



DISTRICT OF KENT FILMING POLICY

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FILMING IN THE DISTRICT OF KENT

Thank you for your interest in the District of Kent as a film production location. We are proud of our agricultural community and welcome all film companies to explore the unique assets of our town.

The District of Kent is a picturesque community with many natural backdrops including Mount Cheam, Fraser and Harrison Rivers, Harrison Lake and acres of beautiful farmland. Our townsite area, also known as Agassiz, is a popular filming destination with charming heritage storefronts, the community's historic museum and lush greenspace of Pioneer Park. Kilby Historic Site is also a highly sought-after filming destination within the District, displaying the original Kilby General Store Museum (1906), a quaint café, campground, farm animals and beautiful gardens, all set amongst the confluence of the Fraser and Harrison Rivers.

The Director of Financial Services serves as the Filming Coordinator for the District of Kent and is available to assist with general film enquiries, location scouting and coordinating with various businesses and municipal departments.

The District's Film Policy will provide all the necessary information to assist film companies in working successfully within the District. The policy will also serve to protect the citizen's right to the safe, quiet and convenient use and enjoyment of both public and privately owned lands and prevent damage to public or private property, ensuring that the film company covers any repair costs if necessary.

FILMING APPLICATION CHECKLIST

The following checklist outlines the filming requirements prior to commencing filming within the District of Kent. Additional approvals may be necessary, depending on the film productions requests.

- Completed Application Form and Fee
- Valid Business Licence
- Liability Insurance
- Location Map
- Filming Schedule
- Highways Use Permit (if applicable)
- Other Permits (if applicable)
- Licence to Use (if applicable)
- Security Deposit (if applicable)
- Neighborhood Polling/Public Notification
- Policing Services (if applicable)
- Emergency Services Notification (if applicable)
- Traffic Control (if applicable)
- Special Flight Operations Certificate (if applicable)
- Completed Wrap Sheet

FILM PERMIT APPLICATION AND FEE

All film productions operating within the District are required to complete the District's film permit application and provide payment of the permit fee to the Filming Coordinator a minimum of ten (10) or more working days prior to the first day of filming.

BUSINESS LICENCE

Prior to the issuance of a film permit, all film production companies, and related contractors are required to hold a valid District of Kent business. Business licences are approved through the Development Services Department and are valid for the calendar year in which it was issued. A business licence application form is located on the District's website at kentbc.ca.

LIABILITY INSURANCE

Prior to the issuance of a film permit, the film production company will be required to obtain the appropriate insurance coverage, listing the District as additional insured with minimal coverage as follows:

a) General Liability (Commercial)

A minimum limit of \$5,000,000 comprehensive general liability insurance.

b) Automobile Liability

A minimum limit of \$5,000,000 when the nature of the services or goods provided requires the use of vehicles.

c) WCB & Employer's Liability

Provides a letter in good standing with the Workers Compensation Board.

The Certificate of Insurance must be submitted to the Filming Coordinator with the Film Permit Application.

INDEMNITY

The production company, by means of the filming permit payment, shall accept the following hold harmless agreement clause referenced and noted on the Film Permit.

- a) *To assume, and hold harmless the District of Kent, its elected or appointed officials, officers, employees and agents from, all liability to any person or property of whatsoever kind of nature, including the Applicant, Property Owner and the Applicant's and Property Owner's property, which occurs as a result of activities for which we were granted and approved to film within the District of Kent.*
- b) *To indemnify and defend, hold harmless the District of Kent, its elected or appointed officials, 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 applicant, its agent or employees, or Property Owner 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 permit was issued.*
- c) *Neither (a) or (b) apply to liabilities, damages, costs, claim, suits or actions arising out of the gross negligence or willful misconduct of the District, its agents, servants, employees or contractors.*

LOCATION MAP

A film location map must be provided to the Filming Coordinator prior the film permit being issued, indicating areas to be used for filming, set design, parking, public access, electrical, special effects, signage etc. Due to limited parking in our downtown area, public parking arrangements must be made prior to filming with the Filming Coordinator. If required, ample parking is available at Centennial Park for circus crews and cast members.

Please note: A Highways Use Permit is required for use of District roads.

FILMING SCHEDULE

Filming must only take place during the dates and times approved on the District's Film Permit. A filming schedule is required to be submitted to the Filming Coordinator and to be included in all public correspondence.

If a change in filming dates or times is necessary, the change must be approved by the Filming Coordinator.

HIGHWAYS USE PERMIT/WATER PERMIT

A Highways Use Permit is required for temporary filming works on or use of any highways and/or lands owned by the District of Kent. A copy of the Highways Use Permit is attached in the Filming Policy or can be found online at kentbc.ca.

In accordance to Bylaw No. 1631, a Fire Hydrant Water Permit is required for use of District owned fire hydrant(s).

