

# Considered at January 12, 2021 Regular Council Meeting

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## City of Port Moody Report/Recommendation to Council

Date: November 5, 2020  
Submitted by: Community Services Department – Cultural Services Division  
Subject: Corporate Filming Policy

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### Purpose

To propose a new Corporate Filming Policy and Film Permit Bylaw, and present an associated Filming Procedures document to promote and facilitate filming in the City of Port Moody.

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### Recommended Resolution(s)

**THAT Corporate Policy – 18-7920-2020-01 – Filming and Student Filming be adopted as recommended in the report dated November 5, 2020 from the Community Services Department – Cultural Services Division regarding Corporate Filming Policy;**

**AND THAT Corporate Policy – 09-4500-01 – Film Industry and Student Filming be rescinded;**

**AND THAT City of Port Moody Filming Permit Bylaw, 2021, No. 3273 be read a first, second, and third time;**

**AND THAT a Community Film Reserve be established to collect film industry donations to be used to support projects in the community.**

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### Background

The City of Port Moody has been issuing film permits since the late 1990s. Since 2015, the number of permits issued has seen a significant annual increase, with 2019 being our most successful year to date. Rocky Point Park and areas of Clarke Street have remained popular areas for filming. The number of permits issued are summarized in the following chart:

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Year	Number of Permits	Popular Film Locations
2019	27	Clarke Street, Moody Center, Rocky Point Park
2018	22	Westhill Park, Eagle Ridge Hospital, Rocky Point Park (area), Clarke Street, Moody Center
2017	23	Clarke Street/Queens Street (area), Rocky Point Park (area), Newport Village, Eagle Ridge Hospital, Kokos
2016	14	Newport Village, Heritage Woods Secondary, 2300/2400 and 2600 Clarke Street, Kokos
2015	7	Clarke Street, Heritage Woods Secondary, Newport Village
2014	5	Heritage Woods Secondary, Rocky Point Park, Belcarra Quarry
2013	7	White Pine Beach, Belcarra Quarry
2012	6	Suter Brook Village, Belcarra Quarry

At the July 17, 2018 Committee of the Whole meeting, Council passed the following resolutions:

CW18/068

THAT staff prepare a draft Film Policy for Council consideration as recommended in the report dated June 29, 2018 from the Community Services Department – Cultural Services Division regarding Request for Direction on Establishing a Port Moody Filming Policy;

AND THAT staff be directed to prepare the policy with a supportive approach, establishing clear comprehensive guidelines, simplifying processes, and facilitating requests within Policy requirements;

AND THAT staff report back on Reserve Fund options for money collected through donations and other filming related activities for future allocation to community projects.

## Discussion

Whereas there are overarching principles that all film productions adhere to (such as the Creative BC Code of Conduct and the training courses for production staff), staff propose establishing the following Corporate Filming Policy (**Attachment 1**) and Film Permit Bylaw (**Attachment 2**) to prescribe and communicate the requirements, fees, and procedures by which filming activities within the City of Port Moody are permitted to occur.

The proposed corporate filming policy addresses the following key topics:

- permit filming activity while protecting the residents, businesses, and visitors to the City from unacceptable disruption while protecting against potential liability and adverse impacts on the City's assets, premises, and maintenance activities. This includes a "hot spot" identification and "cooling" process to assist with preventing over filming in a given area;
- provide a compensation dispute resolution process;
- ensure that filming is undertaken without a direct cost to the City of Port Moody;
- ensure appropriate conduct towards City staff and community members while providing a guide for disputes and appeals;
- provide an appropriate sub-set of parameters for student filming; and

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- ensure that all filming fully complies with the City's bylaws, policies, and regulations, as well as those of other levels of government.

The proposed Corporate Policy is further supported by the administrative Filming Procedures (included as **Attachment 3** for Council's reference), which will be updated to tackle emerging challenges and respond to the use of different technologies (e.g. electric generators) as they are brought to the City, while protecting the residents and businesses.

