



## **APPLICATION TO FILM IN THE DISTRICT OF MISSION**

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**DISTRICT OF MISSION  
8645 Stave Lake Street  
Mission, BC V2V 4L9  
PH: 604-820-3736  
FX: 604-826-7951**

## **FILMING IN THE DISTRICT OF MISSION**

Situated on a hillside overlooking the mighty Fraser River, the District of Mission offers a variety of unique natural and man-made venues for filming. Previous films in Mission have used the historic main street, vintage hotel, waterfront, privately owned ships on the river, saw mills and the Ruskin Hydro Dam. 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 either listed in the Filming Application Package or are contained in the municipal bylaws, however fees for unique requests will be negotiated individually.

The District of Mission’s filming liaison can be reached at 604-820-3736 or [engineering@mission.ca](mailto:engineering@mission.ca) and will help you coordinate a successful film shoot within the District.

## **Filming Guidelines**

### **CONDITIONS OF APPROVAL**

All approvals are conditional. The film production company must provide the following:

#### **Application Checklist**

- A completed Application Form **\$260 + GST (\$273)**
- Documentation showing appropriate insurance
- A valid business license (**\$148**)
- A security deposit of **\$5000.00**
- A Street Use Permit if applicable (**\$154.50**)
- Hold Harmless Agreement signed.
- Shooting Schedule
- Approvals needed from any regional, provincial, or federal agency.
- Neighbourhood polling (Special conditions of approval may apply when filming affects surrounding homes and businesses, please see Notification to the Community)
- Any additional approvals or permits as may be required.
- Wrap Sheet

- The District of Mission will determine if any additional permits or special conditions of approval are necessary.
- The District of Mission reserves the right to check the background of the film company and review all scripts before approving the request.
- Proof that the Fire Department have been consulted regarding the use of special effects. Either of these bodies has the right to veto special effects or impose specific conditions.

### **FILM APPLICATION AND SUPPORT FEE**

The film production company shall submit a film application with \$260.00 + GST film support fee to the District of Mission ten (10) or more working days before the filming is planned.

### **BUSINESS LICENSE**

Every film production company and related contractor is required to hold a valid District of Mission business license. Business licenses are available at the District of Mission for \$148.00 and are valid for the calendar year.

## **INSURANCE**

An approved applicant will be required to hold the following insurance:

- An original certificate of insurance for general comprehensive public liability (for personal injury, death, or property damage on a per incident basis) in the amount of \$5,000,000.00 and naming the District of Mission as an “additional insured”.
- Additional insurance as specified by the District of Mission may be required (e.g. for special effects). The policy must indicate a cross liability clause.

## **FILMING DATES AND TIMES**

Filming must only take place during the times listed as per approval. If a change in filming dates is necessary, it must be approved by the District of Mission.

## **REQUEST FOR USE OF CITY STREETS**

The film production company shall request the use of District streets by completing the street and highways use permit section in the film application. The following information is also needed in conjunction with the street and highways use permit.

- Traffic plan
- Crew and circus parking proposal
- \$154.50 non refundable permit fee

## **ROAD CLOSURES**

A road closure permit is required from the District of Mission Engineering department for municipal roads including:

- 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.
- 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 ESS)
- Traffic control must be contracted to a registered traffic control company.

If filming on the Lougheed Highway, North Railway Avenue and/or 1<sup>st</sup> Avenue, a permit is required from the Ministry of Transportation (please see contact information)

### **Streets and traffic management**

- Vehicles must not block driveways or be parked illegally near intersections.
- Vehicle access to residential and commercial properties in the surrounding area shall not be obstructed or impeded for an excessive amount of time (2-5 minutes maximum duration).

### **PARKING**

Parking maps outlining the proposed placement of vehicles must be forwarded to and approved by the District of Mission.

### **PEDESTRIAN TRAFFIC**

Pedestrian traffic may not be obstructed at any time unless stipulated in the 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 shall not remove municipal street signs without the expressed permission of the Director of Engineering and Public Works.
- Removing, trimming and/or cutting of vegetation are prohibited unless approved by the Director of Engineering and Public Works or the Director of Parks, Recreation and Culture or their designate.

### **PYROTECHNIC APPROVALS**

All productions involving pyrotechnic activities require special approval from the Mission Fire Rescue Department. 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.