ELECTRICAL AND GAS PERMITS

The District does not issue any electrical or gas permits. Film production companies are expected to secure any required electrical and gas permits directly from Technical Safety BC. Access to the District's electrical infrastructure (i.e. power poles, supply lines, etc.) requires permission from the Engineering Department. Please notify the Filming Coordinator if access to electricity is required.

LICENCE TO USE

A licence to use agreement is required when filming on any District owned property, except for when filming occurs only on District roads. This agreement will outline the requirements of safely and respectfully filming on District property and will include a fee schedule based on requested property, equipment and personnel use.

SECURITY DEPOSIT

A refundable security deposit, as identified in the District's Fees and Charges Bylaw, is required prior to issuing the film permit. The security deposit will be returned in full, provided a completed wrap sheet is submitted to the Filming Coordinator with no reported damage on District property.

The Filming Coordinator will also perform a final site inspection prior to signing off on returning the security deposit. The amount refunded will be adjusted for unpaid invoices owed to the District including, but not limited to damage repair costs, rental charges and staffing costs.

NEIGHBORHOOD POLLING/PUBLIC NOTIFICATION

The film company is responsible for providing at least three (3) days' written advance notice to all residents and businesses in each filming location that could reasonably be adversely affected by the film production. The polling area and notice must be reviewed and approved by the Filming Coordinator and include the following information:

- Name, address and telephone numbers of the production company's local office and representatives. The film company is responsible for addressing any problems that residents or business may have as a result of filming;
- Film location;
- Film schedule;
- Type of production (i.e. feature film, commercial, documentary, movie of the week, TV pilot, series etc.)
- Subject matter and description of each days activity;
- Duration of the filming (i.e. times, dates and number of days, including preparation and wrap up);
- Other matters that filming activity affects such as parking, filming area, equipment, staging areas etc.
- District Filming Coordinator contact information regarding any public objections to the filming activity.

Should the District receive objections to the filming activity proceeding from more than 50% of the potentially affected properties, the District may elect to not issue a film permit.

NOISE BYLAW

In accordance to the District's Noise Regulation Bylaw No. 1320, 2005, the filming production company must conduct business within the District between the hours of 7:00 am and 11:00 pm, so long as the noise does not disturb restful enjoyment of those within the neighborhood or vicinity.

EMERGENCY SERVICES NOTIFICATION

Special Effects

The use of special effects requires a detailed written submission outlining the purpose, scope, risk and safety plan. Further, the Production Company representative(s) overseeing the special effect(s) must meet with applicable City, Province or Federal representatives (i.e. Agassiz Fire Department, ambulance, Provincial Gas Inspector, etc.) to review the effect and comply with any restrictions or needs imposed.

Special effects must comply with all applicable laws and permissions. The Production Company will incur all costs related to seeking permissions or implementation of special effects.

RCMP Services are required for special effects requiring traffic management, for moving picture vehicles or when firearms and/or weapons are displayed or discharged.

Production Companies, based on the special effect, may be required to contract emergency services to be on location during filming and/or comply with any restrictions imposed by any applicable authority (i.e. Agassiz Fire Department can impose restrictions or requirements for special effect involving fire or explosions).

Traffic Management

Agassiz RCMP may be required for any permit that alters traffic patterns (i.e. Intermittent Traffic Control, parking and road closures). Restrictions, conditions and requirements for traffic management services and/or the number of RCMP officers and vehicles will be determined by the Filming Coordinator and Detachment Commander to ensure motor vehicle, crew and pedestrian safety.

If mutually agreed upon in advance, certified traffic control personnel provided by the production company may be used in place of RCMP Officers or required as an additional support.

Complex or large-scale road closures, at the District's direction, require a professional traffic management company to design a traffic management plan, signage and/or supply certified personnel to ensure motor vehicle safety. Major streets may not be available for closure and/or subject to approval or restricted approval as determined by the District's Engineering Department. Local non-commuting roads may have temporary restricted access as determined by the Film Coordinator and/or RCMP. Intermittent Traffic Control is defined as a maximum three (3) minute traffic stoppage during each ten-minute period.

Highway use requires permitting from the Ministry of Transportation and Infrastructure. Visit www.2.gov.bc.ca for more information.

USE OF ARTIFICIAL SNOW

The use of artificial (chemical) snow must be approved, in writing, by the Filming Coordinator. The Production Company is required to provide evidence (i.e. WHMIS documentation) that the use of chemical snow is safe, biodegradable and will not adversely affect citizens, vegetation or property.

PUBLIC ACCESS

Production Companies filming in commercial areas will be required to provide signage that indicates a) filming is in progress, production company and location manager contact information, and b) local merchants are open for business. Further, the Production Company will provide staff to ensure pedestrian safety on location(s), answer questions and to temporarily restrict passage (maximum one minute) during active filming.

USE OF UNMANNED AIRCRAFT SYSTEMS (UAS)

The use of Unmanned Aircraft Systems (Drones) is subject to all applicable laws, rules and regulations including any District policies and Transport Canada regulations.