In order to adopt the new Corporate Policy for filming and student filming, the previous Corporate Policy, 09-4500-01 – Film Industry and Student Filming (**Attachment 4**), will need to be rescinded.

Staff were directed to report back on examples of reserve fund options to allow the City to collect donations from production companies for use in the community. Some examples of operating reserve funds from other municipalities include:

#### Township of Langley – Community Partners in Film Reserve

Interested productions can make donations and other contributions to a Township Reserve, which funds future, small-scale improvements across the community, such as playground equipment, park benches, and picnic tables.

#### City of North Vancouver – Indie Filmmakers Lab Bursary

City of North Vancouver-based High School Students (in grade 9 or above) that apply for a two-week filmmaking course in Vancouver have the opportunity to have this course paid by the City's "Youth in Film" bursary. The City's "Youth in Film" bursary is funded by donations from the many film productions that film in that area.

It is not uncommon for a production company to make a donation to a local Business Improvement Association (BIA) or Neighbourhood Community Association when filming in their neighbourhoods as a way to say thank you for any inconvenience locals may have experienced. There are times when a local BIA or Neighbourhood Community Association does not exist in an area where filming is taking place and, in those cases, there is no obvious place where a film company can make a donation should they wish to do so.

Staff recommend establishing a Community Film Reserve in order to accumulate donations from productions filming in Port Moody. As noted above, donations collected from film companies can be used in a variety of ways. Staff further recommend that this new reserve be used to support community projects that may be identified or brought forward by Council or staff. The reserve could further be used to enhance the funding available to the City's Community Grant Program in years where Council may wish to support a number of exceptional grant applications that exceed the available funding.

It should be noted that, in Port Moody's case, filming activity is relatively low when compared to our neighbouring municipalities, reducing the potential for donations to the City. It may take a few years to build up the reserve to the point of being able to support an identified project.

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## Sustainability Comments

The film industry has been making efforts to improve its sustainability credentials, and our procedures encourage this.

It is recognised that filming brings important socio-economic benefits to our community. By assisting this creative sector, the City is helping develop creativity, talent, and skills, and is generating employment in a creative field driven by knowledge and passion. An estimated 40% of productions made in Canada are made in BC, resulting in more than 71,000 full-time equivalent jobs and generating over \$3.2 billion towards BC's economy in 2019 (source: CreativeBC.com). In 2019, a minimum of 476 Port Moody residents worked for film production companies totalling an estimated minimum of \$25,821,557 in personal income (these figures do not include crew members working on commercials, reality, and unscripted television productions, documentaries, or independent projects). Encouraging local production is sustainable for those residents by reducing commuting GHG emissions and improving their work-life balance.

## Other Option(s)

Council may choose to provide further direction to staff on specific topics or issues they wish to see addressed in the proposed Corporate Filming Policy.

## Financial Implications

There are no financial implications associated with the recommendations in this report.

Staff recommended establishing a new Community Film Reserve as outlined in this report.

## Communications and Civic Engagement Initiatives

There are no communications or civic engagement initiatives associated with this report.

## Council Strategic Plan Objectives

This Film Policy would support the following Council strategic areas:

- Economic Development – deepen the City's economic diversity through enriched economic development in new areas; and
- Arts and Culture – advanced importance of arts, culture, and learning.

## Attachment(s)

1. Draft Corporate Policy – 18-7920-2020-01 – Filming and Student Filming.
2. Draft City of Port Moody Filming Permit Bylaw, 2021, No. 3273.
3. Filming Procedures.
4. Corporate Policy – 09-4500-01 – Film Industry and Student Filming Policy.

