

Halifax Regional Council
January 31, 2006

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



Acting Director for Recreation, Tourism and Culture

DATE: January 23, 2006

SUBJECT: Filming in HRM

INFORMATION REPORT

ORIGIN

A Councillor requested information regarding filming and its benefits in the Halifax Regional Municipality.

BACKGROUND

The HRM Film Office has been in operation for almost four years. A non-local film company worked in Halifax five years ago and compromised municipal services to such an extent that members of the Special Events Task Force felt that film needed its own area of expertise within the Municipality. In May 2002, the HRM Film Committee was borne out of the Special Events Task Force and from that the HRM Film Office.

DISCUSSION

The mandate for the HRM Film Office is to ensure the comfort and safety of residents of HRM while encouraging the film industry to grow within the municipality.

The HRM Film Office coordinates and facilitates film requests within the Municipality; communicates with business units throughout HRM, business associations, residents, Council; records all film activity in HRM; markets HRM as a destination that is film friendly; resolves film related issues; represents HRM provincially.

The Film Committee produced the HRM Film Guidelines and an application form when the office was first created. See attachment A and B. The Guidelines are reviewed by the Committee yearly.

Nova Scotia is Canada's 4th largest production centre; it is first in the Atlantic region. Film industry production activity in 2004/05 yielded \$104 million. Most of the film activity in the province occurs in HRM and within HRM, mostly in the downtown cores of Halifax and Dartmouth. HRM's main competitor in Canada is Winnipeg. Filming has a global marketplace where other destinations are highly competitive due to the attractive exchange rate.

There is a vast indigenous film industry as well as a growing number of guest productions, mostly out of Los Angeles, CA.

Film crews are mostly from Nova Scotia and HRM particularly. They are well trained and well paid for their work. Usually the Director, Assistant Director and the starring actors are not local. Film services are provided through businesses based here.

Besides the economic benefit of the film industry setting up a Production Office for two months on average per project and hiring local crew, there is also economic spinoff throughout the community. Film Companies rent cargo vans and passenger vans, out-of-town film crew/cast stay in local hotels, eat in local restaurants, set designers purchase items from local hardware stores, rent private businesses or residents' homes for film locations. Film companies also often contribute to local charities.

The film industry lends profile to HRM from a visitor's perspective. The industry showcases the vibrant cultural community and highlights the region as a place to do business. News agencies are interested in covering the film industry. For example, TSN wanted background on the film industry when they were here covering the Olympic Curling Trials. Most recently, E-Talk Daily, the CTV entertainment program, will highlight the film industry as one of the hot items in HRM when they are here covering the Junos.

The following is the list of all film projects in 2005 as recorded and facilitated by the HRM Film Office.

Film Projects in 2005 in HRM:

Movies of the Week (MoW): 9

Features: 3

Commercials: 17

Shorts: 7

Documentaries: 5

Music videos: 2

Photo shoots: 3

TV series: 9

A total of 55 projects were handled by the HRM Film Office in 2005 as compared to 36 in 2004 and 41 in 2003. For a break down on projects per year, see attachment C.

In response to the request for this information, a joint presentation from the Nova Scotia Film Development Corporation and the HRM Film Office to the Committee of the Whole is planned for March. Greater detail and content will be provided at that time.

BUDGET IMPLICATIONS

There are no direct budget implications as a result of the material in this report.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

None

ATTACHMENTS

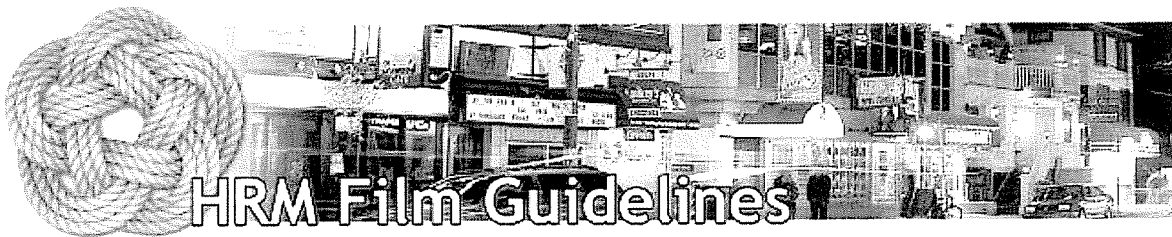
Attachment A: Film Guidelines

Attachment B: Film Application

Attachment C: Film Projects per Year Comparison

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by : Sally Christie, Film Liaison, 490-6094



The mandate for the Film Office is to ensure the comfort and safety of residents of Halifax Regional Municipality (HRM) while encouraging the film industry to grow within the municipality.

