

**Summary of Municipal Better Practices**

<b>City:</b>	<b>Hamilton</b>	<b>Toronto</b>	<b>Mississauga</b>	<b>Ottawa</b>	<b>Calgary</b>
<b># of film permits issued in 2015</b>	572	Avg. # of permits not available  1218 productions in 2015 – but noted each could have multiple location permits (many productions have 50 or more permits)  6680 shoot days	Avg. # of permits not available – 1000+ filming days in 2015	325	300
<b>Permit fee</b>	\$56.50 per location permit	\$0.00	\$0.00	\$0.00	\$0.00
<b>Turn-around time to process permits</b>	Average of 5 business days	48 hours (business hours only – after hrs applications treated as received next business day)	3 days  14 days for special requests requiring Council approval (e.g. road closure more than 24 hrs)	3 days (general)  10 days for road closures & filming on Parliament Hill	5 business days for road closures, stunts etc.
<b># of staff in Film Office</b>	1.5 FTE	8 FTEs	Not available.	2 FTEs	3 FTEs

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<b>Roles &amp; Services (Regulation = Film Permitting processing and review and Business Development = attraction and retention of businesses and industry support)</b>	1. Film Operations Specialist 2. Film Operations Assistant (0.5)	1 Film Commissioner 1 Manager of Film Permit Office (Operations) 1 receptionist and 5 film permit officers (devoted 99% to processing permits) 1 Film Sector BDO	1 Project Manager Creative Industries Strategy -business development in Film & Television, Music, and Interactive Digital Media 1 Supervisor, Film and Television (Operations) Total # of staff unknown	1 Coordinator 1 Senior BDO, Manager, Film & TV	Do both business development and permitting All 3 staff share all the work however 1 person is primarily dedicated to permitting
<b>Film Permits on private property</b>	Yes	No	No	No	No
<b>Notification area</b>	Unspecified / Anyone affected	1 block radius	Anyone affected	Anyone affected; generally 1-2 blocks	Depends on area – assessed per production
<b>Limits for # of permits issued or # of days of filming (understanding film fatigue / or signaling)</b>	After 3 <sup>rd</sup> film permit application in residential area Production Company required to get 60% approval from	Filming in residential areas more than 7 consecutive days requires written approval by majority of affected	Limited to twice a year per residential block unless 80% of affected residents approve	Filming in residential areas more than 7 consecutive days requires written approval by majority of affected	No

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sensitive areas)	residents	residents		residents	
<b>Special requirement</b>	<p>Mandatory notification to BIA Office when filming within and BIA</p> <p>Filming between hours of 11:00pm and 7:00am require Noise By-law exemption – overwhelming majority buy in</p> <p>Residents with permit parking on the street must be accommodated at the productions expense</p>	<p>Parking red cards</p> <p>48 hours written notice to affected BIAs</p>	Production company must post notification signs	Must use online template for notification and add company's letter-head	Special notification required for noise, special effects, etc. (Bylaw advises production company)
<b>Code of conduct</b>	No, but are implementing in 2017	Yes	Yes	Yes (currently under review)	Yes

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<b>Other Info</b>	Approved Film Permits are sent out on a weekly basis throughout City of Hamilton, to impacted Ward Councillors & BIAs as appropriate		City reserves the right to review all scripts	Not a City department; arms-length agency that deals with City on production company's behalf  Parking costs are revenue-recovery based	Copy of notification letter is provided to 311 (Contact Centre) staff

\*Langley, BC was identified as similar to Hamilton due to its close proximity to Vancouver and increase in filming over the last 3-5 years.

<b>City:</b>	<b>Vancouver</b>	<b>Brampton</b>	<b>Sudbury</b>	<b>*Langley, BC</b>
<b># of film permits issued in 2015</b>	approx. 4735 in 2015; 2016 numbers are up 40% so far	62	200	Information not available
<b>Permit fee</b>	\$150.00	\$0.00	\$35.00 per film permit and \$10.00 for extension or amendment	\$25.00 per permit and a maximum \$100.00 per TV series season
<b>Turn-around time to process permits</b>	10 business days for film permit  15 days for Licence to Film Agreement (business licence) if required	4 days for simple requests  1 week for all others	4 business days for most  Highly complex requests require 30 days	Guidelines request application be submitted to film coordinator at least 14 days in advance
<b># of staff in Film Office</b>	5 FTEs	2 FTEs split between Tourism and Film	1 FTE	2 FTEs

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<b>Roles &amp; Services (Regulation = Film Permitting processing and review and Business Development = attraction and retention of businesses and industry support)</b>	Permitting only	Both staff do both business development and permitting	0.25 FTE in total devoted to both permitting and business development; Film Liaison falls within the greater portfolio of the Business Development Officer who focused on arts and culture	1 Film Coordinator (permitting)  1 Manager who does business development (among other responsibilities)
<b>Film Permits on private property</b>	Only if they need street use	Not per bylaw but film office requests notification	No	Yes
<b>Notification area</b>	Anyone affected	Anyone affected – film office specifies by production	60m radius	Anyone affected
<b>Limits for # of permits issued or # of days of filming (under-standing film fatigue / or signaling sensitive areas)</b>	Have a list that is monitored regularly – sensitive locations list – have restricted frequency (can be limited to 2x a month, 1 once a year, etc. depending on area); also hot areas where they limit to outside of merchant hours, no weekends, etc. –	No – city has not yet received any negative feedback from residents or businesses	Identified as an issue that they are currently reviewing.  Bylaw has provisions that allow film office to impose additional requirements based on past experiences w production co.  ask for signatures	Neighbourhoods deemed 'film sensitive' based on the following criteria:  - 3 or more different film productions in the neighbourhood w/in the past 90 days - total number of filming days (incl.

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	updated on a weekly basis		(approval) from residents in most popular areas and request production co. to tread lightly in this neighbourhood	set up/tear down) exceeds 20 in past 90 days - Significant # of independent, legitimate complaints received in past 90 days
<b>Special requirement</b>	Business licence required for productions longer than 5 consecutive days or more than 6 days in calendar year	Notification must have code of conduct attached	Notification must have code of conduct attached  Permits may be combined if locations are within close proximity of each other	Productions must sign to indicate they have read and understood the city's filming guidelines and filming policy  Business licence is also required (non-resident licence for filming on location at cost of \$127.50; cost for production office/studio within township varies)
<b>Code of conduct</b>	Use BC's Film Office Code of Conduct	Yes	Yes	Yes

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Other Info	Permit application can be completed online	Notification must include locations of filming, base camp, parking, meal areas, etc.	Guidelines specify that production company must make every effort to use local businesses and services throughout the production  Guidelines specify that City of Sudbury must be credited	