## Report Author

Devin Jain  
Manager of Cultural Services

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## Report Approval Details

Document Title:	Corporate Filming Policy v2.docx
Attachments:	<ul style="list-style-type: none"><li>- Attachment 1 - Draft Corporate Policy - 18-7920-2020-01 - Filming and Student Filming.pdf</li><li>- Attachment 2 - Draft City of Port Moody Filming Permit Bylaw, 2021, No. 3273.pdf</li><li>- Attachment 3 - Filming Procedures.pdf</li><li>- Attachment 4 - 09-4500-01 - Film Industry and Student Filming Policy.pdf</li></ul>
Final Approval Date:	Dec 21, 2020

This report and all of its attachments were approved and signed as outlined below:

Ron Higo, General Manager of Community Services - Dec 8, 2020 - 9:07 PM

Dorothy Shermer, Corporate Officer - Dec 10, 2020 - 4:34 PM

Rosemary Lodge, Manager of Communications and Engagement - Dec 11, 2020 - 10:48 AM

Paul Rockwood, General Manager of Finance and Technology - Dec 11, 2020 - 11:15 AM

Tim Savoie, City Manager - Dec 21, 2020 - 8:35 AM

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## Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Cultural Services	18
Sub-Section:	Filming	7920
Title:	Filming and Student Filming	2020-01

### Related Policies

Number	Title

### Approvals

Approval Date:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

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## Corporate Policy Manual

### Filming and Student Filming

## Policy

Production Companies must apply to and receive permission from the City to film in the City of Port Moody. Permits are issued on a first-come, first-served basis. The City retains the right to limit or refuse filming activity.

All enquiries and requests to film in any part of Port Moody must be made solely through the City's Production Coordinator or their designate. City of Port Moody Filming Permit Bylaw, 2020, No. 3273 delegates the necessary authority to City staff to:

- review the requirements of the filming request;
- assess the impact on the community to ensure that the public interests are protected;
- establish terms and conditions under which approvals are granted;
- issue approvals or denials of the request; and
- quote and invoice film productions at the City's established rates.

## Definitions

**City** – refers to the Corporation of the City of Port Moody and the geographic area over which the Corporation is the municipal government.

**Production Company, Film or Filming** – refers to any company responsible for the development and physical production of digital and cinematographic recordings, television, and video for any commercial or film school purposes with the exception of news broadcasts.

**Commercial Filming** – refers to filming for the purpose of profit or gain.

**Film School** – refers to any student filming associated with filming studies.

**Production Coordinator** – refers to the City of Port Moody employee responsible for coordinating and permitting all filming activity located in the City of Port Moody.

## Procedures

### General

1. Filming in Rocky Point Park will only be considered from September 15-May 15. All applications received for filming from May 16-September 14 will be denied.
2. Special effects are not permitted in Environmentally Sensitive Areas. Additional restrictions may apply adjacent to Environmentally Sensitive Areas, or at known bird nesting locations to protect nesting birds.
3. Filming Permits involving the temporary use of property do not affect the zoning category of a neighbourhood.

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## **Corporate Policy Manual**

### Filming and Student Filming

#### Production Company Filming

4. Production Companies must submit a completed Filming Application to the Production Coordinator or their designate a minimum of five (5) business days (ten (10) business days for work including extraordinary stunts and/or special effects and filming in City facilities, with the exception of Inlet Theatre) prior to the commencement of filming in the City of Port Moody. Requests to film at Inlet Theatre will be considered with a minimum of five (5) business days' notice.
5. Production Companies must remit to the City all filming fees and deposits in the full amount of the estimated filming costs, including the Permit fee prior to the commencement of filming.
6. Production Companies must remit to the City a security deposit when a risk of damage has been determined, with an amount set proportionate with the likely cost of repair.
7. Production Companies must provide insurance documents issued to the City of Port Moody by an authorized licensed insurance agent at least two (2) business days prior to the commencement of filming activities.
8. Production Companies must agree to and sign the Hold Harmless agreement included on the Filming Application form, substantially in the form set out in Appendix "A" to this policy.
9. Production Companies must provide a detailed site plan and map of proposed filming location(s) and/or area(s) that indicates street occupancy, parking requests, location of generator(s), lighting needs, interior and/or exterior location(s), etc.
10. Production Companies must identify any traffic pattern changes or pedestrian impact (i.e. parking, intermittent traffic control, sidewalk or road closures, etc.).
11. Production Companies must abide by any "Film Hotspot" designations identified by the Production Coordinator or their designate. All film sensitive areas will be reviewed by the Production Coordinator or their designate, who is authorized to give the area a "Film Hotspot" designation to impose special conditions on any filming taking place in the area. This could include, but is not limited to:
  - maximum number of film days in a specific time period;
  - increased notification requirements;
  - limits on days of the week and hours for filming;
  - cap on crew size; and/or
  - limits on street parking, etc.
12. Production Companies must distribute a Filming Notification Letter, following approval by the Production Coordinator or their designate, where applicable.
13. Production Companies must provide an outline of details and safety plans related to special effects, pyrotechnics, and/or sound effects.