When requesting any municipal service in HRM, the first contact should always be the HRM Film Office. This applies to all location filming that takes place in the Halifax Regional Municipality, except for current affairs and newscasts.

The Film Office coordinates all HRM services for filming in the municipality, communicates to all pertinent HRM business units, and provides ongoing communication regarding any changes in filming schedules.

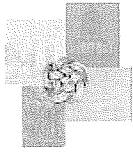
Generally, throughout the course of production, locations managers and producers should only need to contact the Film Office. However, with more complex requests, the Film Office may direct locations managers or producers to an individual municipal business unit for items like permits, street closures or extra duty police officers.

The Film Office also provides a contact within the municipality who can provide information or additional research support on locations in and around the municipality.

The HRM Film Application Form, distributed through the Film Office, should be filled out and returned to the Film Office, prior to filming. This allows the Film Office to track filming in the municipality and better understand the resources required for each filming project.

Halifax is a film-friendly municipality and the HRM Film Office can help make filming here better and easier than anywhere else in Canada.









HRM Film Guidelines

2 Insurance

Prior to filming in HRM, film companies must provide the HRM Film Office with a Certificate of Insurance naming Halifax Regional Municipality as "Additionally Insured" and containing a Cross Liability Clause.

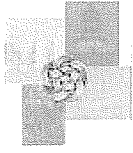
A signed HRM Release and Indemnification Form can be obtained from the HRM Film Office and must be signed and returned with the Certificate of Insurance.

Commercial General Liability Insurance limits shall vary, depending on risk, as follows:

-  \$2,000,000 inclusive BI/PD - very low risk film
-  \$5,000,000 inclusive BI/PD - standard for filming in HRM
-  \$10,000,000 inclusive BI/PD - higher risk film with car chases or explosions
-  \$20,000,000 inclusive BI/PD - very high risk, explosions of large magnitude or aerial filming

An Environmental Impairment Liability policy is a requirement for any filming involving the use of hazardous materials or other contaminants. The limit of this liability shall be at least \$2,000,000.

Cost	Contact
None	Sally Christie HRM Film Office Halifax Recreation Building Phone (902) 490-2004 Fax (902) 490-5950 christsa@halifax.ca PO Box 1749-Halifax, Nova Scotia



HRM Film Guidelines

Production companies using aerial filming must also obtain insurance from the helicopter company with the following requirements appearing on the Certificate of Insurance:

- a) General comprehensive public liability in the amount of \$20,000,000 per occasion
- b) HRM and the production company named as "Additionally Insured"
- c) A Cross Liability/Severability of Interest Clause

A copy of this Certificate of Insurance must be provided to the HRM Film Office.

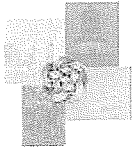
The helicopter company conducting the flight(s) is responsible for making the necessary arrangements with Transport Canada for flights in accordance with the altitudes and distances required by Federal legislation and regulation. The helicopter company and production company must also obtain the prior written authorization of the HRM Film Office to conduct helicopter filming, including acceptable arrangements for take-off and landing sites.

4. Notification of Filming to Residents and Businesses

When filming in HRM, production companies must provide written notification to residents and businesses of the event occurring in their area. A copy of this notification is also to be sent to the HRM Film Office and to the city councillor responsible for the district in which filming is taking place. The HRM Film Office will provide the notification to anyone else who requires it.

The notification should include: the name of the production company; the name and type of production; the contact person and contact number; the type of activity; duration of filming with times, dates, number of days; parking issues such as excess vehicles on residential streets; and notification of any special effects, gunfire etc. The notification should be delivered at least two days prior to filming in an area.

