Services).

Traffic control must be contracted to a certified traffic control technician.

If filming on the Lougheed Highway, North Railway Avenue and/or 1st Avenue, special approval is required from the Ministry of Transportation and Transit (see contact information).

Any closure of the Florence Lake Forest Service Road requires authorization from FrontCounter BC.

FILMING DATES AND TIMES

Filming must only take place during the dates and times approved on the Film Permit. If a change in filming dates or times is necessary, the change must be approved by the Corporate Administration Department.

LOCATION REQUIREMENTS

A copy of the Film Permit must be kept on location at all times.

Production vehicles arriving on location in or near a residential neighbourhood shall not enter the area before and after the time stipulated on the Permit.

PARKING

Parking maps outlining the proposed placement of vehicles must be forwarded to and approved by the City of Mission when requested. Maps can be included within the Street Use Permit application.

PEDESTRIAN TRAFFIC

Pedestrian traffic may not be obstructed at any time unless stipulated in the Street Use Permit. All cables and similar items are to be channeled neatly and safely out of the way of any pedestrian traffic.

ALTERATIONS TO PUBLIC PROPERTY

Film crew staff shall not remove municipal street signs, or any other municipal sign, without the prior written permission of the Director of Engineering and Public Works.

Removing, trimming and/or cutting of vegetation is prohibited unless approved by the Director of Engineering and Public Works, the Director of Forestry, or the Director of Parks, Recreation and Culture (or their designates).

PYROTECHNIC APPROVALS

All productions involving pyrotechnic activities require special approval from the Mission Fire Rescue Service. Additionally, the Forestry Department must be consulted if pyrotechnics are planned for use within the Municipal Forest.

Requests for pyrotechnic activities shall be reviewed at a meeting between the film production company and all approval authorities to be held at least ten (10) working days prior to the scheduled event. This meeting shall be arranged by the film production company.

GARBAGE

All filming-related garbage must be removed from the location, ensuring that all locations are returned to their original condition or better. Catering trucks and equipment must not discharge wastewater or grease on the ground or into the storm sewer.

FILMING ON CITY-OWNED PROPERTY

Generally, municipal property, other than Parks and streets, is no longer available for filming. Filming in Parks is regulated by the Parks, Recreation & Culture Department permitting process. The Forestry Department may permit filming in the municipal forest.

NOTIFICATION OF NEIGHBOURHOOD

The film company is responsible for providing at least seven (7) days' written advance notice to all residents and businesses in each filming location that could reasonably be adversely affected by the film production. This notice must include the following information:

- name, address and telephone numbers of the production company's local office and representatives;
- name, address and telephone number for the City of Mission;
- film location(s);
- type of production (i.e., feature film, commercial, documentary, movie of the week, TV pilot, series, etc.);
- subject matter and description of activity;
- duration of the filming (i.e. times, dates and number of days, **including preparation and strike**); and
- other matters that filming activity affects (this includes parking, base camps, filming areas).

FILMING IN THE DOWNTOWN BUSINESS AREA

The Downtown Business Area (DBA) encompasses 1st, 2nd and North Railway Avenues between Murray Street and Birch Street. The City requires film production companies to consult with the Downtown Business Association (DBA) to film in the Downtown area (see contact information).

Filming is to occur as early in the day as possible, preferably on Sundays.

Written notice to the DBA, and to affected business owners, is to be given at least one week in advance of filming. Evidence that the DBA has been notified and consulted with may be required prior to issuance of a Film Permit.

The DBA requires any company filming in the Downtown area to use a Film Liaison company. Contact the DBA for details.

Non-essential vehicles are not to be parked on 1st, 2nd or North Railway Avenues during the set-up, filming or teardown.

Essential vehicles parked on 1st, 2nd, or North Railway Avenues must display identification cards on windshields with a film company contact name and telephone number.

Signage is to be placed in the immediate area advising the public that filming is occurring.

Special permission from the Ministry of Transportation and Transit is required if filming on 1st or North Railway Avenues (see contact information).

FILMING IN THE MUNICIPAL FOREST

The Municipal Forest is generally located from Richards Avenue north and on the west side of the Stave Reservoir from the Stave Dam to 17.3 km north on Burma Street (Florence Lake Forest Service Road). The Forestry Department office is located at 8645 Stave Lake Street (see contact information).

Keys to locked forestry gates are available on a sign-out basis for a refundable deposit.

