

# Westmount

## **FILMING PERMIT POLICY** (Summary of provisions of by-law 1313)

Westmount is primarily a residential community. The present filming policy acknowledges this and attempts to minimize any inconvenience to its residents.

**(A) Classification**

All filming permits will be classified as per the following two categories.

<b>CATEGORY I</b>	
A)	Professional still photo sessions (total personnel less than 20 persons)
B)	Commercial filming with small crew (less than 10 persons)
<b><i>No impact on traffic or parking</i></b> <b><i>No disturbance to residents</i></b>	

<b>CATEGORY II</b>	
A)	All film and video productions. (other than those listed in category I)
<b><i>• May affect traffic and/or parking</i></b>	

**EXEMPTION**

No permits, no fees or deposit will be required for the following projects:

- a) school projects;
- b) wedding photo sessions;
- c) non-profit projects (government, other municipalities or cities, charity groups, National Film Board);
- d) news interviews.

**(B) Contents of Application for Filming Permit**

- A completed application for a filming permit (form available at the Urban Planning and Services to Business Department);
- A synopsis of the proposed filming project and of the scene to be filmed in Westmount;
- A site plan showing the desired parking requirements submitted for approval;
- Bilingual copy of the draft survey documents describing the project, the filming hours and the parking requirements

**(C) Permit Fees**

**Commercial Sessions**

Category I	\$100.
Category II	\$1000.

All fees related to Category II projects (parking, coordinator, etc.) are established on a daily basis.

**(D) Hours of Filming**

Throughout Westmount, all filming, as well as all activity related to that filming, must be carried out between the hours of 8 a.m. and 9 p.m. – Monday through Friday.

In addition, in all commercial zones, (as established by By-law 1303 as amended) filming may take place on Saturday and Sunday between the hours of 8 a.m. and 9 p.m. However, should a residence exist within the same street block in the commercial zone, no filming will be permitted on Sunday.

Special permission may be granted by the Borough Director for filming outside the restricted hours provided that it has been agreed to by the immediate neighbors and clearly stipulated in the survey.

Additional condition\*(see note on page 4) : Under no condition will a filming permit be granted for the same street segment more than twice in the same year.

**(E) Deposits (to ensure compliance with conditions of permit)**

Category I	\$50.
Category II	\$15,000.

To the initial deposit will be added any additional cost in the case where Westmount incurs cost for (a) accommodating parking (i.e. temporary signs); (b) conducting survey of residents; (c) modifying any City hardware; or (d) cleanup of City property. The deposit must be in the form of a certified cheque. All expenses incumbent to the filming (salary of coordinator, renting of parking spaces, permit cost, presence of Public Security Officer) will be deducted from the deposit and the balance will be reimbursed.

Allow a delay of ten working days following completion of filming for reimbursement.

**(F) Survey of Residents**

A coordinator will be hired by Westmount to accompany the representative from the filming company during the survey. In all cases listed under Category II projects, a survey of the residents and/or commercial premises established in the vicinity of the filming location must be carried out. Westmount will determine the extent of the survey.

**(G) Monitoring During Filming**

A coordinator will be hired by Westmount to be on the site to ensure respect of all conditions attached to the filming permit. His salary will be set at \$40/hr. and will be charged to the filming company and deducted from the initial deposit.

**(H) Use of Municipal Property**

Park/land	\$1000/day + \$0.10/ft <sup>2</sup> / day
Streets (parking only)	\$20/parking space / day
Streets (filming)	\$1000/day + \$0.10/ft <sup>2</sup> / day

Municipal buildings are not available for filming.

**(I) Traffic\***(see note on page 4)

In category II where moving traffic is being affected, no traffic shall be halted for more than five (5) minutes. Traffic must be free to flow for ten (10) minutes before another five (5) minute closure can be imposed.

A permit must also be obtained from the Montreal Police Department. as per By-law 726 (to modify traffic pattern) and necessary deposits made to engage personnel for traffic control. The presence on site of an officer from the Montreal Police Department is required for monitoring any traffic interruptions. Westmount may establish parking regulations as deemed necessary.

**(J) Insurance**

All filming classified under category II must possess a minimum of \$1,000,000 in civil liability insurance. Names, amount of liability insurance and insurance policy number must be submitted.

**(K) Location Manager & Production Manager**

Membership numbers of the location and production managers of their respective accredited Quebec union must be submitted. In addition, the location managers must be available for the entire duration of the permit period.

**(L) Provincial License**

All feature films must first have the appropriate license from the Quebec Film Office.

**(M) Enforcement**

All filming permits will be issued as a contractual agreement with Westmount. If the film crew deviates from any condition of the permit, the entire deposit will be forfeited, the whole at the discretion of Westmount.

**Note:** in sections with an \* the following applies:

*Any deviation from these norms because of special circumstances due to the nature of the site conditions or filming requirements must be approved by General Committee of Council. In these cases, special conditions will be drafted and a contractual agreement will be imposed.*

**(N) Conditions of Filming Permits**

A minimum of 15 working days is required between the application date and the beginning of filming. All applications must be approved by the Director of Urban Planning and Services to business and additional conditions may be imposed, if deemed necessary.

**(O) Revisions to Conditions of Filming Permits**

Following the issuance of a filming permit, any revision to any condition of the permit (such as date, rescheduled shoots, hours of filming, traffic impact, etc.) will cause a re-evaluation of the application and may require a new survey.

**Note :** *This policy is a summary of the key provisions included in the by-law concerning filming permits. Applicants should refer to the full by-law which takes precedence.*