Cost: None	Contact: Sally Christie HRM Film Office Halifax Recreation, Tobacco and Sports Phone (902) 490-8094 Fax (902) 490-5900 christsa@halifax.ca PO Box 1749 Halifax, Nova Scotia
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HRM Film Guidelines

Filming on a street or sidewalk in HRM may require a permit, particularly if there is a need for street closures or intermittent traffic stoppages. Any filming on municipal streets must be discussed with the HRM Film Office to determine whether a permit is required. Street or sidewalk closure permits are issued by Right of Way Services in consultation with Traffic & Transportation Services. Permits ensure appropriate conditions including signage, traffic control and closure times are met.

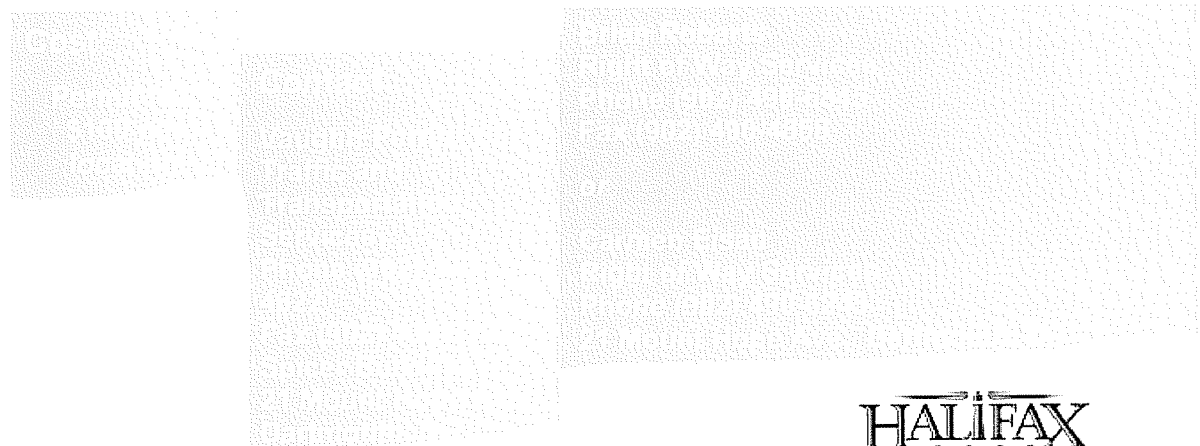
A face-to-face meeting with Traffic & Transportation and/or Right of Way is often necessary to ascertain the full scope of requirements for a filming request. Major changes to the requested filming date or time may require a new permit to be issued.

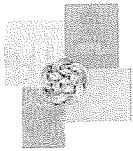
Issuance of a street closure permit requires a minimum of 48 hours before filming. All businesses and residents affected by the closure must be notified and their written consent must be obtained prior to issuance of the permit. Copies of this written consent must be forwarded to Right of Way Services or to the Film Office. Any changes to traffic signs, signals or markings require prior approval from Traffic & Transportation.

Traffic & Transportation also liaises with Halifax Regional Police to coordinate intermittent stoppage in traffic and with Parking Enforcement regarding parking in time-limited zones or reserved metered parking spaces. Traffic & Transportation may issue meter bags for film vehicles.

All filming must comply with the Motor Vehicle Act, Temporary Workplace Traffic Control Manual, all relevant provincial laws and HRM ordinances and by-laws.

Fees are to be remitted to Right of Way Services in the form of certified cheque or money order. Under certain circumstances, a performance security deposit of \$1000 minimum may be required. The deposit will be refunded if the property incurs no damage and is sufficiently returned to its original state by the production company.





HRM Film Guidelines

6. Parking and Vehicle Identification

The Film Office can assist with finding suitable parking for film vehicles within HRM. The Parking Enforcement business unit of HRM ensures that commissionaires are aware of filming in specific locations as it relates to vehicles parked at either bagged meters or in acceptable on-street locations. Parking Enforcement requires the street name and civic number of the parking location, the duration, the number of production vehicles, and the number of extra duty police officers on site.

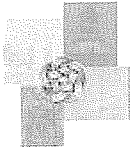
Production vehicles parking on HRM streets need to be identified by placing a sign in their windshield noting the name of the film, the locations manager and contact number. Crew cars are generally not included in the production vehicles list. Parking is permitted in designated locations as determined by Parking Enforcement and Traffic and Transportation Services.