A Licence of Use is required when filming in the Municipal Forest. A site rental charge, which includes liaison, administration, and permit processing costs, will apply. A cancellation fee of \$100 + GST will apply if a Licence of Use is requested and prepared but not used by the film production company. Other fees may be assessed depending on the scope of filming and impact on City resources. Applicable amounts will be specified in the Licence of Use.

Note that additional permits from the Province and related First Nations consultation may be required.

USE OF UNMANNED AIRCRAFT SYSTEMS (UAS)

All commercial UAS filming in Mission must have a Film Permit and must comply with Transport Canada regulations and all other City bylaws, policies and guidelines and best practice guidelines produced by relevant agencies. All commercial UAS film operators must have a Special Flight Operations Certificate (SFOC) and a copy of the SFOC must be available if requested. Where the UAS company is a sub-contractor to a film production company, it is the film production company that must apply for a filming permit, not the UAS company.

Film Permit Application Requirements

- Include a brief description of the planned UAS activity, including location, date, time, selected UAS company and type of UAS equipment proposed to be used in the 'Filming Location Details' section;
- If the UAS operator is a subcontractor to the film production company, the UAS operator must maintain separate insurance from the film production company as per the insurance requirements set out above;
- The neighbourhood notification letter must disclose that a UAS will be used and include the following information:
 - UAS activity planned;
 - flight area(s) and times (duration or specific);
 - any anticipated impacts; and
 - warning that only essential personnel are permitted in the flight area or safety area when UAS is in flight;
- It is the permitted company's responsibility to ensure that the residents, businesses and general public in the area are notified of the UAS filming and to keep all public and/or non-essential, un-notified personnel clear of the flight and safety area while the UAS is in flight;

- In the case of an incident, all UAS filming must immediately cease until the City receives a written copy of Transport Canada's clearance for the pilot and/or the UAS company operator to fly. Notification and description of the incident must be immediately filed with Transport Canada. The City must also be copied on the official Transport Canada incident report filed by the operator;
- An incident is defined as, but not limited to, "any incursion outside of the designated flight and/or safety zone (both in lateral flight or at altitude); any UAS-related injury requiring medical attention; any loss of control while in flight; any uncontrolled take-off or landing, any unintended contact between the UAS and persons, animals or objects; any inadvertent damage to public or private property and/or any combination thereof"; and
- The holder of the Film Permit or the UAS operator shall be responsible for any damage to the City's infrastructure that occurs as a result of any incident.

ELECTRICAL AND GAS PERMITS

The City does not issue any electrical or gas related permits. Film production companies are expected to secure any required electrical and gas permits directly from Technical Safety BC.

WRAP SHEET

The City requires a completed online Wrap Sheet after completion of filming. Submitting this form confirms the completion of filming activities in accordance with permit conditions. Please contact the appropriate department(s) to initiate the release of any refundable securities and deposits.

CONTACT INFORMATION

Street Use and Road Closure Permits

Administrative Clerk – Engineering
Email: engineering@mission.ca
Phone: 604-820-3736
Fax: 604-826-7951
8645 Stave Lake Street
Mission, BC V2V 4L6

Mission Fire Rescue Service (MFRS)

Fire Chief
Email: firehalladmin@mission.ca
Phone: 604-820-3793
Fax: 604-820-8624
33330 7th Avenue
Mission, BC V2V 2E3

RCMP

Phone: 604-826-7161
7171 Oliver Street
Mission, BC V2V 6H2

Municipal Forest

Forestry Technician
Email: forestry@mission.ca
Phone: 604-820-3784
Fax: 604-826-8633
8645 Stave Lake Street
Mission, BC V2V 4L9

Parks

Parks, Recreation and Culture Booking Clerk Email: bookings@mission.ca
Phone: 604-820-5350
Fax: 604-826-4396
7650 Grand Street
Mission, BC V2V 3T3

FrontCounter BC

Email: FrontCounterBC@gov.bc.ca
Phone: 604-586-4400
Fax: 604-586-4434
Suite 200, 10428 153rd Street
Surrey, BC V3R 1E1

**Ministry of Transportation and
Transit**

Area Manager
Phone: 604-795-8211
Fax: 604-795-8214
45890 Victoria Avenue
Chilliwack, BC V2P 4N3

**Downtown Business
Association (DBA)**

Executive Director
Email: info@downtownmission.ca
Phone: 604-826-7311
7311 James Street
Mission, BC V2V 3V5