All commercial UAS film operators must have a Special Flight Operators Certificate (SFOC) and a copy of the SFOC must be submitted with the film permit application.

A brief description of the planned UAS activity, including location, date, time and type of equipment is to be submitted to the Filming Coordinator. Notification of UAS use must be included in neighborhood polling and public correspondence.

PROPERTY ALTERATIONS AND CARE

The Production Company is required to secure written permission from the property owner for any changes, conditions, charges and restoration requirements related to altering property for filming purposes. For public property, this permission is by means of the Filming Coordinator.

The Production Company shall dispose of all garbage and refuse from all filming locations including parking area(s). If arranged in advanced with the Filming Coordinator, waste disposal can be accommodated by the District for a tipping fee.

The Production Company will provide and maintain temporary portable toilets for their filming activity or request approval to access District public washroom amenities.

WRAP SHEET

The District requires the film production company to complete the Wrap Sheet after completion of filming, at which time any applicable refundable securities and deposits will be released.

**SCHEDULE A
FILMING FEES**

ITEM	FEE
Permit Application Fee	\$220
Business Licence	As per current Fees and Charges Bylaw, Schedule B
Administration Fees	15% of total filming fees (before GST)
R.C.M.P	Based on actual costs for RCMP Officer(s) (minimum 4 hours; minimum 24 hour cancellation notice)
Fire Department	\$100.00 per hour for Fire Inspector/Approving Officer
Equipment	As per current Fees and Charges Bylaw, Schedule B
Highways Use Permit	As per current Fees and Charges Bylaw.
Fire Hydrant Use	As per current Water Regulation and Rates Bylaw
Municipal Property	By Quotation (starting at \$100 per hour, based on space and restricted public access)
Public Works Staff	As per current Fees and Charges Bylaw, Schedule C
Security Deposit	By Quotation (pending on type of activity and use of Municipal Property)
No Parking Signs	\$50 per day/per film location.

GST is in addition to some Fees. All fees are non-refundable.



SCHEDULE B FILM PERMIT

This permit must be carried at all times and be available upon request

PERMISSION is hereby granted to the following Applicant:

Company Name: _____

Address: _____

Contact Name: _____

Primary Contact # _____
(business) (cell)

To conducting filming activities, limited to the following dates and times:

Dates for Filming: _____
Start Date End Date

Hours for Filming: _____
Start Time End Time

Location(s) for Filming: _____

Special Conditions: _____
(attach additional sheets if required)

The Applicant and Property Owner hereby agree:

- a) To assume, and hold harmless the District of Kent, its elected or appointed officials, officers, employees and agents from, all liability to any person or property of whatsoever kind of nature, including the Applicant, Property Owner and the Applicant's and Property Owner's property, which occurs as a result of activities for which we were granted and approved to film within the District of Kent.
- b) To indemnify and defend, hold harmless the District of Kent, its elected or appointed officials, 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 applicant, its agent or employees, or Property Owner 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 permit was issued.
- c) Neither (a) or (b) apply to liabilities, damages, costs, claim, suits or actions arising out of the gross negligence or willful misconduct of the District, its agents, servants, employees or contractors.

APPLICANT'S SIGNATURE _____ DATE: _____

AUTHORIZED DISTRICT SIGNATURE _____ DATE: _____

The receipt of the following requirements have been received and approved and is in compliance with the provisions of the District of Kent Filming Regulation Bylaw 1656, 2020 and the Filming Policy.

- Completed Application Form
- Film Permit Fees
- Proof of Liability Insurance
- Valid Business Licence
- Location Map
- Security Deposit

DATE PERMIT ISSUED: _____ DATE PERMIT EXPIRES: _____

Permit Approved By

Signature

**SCHEDULE C
HIGHWAYS USE PERMIT**



SCHEDULE D FILM WRAP SHEET

Thank you for Filming in the District of Kent! Please complete this form upon the commencement of the film production and submit to the District's Filming Coordinator. Data collected will measure the economic impact of filming within the District of Kent and build awareness within the region.

FILM PROJECT DETAILS

Project Title _____
Type of Project _____
Location(s) Used _____
Date(s) _____

CONTACT INFORMATION

Name of Production Company _____
Address _____ City _____
Prov/State _____ PC/Zip _____ Email _____
Office Phone No. _____ Cellular No. _____

PRODUCTION STATISTICS

Number of cast and crew who reside in the Fraser Valley _____
Number of local businesses utilized _____
Fees Paid directly to the District of Kent \$ _____
Total Donations to Not-for-Profit or Community Groups \$ _____
Total remaining monies spent in community (i.e. Locations, parking, holding areas, accommodations, extras, food, hardware etc.) \$ _____

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

OVERALL EXPERIENCE Excellent Good Average Poor

Authorized Production Signature Title