Cost:	Contact:
Variable	Pam Naas
For use on film production parking lots during sessions	Parking Enforcement
	Phone (902) 490-4122
	Fax (902) 490-4122
	Scotia Square, Lower Level
	Halifax, NS

7. Halifax Regional Police

Locations managers are encouraged to meet with Halifax Regional Police to discuss their plans for filming within HRM. On film locations, production companies should hire extra duty officers (EDOs) to provide traffic or crowd control. Hiring of EDOs is necessary if any disruption is expected to the normal flow of pedestrian or street traffic. Booking arrangements should be made two days in advance of the required date and cancellations should occur one day before the required date.

The request for EDOs and for police vehicles is facilitated through the extra duty clerk's office. Requests for a police vehicle or motorcycle to be used in a film must be authorized by the Chief of Police.



HRM Film Guidelines

Police need to be informed of the use of firearms or pyrotechnics to field calls from the public. These details should be included in the film schedule for the HRM Film Office to communicate as necessary.

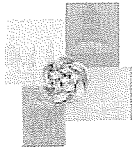
HRM's noise by-law is in effect 24 hours a day, and states that any unreasonable noise disruption at any hour of the day is not permitted. Filming night scenes is permitted as long as police have been notified.

If more than two officers are required for a film shoot, the third officer must be a supervisor. If they are needed beginning at 10 pm or if the detail continues past midnight, the cost for a constable is \$52/hour and for a supervisor is \$55/hour. All financial arrangements should be made through the extra duty clerk's office.

Cost	Contact
• Constable \$52/hour	• Sgt. Mike Dains Phone (902) 490-5076
• Supervisor \$55/hour	• Fax (902) 490-5075
• Police Detail \$75/hour per shoot	• HRM Headquarters 475 Government St. 10th Fl.
• Extra Duty will be charged	• Extra Duty Clerk's Office 475 Government St. 10th Fl.
• Financial arrangements should be made through the extra duty clerk's office	• Sgt. Bryan Dene Phone (902) 490-5076
	• or
	• Verification Page 5306/2004/01/01/01/01/01

8. Fire Safety

After consulting with the Film Office, the production company should have their special effects person contact HRM Fire Prevention two weeks in advance of any filming in HRM that will



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require the use of pyrotechnics. They will need the specifics of the pyrotechnics use and will determine if a permit is required.

A permit is also required if a tent larger than 10' by 10' is being used for filming. A diagram should accompany the permit outlining electrical usage and general purpose of the tent.

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

Cost:	
Pyrotechnics permit:	\$1,000.00
Tent permit:	\$100.00
Fire inspector:	\$1,000.00
Other times:	\$200.00
Fire Watch:	\$100.00
Aerial truck:	\$1,000.00
Pumper/Engine:	\$1,000.00
Smaller tactical unit:	\$200.00
Staff cars:	\$100.00
Officer:	\$100.00
Firefighter:	\$100.00

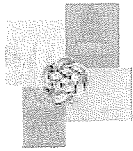
Contact:

Robert Knappe
HRM Fire Prevention
Phone (902) 490-2222
Fax (902) 490-2222
Alderman, Cole
Dartmouth, NS

HRM PARKS & OUTDOOR SPORT/SPECIAL EVENT SITES

Halifax Regional Municipality has a wide range of park and outdoor sport/special event sites available for film use. An Outdoor Facility Application can be obtained from the Outdoor Sport and Community Events Scheduling Office and must be completed at least five working days prior to use of any HRM park.

Filming at a park or alternate site should be completed between the hours of 7:00 am and 9:00 pm. If a film company needs to shoot beyond these hours, special permission must be



HRM Film Guidelines

granted from HRM Parks/Scheduling staff. The production company is responsible for any charges if security overtime is required.

The production company must adhere to HRM park ordinances and other applicable HRM ordinances and by-laws. Written permission is required before making any alteration of the property.

Point Pleasant Park and the Public Gardens each have a park supervisor who must be contacted for use of either of these locations.

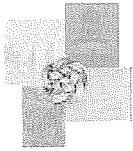
Animals are not permitted within HRM sites without permission. Written approval is required to use special effects on HRM sites.