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## **Corporate Policy Manual**

### Filming and Student Filming

14. Production Companies must poll the neighbourhood to further communicate filming activity and seek neighbourhood support, as applicable.
15. Production Companies must request an extension to the City's Sound Level Bylaw (BL1399-C) for filming between 10:00pm and 7:00am (subject to polling).
16. Production Companies are directly responsible for addressing and resolving all issues that arise as a result of filming.
17. The Production Coordinator or their designate will assist in communication between residents, merchants, and Production Companies, but will not negotiate on behalf of a stakeholder.
18. If the resident or merchant is not satisfied with a dispute resolution, they can contact the City's Manager of Cultural Services and/or Creative BC.
19. In the event that a satisfactory resolution is not achieved by the Production Company, Production Coordinator, or Manager of Cultural Services, the complainant may request a review by the General Manager of Community Services. The General Manager will attempt to resolve the issue or, if unsuccessful, may bring it forward to Council for consideration.
20. The Production Coordinator or their designate, if threatened, harassed, or verbally and/or physically abused by a member of the film company or its agents and contractors, is authorized to cancel the Filming Permit, at any time, without compensation or advance notice to the Production Company.
21. Threats and violence from the public are deemed inappropriate and City staff will notify senior staff and/or authorities as required.

### Student Filming

22. Student filming in the City of Port Moody must be approved by the City of Port Moody's Production Coordinator or their designate prior to the commencement of any filming activity.
23. Filming Application fees will be waived for film school projects meeting the following criteria:
  - the project must be assigned by the instructor of a recognized school, and be part of the curriculum;
  - the project must be for academic use only, not for commercial gain;
  - the school must agree to and sign the Student Filming Agreement set out in Appendix "B" to this policy; and
  - the school must agree to and sign a Hold Harmless Agreement, substantially in the form set out in Appendix "A" to this policy.
24. All projects are subject to the City of Port Moody's filming procedures and applicable Bylaws.

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## **Corporate Policy Manual**

### Filming and Student Filming

25. Fully completed Student Filming Applications must be received by the Production Coordinator or their designate no less than five (5) business days prior to the commencement of filming.
26. An insurance certificate, or a memorandum of coverage, from the educational facility, naming the City of Port Moody as additional insured, must be submitted prior to the commencement of filming.
27. Insurance documents may be provided under the educational facility's master policy; a copy may be requested by the Production Coordinator or their designate while reviewing the Application.
28. The project contact assigned as Location Manager is responsible to the City and community for all filming activity and must be on location during all preparation, filming, and wrap activities.
29. Any deviations from the original filming schedule or activity must be approved by the Production Coordinator or their designate.
30. Each City-owned location request will be dealt with on an individual basis. The use of facilities, vehicles, and services, including staff, will be approved upon availability and will be billed at rates established in the Fees Bylaw.

## **Monitoring/Authority**

Monitoring of this policy is delegated to the Cultural Services Division.

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**Corporate Policy Manual**  
Filming and Student Filming

## **APPENDIX "A"** Hold Harmless Agreement

The applicant agrees to assume and hold harmless the City of Port Moody, its officers, employees, and agents from all liability to any person or property of whatsoever kind or nature, including those related to COVID-19, which is caused by the acts or omissions of either the Permittee, their agents, or their employees in the course of the filming activities as a result of filming activities described above for which they have been granted a Filming Permit by the City of Port Moody, except to the extent arising out of a pre-existing defect in the premises or the negligence or wilful misconduct of the City of Port Moody, its employees, representatives, or agents.