### **NOTIFICATION TO THE COMMUNITY**

The film company is responsible for providing three (3) days written advance notice to all residents and businesses in each filming location. This notice must be reviewed and approved by the District of Mission and include the following information:

- The name, address and phone numbers of the production company's local office and representatives.
- The name, address and phone number for the District of Mission.
- The film location
- Type of production (e.g. feature film, 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)
- Other matters that filming activity affects (this includes parking, base camps, filming areas)

### **NOISE BY-LAW**

Late night and early morning move-ins, move-outs or filming which may disturb the area residents will not be permitted unless the District of Mission is satisfied that all of the residents of the affected residential or commercial premises impacted by such activities approve. A poll of the affected areas must be conducted. Signatures must be collected from the residents and businesses indicating their acceptance or disapproval. A poll submitted without signatures will not be accepted. A majority of the affected neighbourhood as determined by the District of Mission is required.

Generators used in residential areas must be equipped with silencing devices. Lighting should be directed away from neighboring residence.

### **LOCATION REQUIREMENTS**

- A copy of the filming permit (where issued) shall be on location at all times with the Location Department
- 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.
- Every member of the crew shall wear a production pass (badge) when required by the location.

### **EATING AND DRINKING**

- No beverages containing alcohol will be consumed on public property.
- 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.

## **TRASH**

All trash must be disposed of properly. Catering trucks and equipment must not discharge waste water on the ground. All filming related trash must be removed from the location, ensuring that all locations are returned to their original condition or better.

## **FILMING IN DOWNTOWN BUSINESS AREA**

The Downtown Business Area encompasses 1<sup>st</sup>, 2<sup>nd</sup> and N. Railway Avenues between Murray Street and Birch Street. The District of Mission requires approval from the DBA to film in the Downtown area.

In addition to the above stated requirements, the following applies to the filming in the Downtown Business Area:

- Filming is not permitted Friday evenings or all day Sunday
- Filming is to occur as early in the day as possible.
- Verbal notice to the Downtown Business Association is to be given one week in advance followed by 3 days advance written notice of filming.
- Nonessential vehicles are not to be parked on 1<sup>st</sup>, 2<sup>nd</sup> or Railway Avenues during the set-up, filming or teardown.

## **FILMING IN MISSION 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 17.3km north on Burma St. (Florence Lake Forest service Road). The Forestry Department office is located at 33835 Dewdney Trunk Road (Tel: 604-820-3762).

In addition to the above stated requirements, the following applies to filming in the Municipal Forest:

- Keys to locked forestry gates are available for sign-out for a \$60 deposit.
- Applications for filming to be submitted to the Forestry Technologist. Fax: 604-826-8633 or email [kcameron@mission.ca](mailto:kcameron@mission.ca)
- Site use fees apply, which include liaison, administration, permit processing. Cancellation fee of \$100 + GST applies, once permit is drafted.
- Further permissions or restriction will be specified in the permit.



**FILMING APPLICATION PACKAGE**

**Production Type: (Please circle)**    Series    Pilot    Feature    Commercial    Photo  
 Mini-Series    TV Movie    Other \_\_\_\_\_

**Contact Information:**  
 Location Manager: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Asst. Location Manager: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Producer(s): \_\_\_\_\_ Cell: \_\_\_\_\_  
 Production Manager: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Special Efforts Coordinator: \_\_\_\_\_ Cell: \_\_\_\_\_

**Filming Information:**  
 Production Title: \_\_\_\_\_  
 Dates Requested for filming: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Hours of Filming:                      From: \_\_\_\_\_ To: \_\_\_\_\_  
 Locations of Filming: \_\_\_\_\_  
 # of crew on location: \_\_\_\_\_ Length of work trucks: \_\_\_\_\_

**Proposed Activities:**

<input type="checkbox"/> Guns/Gun Fire	<input type="checkbox"/> Other _____
<input type="checkbox"/> Rain or Snow	<input type="checkbox"/> Exterior Set Construction
<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Animals
<input type="checkbox"/> Helicopter	<input type="checkbox"/> Additional Explanation: _____
<input type="checkbox"/> Car Stunt	_____
<input type="checkbox"/> Tow Shots	_____
<input type="checkbox"/> Drive up/away	_____
<input type="checkbox"/> Drive by	_____
<input type="checkbox"/> Wet Downs	_____
<input type="checkbox"/> Stunts	

**Company Information:**  
 Local Production company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Corporate Registry #: \_\_\_\_\_  
 Parent Company(for accounting purposes) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal/Zip Code: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Liability Insurance: Other Information Required:**  
 Current Insurance on File:     Yes     No                      Proof of Insurance                       Yes     No  
 Hold Harmless Agreement     Yes     No                      \$260.00 + GST Film support     Yes     No  
 \$148.00 business license fee     Yes     No                      Security Deposit \$ \_\_\_\_\_     Yes     No

**Distribution:**     Police     Fire     Parks     Engineering     Other \_\_\_\_\_  
 Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 City Approval: \_\_\_\_\_ Date: \_\_\_\_\_