The production company is responsible for cleaning the site before and after filming. All HRM sites must be returned to their original state. If the area is not returned to its original state, the production company will be billed for clean up services or restoration.

A pre and post inspection of the proposed site will be performed by HRM staff. Filming is not permitted to interfere with already programmed activities for a site.

The Scheduling Office will issue a contract for services. A signed contract and payment should be remitted in advance of site use to the Scheduling Office in the form of cash, cheque, Visa, MasterCard or American Express. You may need to show your contract on site for verification of site rental.

Contact	
Cash	Quinlan Spivack, Commercial Scheduling Office Phone (902) 490-4700
Facility Request Commercial Shot	For a list of HRM locations and their completeness, contact the Scheduling Office
Non-commercial Shot	
Park Supervisors	
There is no fee for the use of Point Pleasant Park	Art Sampson Point Pleasant Park Phone (902) 490-4700 Fax (902) 490-4700
Earl Burt Foster Park Civic Square	Maureen Cullen The Public Gardens Phone (902) 490-4700 Fax (902) 490-4700



HRM Film Guidelines

(10) Buses and Ferries

Metro Transit operates the public transportation system including conventional fixed-route bus service, Access-A-Bus, the Halifax-Dartmouth-Woodside harbour ferry service, Community Transit to outlying areas, charter/shuttle services, and FRED (free rides everywhere downtown) operated in conjunction with the Downtown Halifax Business Commission.

Requests for filming on Metro Transit services can include either regular service routes (providing there is no disruption to passengers) or a charter for private use subject to availability.

Cost:

On-site supervision
Charter of ferry

Regular ferry service
Charter bus and driver

Contact:

Loy/Patterson
Phone: (902) 496-
6609
Fax: (902) 496-
2000
200 Bedford Street
Dartmouth, NS

(11) HRM Owned or Operated Buildings for Lease

Temporary leasing agreements for HRM owned or operated buildings are provided through Real Property Services. The leasing document must be set up prior to filming and usually takes 10 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.

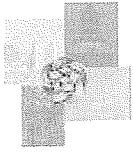
For a list of municipal sites, contact the Film Office.

Contact:

Karl Richter
Real Property Services
Phone: (902) 496-
4400
Fax: (902) 496-
4000
20 Alderney Street

Cost:

Varies



HRM Film Guidelines

12. Emergency Vehicles and Garbage Collection

To ensure the safety and comfort of HRM citizens, police and fire vehicles and ambulances are not to be disrupted in their provision of services. Emergency vehicles always have the right of way.

Every effort should also be made to ensure residential garbage is collected on schedule. Garbage trucks should be allowed access to residential streets whenever possible. This may mean moving parked film vehicles to allow access.

If residential garbage cannot be collected, the production company is responsible for ensuring garbage, or green carts, are moved to a location where they can be collected without disruption. If moved, green carts must be returned to their pre-assigned civic addresses.

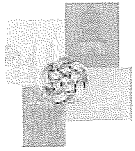
Garbage collection in HRM usually starts by 7:30 a.m. Alternative arrangements must be made before this time to ensure residential garbage collection occurs on the scheduled day.

Film companies are required by HRM by-law to provide four types of recyclable receptacles. They are: Organics; blue bag recyclables (steel and aluminium cans, glass and plastic bottles, milk cartons, plastic bags etc.); fibre recyclables (cardboard, office paper and newspaper) and garbage. The receptacles should be appropriately placed to capture the different material streams generated at specific locations. They should also be colour coded and clearly labelled for easy identification by users.











13. Film Preparation and Wrap

All HRM property must be left in the same condition or better after filming is completed.