Further, the applicant agrees to indemnify and defend, saving harmless the City of Port Moody, its officers, employees, and agents, against any liability or claims of liability, brought or made on behalf of any person for personal injury (including those related to COVID-19) or property damage caused by or arising out of any act or omission of either the applicant, their agents, or employees including officers or employees of the City of Port Moody and occurring during the period and as a result of the activities for which this Permit was issued, except to the extent such injury or property damage is caused by the negligence or wilful misconduct of the City of Port Moody, its employees, representatives, or agents.

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**Corporate Policy Manual**  
Filming and Student Filming

## **APPENDIX "B"** Student Filming Agreement

We, the undersigned, take full responsibility for the actions of all cast and crew and any ramifications resulting directly or indirectly from our filming activity. We also take responsibility for ensuring that all activity performed around the assigned area is done in an appropriate and safe manner, and that the activity is restricted to the assigned area(s). We also agree to abide by the conditions of this Application and all the City guidelines and bylaws.

\_\_\_\_\_  
Signature of Location Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor as School Representative

\_\_\_\_\_  
Date

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## City of Port Moody

### Bylaw No. 3273

A Bylaw to require the holding of a valid and subsisting permit for filming within the boundaries of the City of Port Moody; for the granting and issuing of permits; and to fix, impose, and provide for the collection of permit fees.

The Council of the City of Port Moody enacts as follows:

#### 1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Filming Permit Bylaw, 2021, No. 3273”.

#### 2. Definitions

- 2.1 In this Bylaw, unless the context otherwise requires,

**City** means the Corporation of the City of Port Moody and the geographic area over which the Corporation is the municipal government;

**Production Coordinator** means the City of Port Moody employee responsible for coordinating and permitting all filming activity located in Port Moody; and

**Permit** means a filming permit granted pursuant to this Bylaw.

#### 3. Filming Permit

- 3.1 No person or company shall film within the City unless a valid and subsisting Permit is issued under this Bylaw.
- 3.2 Application for a Permit shall be made by completing the City Filming Application form and by supplying whatever additional information may be required by the Production Coordinator.
- 3.3 No person to whom a Permit has been granted under this Bylaw shall change a location where filming takes place without first applying to the Production Coordinator to have the location amended and receiving such approval.
- 3.4 Every person applying for a Permit must comply with the City’s Corporate Filming and Student Filming Policy and all federal, provincial, and municipal laws, bylaws, regulations, and rules applicable to filming and to the location of the filming.
- 3.5 Permits are not transferable.

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## 4. Designation of Authority

4.1 Power is hereby appointed to the Production Coordinator or their designate to:

- (a) grant a Permit upon the submission of a successful Filming Application;
- (b) upon a successful review, grant an extension of time for any Permit;
- (c) suspend a Permit, for reasonable cause, for such period as the Production Coordinator may determine; and
- (d) cancel a Permit for reasonable cause.

## 5. Fees

5.1 All Filming Permit fees are to be remitted to the City, as determined by the Production Coordinator with reference to the City of Port Moody Fees Bylaw.

## 6. Severability

6.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

**Read a first time** this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**Read a second time** this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**Read a third time** this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**Adopted** this \_\_\_ day of \_\_\_\_\_, 20\_\_.

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R. Vagramov  
Mayor

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D. Shermer  
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3273 of the City of Port Moody.

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D. Shermer  
Corporate Officer

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100 Newport Drive, Port Moody, B.C., V3H 5C3, Canada  
Tel 604.469.4500 Fax 604.469.4550  
www.portmoody.ca

## Filming Procedures

### Section 1 – Municipal Contacts

Production Coordinator | Matt Smith | [filming@portmoody.ca](mailto:filming@portmoody.ca) | 604-469-4681

Manager of Cultural Services | Devin Jain | [djain@portmoody.ca](mailto:djain@portmoody.ca) | 604-469-4689

### Section 2 – Bylaws

All Bylaws applicable to the City of Port Moody Filming Procedures are located on the City's [Bylaws information](#) page.