## FEE SCHEDULE

**Note: The following fees are subject to change. Contact the Filming Liaison to confirm current costs.**

<b>Item/Request</b>	<b>Fee</b>	<b>Comments</b>	<b>Use this area for fees calculations</b>
Film Application Fee	\$260.00	Non-Refundable Plus HST (12%)	22-46
Business License Fee	\$148.00	Non-refundable No HST Applied	
Security Deposit	\$5,000.00	Refundable	
Street/Highway Use Permit	\$154.50	Non-refundable No HST applied	
Hydrant Use Permit (Must be obtained from the District)	\$500.00	Refundable Deposit Fee	
	\$121.00	Non-Refundable	
Fire Dept Inspection Fee	\$100.00	Non-refundable	
Fire Vehicles/Staff Assistance Costs	Costs calculated by type of equipment & staff required	Deposit required	
District buildings and facilities charge rate*	Individually priced	Deposit required	
Building Permits and Sign Permits	Individually priced based on project type		
Forestry			\$
	- Key Deposit	\$60.00	Refundable Plus HST (12%)
	- Cancellation Fee	\$100	
	- Site use Fee	Individually priced	
Parks & Recreation Rentals (Use of City Parks & Facilities)*	Individually priced based on project type.		

\* In addition to rental fees, additional charges may include staff time, program interruption costs (lost revenue/refunds/etc) and materials/equipment as required.

\* Mission will consider in-kind donations to the municipality and/or community groups on an individual basis.

## Hold Harmless Agreement

We, \_\_\_\_\_ agree to assume, and hold harmless the District Of Mission, its officers, employees and agents from, all liability to any person or property of whatsoever kind of nature, including the licensee, and the licensee's property, which occurs as a result of activities for which we were granted and approval to film a commercial or other venture in the District Of Mission.

Further, \_\_\_\_\_ agree to indemnify and defend, hold harmless the District Of Mission, its officers, employees and agents against any liability, brought by, or made on behalf of, any person for personal injury, bodily injury, property damage, or economic loss caused by or arising out of any act or omission of either the licensee, is agents or employees, or caused by or arising out of the condition of any District-owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this license was issued.

_____	Accepted for the District Of Mission
Business Name	
_____	
Name of Applicant	
_____	_____
Signature	Signature
_____	_____
Title	Name/Position
_____	_____
Date	Date

**Insurance Certificate**

Proof of insurance coverage is required as a condition of being granted use of District property for filming. Please fill in this section, and also include a copy of your certificate of insurance when you submit your application for processing.

To be completed by the insurer or an authorized licensed insurance agent and returned to:

District Of Mission  
8645 Stave Lake Street  
Box 20, Mission BC  
V2V 4L9

NAME OF INSURED FILMING COMPANY: \_\_\_\_\_

NAME OF FILM/COMMERCIAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF INSURER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

The undersigned Insurer or Agent confirms that the following coverage's have been affected through the policy noted above for the duration of the activity:

- Comprehensive General Liability Insurance covering bodily injury, death and/or damage to or destruction of property including loss of use thereof, arising from the above Named Insured activities. Such insurance to include Broad Form Property Damage, Blanket Contractual Liability, and Cross Liability or Severability of Interest Clause as defined below.
- Minimum Liability Coverage of \$5,000,000 per occurrence for bodily injury and or property damage and in the aggregate with respect to products and completed operations.

- The District of Mission and or the Mission RCMP, their officers, agents, employees and volunteers are added as additional Insured's but solely with respect to the liability which arises out of the activities of the Named Insured.
- The District of Mission to receive 15 days prior written notice of cancellation or material change. Thirty days written notice is required on Certificates evidencing annual blanket insurance coverage.
- Cross Liability or Severability of Interest Clause: The Policy shall protect each Insured in the same manner and to the same extent as though a separate Policy had been issued to each but nothing herein shall operate to increase the Insurer's liability as set forth elsewhere in this Policy beyond the amount or amounts for which the Insurer would be liable if there had been only one Insured. Any breach of a condition of this Policy by any Insured shall not affect the protection given by this Policy to any other Insured.

Agents/Insurer's Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

**NOISE BYLAW RELAXATION REQUEST FOR FILM PRODUCTION**

Please accept this letter as our request for a temporary Noise Bylaw relaxation for our film production on location in the District of Mission.