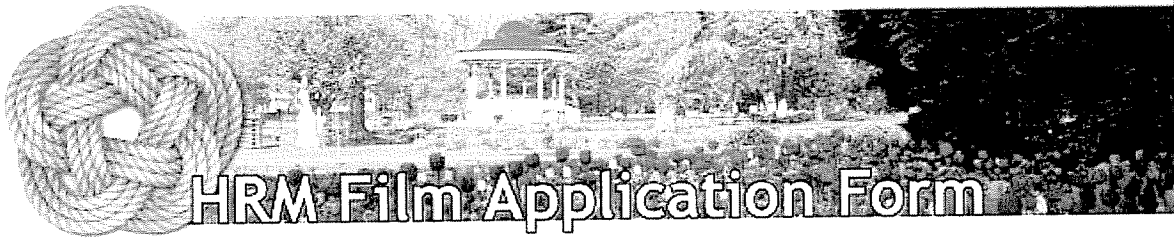
HRM Film Guidelines

Conduct of Cast and Crew

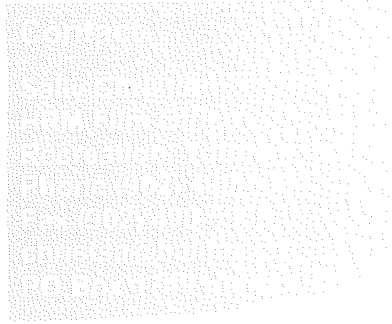
-  Filming in residential areas must take place between 7 am and 11 pm, unless written consent is received from all affected residents
-  Production vehicles must not be arriving or leaving a residential location after 11 pm
-  Production vehicles must turn off their engines as soon as possible when arriving in a residential area
-  Set up and tear down of film sets must not occur past 11 pm in residential areas
-  Trash must be disposed of daily at the filming location
-  Meals must be contained within the set boundaries
-  Noise levels must be as low as possible
-  Common courtesy and respect must be shown to HRM residents when filming in a residential neighbourhood

14. Monitoring and Evaluation

Whenever possible, the HRM Film Office will have a representative attend film locations to maintain information sharing with the locations manager and to ensure that film locations are set up as proposed.



Please complete this form for any Halifax Regional Municipality services and return it to the HRM Film Office:



Date: _____ Date received: _____ (For office use)

Name of film: _____

Film production company (local): _____

Film production company (parent): _____ Phone: _____

Locations manager: _____ Cell: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Number of base camp vehicles and planned location: _____

Number of *on location* production vehicles and their sizes: _____

Number of cast: _____ Number of crew: _____

Notification to applicants, businesses and HRM Municipalities mandated by a local TV or radio station regarding the Copyright Certification should also be submitted with the application.

Film Type: Feature film Commercial/video
 TV movie University/College
 TV series 1/2 hour or 1 hour episodes Other _____

Production: Canadian American Other _____

Filming Dates: (D/M/Y) Pre-camera: ___/___/___ Camera: ___/___/___ Wrap: ___/___/___

Budget Information: Please indicate whether in Canadian or US funds.

Total budget: \$ _____ Cdn/US

HRM budget: \$ _____ Cdn/US

Film Synopsis and Filming Schedule: Please attach.

Request for Municipal Services: Please attach a list of all requests, along with locations, dates, times and site maps as necessary. Examples: street parking, road closure/intermittent stoppage in traffic, use of municipal parks, use of municipal buildings, use of special effects, extra duty police officers etc.

Insurance: Please provide a Certificate of Insurance naming Halifax Regional Municipality as "Additionally Insured". The Film Office shall indicate the amount of coverage necessary based on the type of filming involved and the extent of filming that takes place on or around HRM property. A Release and Indemnification Form is attached to this application and must be signed and returned to the Film Office with the application.

Fees: Fees for municipal services are listed in the HRM Film Guidelines. Fees incurred while filming in HRM are based on cost-recovery and should be made payable to the HRM business unit responsible for the service, unless otherwise indicated in the guidelines.

Applicant's signature

Date of signature



Attachment C

Breakdown of Film Projects Per Year

Film Projects in 2005:

Movies of the Week

(MoW): 9

Features: 3

Commercials: 17

Shorts: 7

Documentaries: 5

Music videos: 2

Photo shoots: 3

TV series: 9

Total: 55 projects

Film Projects in 2004:

Movies of the Week

(MoW): 6

Features: 1

Commercials: 14

Shorts: 3

Documentaries: 5

Music videos: 0

Photo shoots: 1

TV series: 6

Total: 36 projects

Film Projects in 2003:

Movies of the Week

(MoW): 8

Features: 1

Commercials: 11

Shorts: 4

Documentaries: 3

Music videos: 2

Photo shoots: 1

TV series: 11

Total: 41 projects