Name of film:

Location of filming:

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Description of Activities:

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Date(s) and Time(s): (Please include a detailed list of start date/start times and end date/end times)

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Contact Phone

Number:

Contact Fax Number:

Contact Email:

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**Engineering & Public Works**  
**Temporary Street Use Permit**  
**Application - \$154.50**

Type:  Full Road Closure     Lane Closure     Special Event  
 Sidewalk Closure     Other

Date:

**Applicant**

**Company**

**Tel:**

**Address:**

**Cell:**

**Email:**

**Fax:**

**Date(s) and times of Activity:**

**Date(s):**

**To**

**Time(s):**

**To**

**Insurance Policy:**

**Expiry:**

(Permit not valid without insurance. The District of Mission must be named as additional insured on policy for minimum \$5,000,000 liability)

**TRAFFIC MANAGEMENT DETAILS (activities/obstructions/closure(s) in the road or sidewalk):**

**TMP Attached**

**The Applicant hereby agrees:**

- a) To indemnify and save harmless the District against all claims, liabilities, judgments, costs and expenses which may accrue to or against the District in consequence of granting this permit.
- b) To produce this permit for inspection when so requested by any Peace Officer or representative of the Municipal Engineer.
- c) That it is solely the permit holder's responsibility to determine conflicts with or approvals required from other utilities companies or authorities.
- d) Site must be left in the same condition as it existed at the time the permit was issued. All damage to District property shall be restored to the existing condition or better at the expense of the applicant.
- e) All signing/delineation must conform to BC Ministry of Transportation's Traffic Control Manual for Work on Roadways at the expense of the applicant.

**Applicant Signature:**

**District of Mission Use**

<b>Date:</b>	<b>Expiry Date:</b>	<b>Permit Number:</b> SUP2016-	<b>Receipt Number:</b>
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**Comments:**

**Approving Officer:**

**Signature:**

## CONTACT INFORMATION

1.	<b>Filming Liaison</b> Deanna Sunder & Kirsten MacDonald Administrative Clerk – Engineering Email: <a href="mailto:engineering@mission.ca">engineering@mission.ca</a> Tel: 604-820-3736 Fax: 604-826-7951
2.	<b>Economic Development Office – Location Liaison</b> Clare Seeley Executive Assistant & Marketing Coordinator Email: <a href="mailto:cseeley@mission.ca">cseeley@mission.ca</a> Tel: 604-820-5375
3.	<b>Fire Department</b>  Fire Chief Email: Tel: 604-820-3793 Fax: 604-820-8624
4.	<b>RCMP</b> Sgt. Shaun Wright Email: <a href="mailto:shaun.wright@rcmp-grc.gc.ca">shaun.wright@rcmp-grc.gc.ca</a> Tel: 604-820-3550
5.	<b>Forestry</b> Kelly Cameron Forestry Technician II Email: <a href="mailto:kcameron@mission.ca">kcameron@mission.ca</a> Tel: 604-820-3784 Fax: 604-826-8633
6.	<b>Parks, Recreation &amp; Culture</b> Jason Horton Manager of Parks & Facilities Email: <a href="mailto:jhorton@mission.ca">jhorton@mission.ca</a> Tel: 604-820-5350 Fax: 604-826-4396
7.	<b>Downtown Business Association</b> Jamie Hayes <a href="mailto:info@downtownmission.ca">info@downtownmission.ca</a> 604-826-7311
8.	<b>Ministry of Transportation (Highways)</b> Glenn Callander 604-660-9701 <a href="mailto:Glenn.Callander@gov.bc.ca">Glenn.Callander@gov.bc.ca</a>



# FILMING WRAP SHEET

Please complete this form and submit it to the District of Mission [engineering@mission.ca](mailto:engineering@mission.ca)  
Data collected will help in a region-wide community awareness project.

## FILM PROJECT DETAILS:

Project Title: \_\_\_\_\_  
Type of Project: \_\_\_\_\_  
Location(s) Used: \_\_\_\_\_  
Date(s): \_\_\_\_\_

## CONTACT INFORMATION:

Production Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province/State: \_\_\_\_\_ PC/Zip: \_\_\_\_\_  
Office Tel#: \_\_\_\_\_ Office Fax #: \_\_\_\_\_  
Cell Tel#/name: \_\_\_\_\_ / \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## PRODUCTION STATISTICS:

Number of crew who reside in Mission (or within the Fraser Valley Regional District): \_\_\_\_\_  
Number of crew who have a business in Mission: \_\_\_\_\_  
Total Location Fees (ie. parking, holding areas, accommodations, extras etc.)\$ \$ \_\_\_\_\_  
Total Donations to Not-for-Profit or Community Improvement Groups: \$ \_\_\_\_\_  
Total monies spent by other departments in Mission (ie: Set Dec, FX, etc.): \$ \_\_\_\_\_

## COMMENTS:

Please describe your filming experience (i.e.: good news stories, trouble areas, procedural issues, etc)

\_\_\_\_\_  
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**AIR DATE:** \_\_\_\_\_ **CHANNEL:** \_\_\_\_\_

If you have images available, we are happy to promote your production, please send to [cseeley@mission.ca](mailto:cseeley@mission.ca)