### Section 3 – Filming Procedures

Film Application – the film company must apply to and receive permission from the City to film in Port Moody. Permits are issued on a first-come, first-served basis and the City retains the right to limit or refuse filming activity.

#### 3.1 Insurance

The Production Company must provide the City with proof of liability insurance five (5) days prior to filming. Based on Corporate Policy – 18-7920-2020-01 – Filming and Student Filming, the following requirements must be satisfied:

- a) proof of Insurance is completed by an authorized licensed insurance agent and submitted to the City of Port Moody prior to the commencement of filming activities;
- b) the Corporation of the City of Port Moody must be named as an additional insured on the Applicant's liability policy;
- c) the Port Moody Arts Centre and/or Port Moody Public Library is to be included as additional insured if the Port Moody Arts Centre and/or Port Moody Public Library property are used for filming;
- d) the amount of the liability insurance shall not be less than \$5,000,000. The City reserves the right to change the amount of liability insurance required, based on the specific filming activities; and
- e) the insurance policy cannot be cancelled unless the City is notified in writing thirty (30) days in advance.

#### 3.2 Filming Notification

The Production Company is required to write and distribute a [Filming Notification Letter](#) that outlines the scope and impacts of filming, where applicable or determined necessary by the

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City. This letter needs to be delivered to all impacted businesses and residents a minimum of three (3) business days prior to routine filming or ten (10) business days for complex filming involving extraordinary special effects or significant traffic control measures. The Production Coordinator will approve the letter prior to distribution and determine circulation needs. The Filming Notification Letter shall include:

- a) name of production company and production title;
- b) contact information for the production company, Location Manager, and Assistant Location Manager;
- c) contact information for the City's Production Coordinator and Creative BC (BC Film Commission);
- d) details of filming dates and times, and details highlighting changes to parking, traffic, noise, and special effects (maps may be required as determined by the Production Coordinator); and
- e) any additional details that may be noteworthy or potentially have an impact on the area.

### 3.3 Polling

The Production Company is required to poll the neighbourhood to communicate filming activity, needs, and impacts while seeking neighbourhood support. Please refer to the [Polling Letter – Example](#). The Production Coordinator will determine the polling area. Merchant polling should be done during daytime business hours.

Reverse Polling may be permitted by the Production Coordinator in some polling situations. In those cases, no response or a positive response will be counted as positive.

In the event where polling is limited or restricted by secure access (i.e. apartment buildings), the Production Company will post a copy of the Filming Notification Letter on all building entrances, and if applicable or reasonable, send a copy of the Filming Notification Letter to the building manager, strata committee, landlord, and/or property management company.

In the event where a merchant or resident is unavailable during polling, the Production Company is required to visit the premise a minimum of three (3) times, over two (2) days (no closer than eight (8) hours apart), and to leave a Filming Notification Letter at each visit.

### 3.4 Permit Issuance

Upon the successful issuance of the Filming Permit, the Production Company shall notify the neighbourhood of the Permit issuance and provide any updates since the Filming Notification Letter.

### 3.5 Scope Change

Once a Filming Permit is approved and issued, the Production Coordinator must approve scope changes and may require:

- a) an updated Filming Notification Letter;
- b) polling; or
- c) the cancellation of the existing Permit and a submission of a new Filming Application.



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## 3.6 Special Effects

The permission to utilize special effects will be granted by the Production Coordinator following the submission of a detailed written plan outlining the purpose, scope, risk, and safety plan. Further, the Production Company representative(s) overseeing the special effect(s) must meet with applicable City, Provincial, or Federal representatives (i.e. Port Moody Fire Rescue, Port Moody Police Department, Port Moody Environment and Parks, 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 be responsible for all costs related to obtaining permits and in the implementation of any special effects.

Police services are required for special effects requiring traffic management (per section 3.7) for moving picture vehicles or when firearms and/or weapons are displayed or discharged. Production Companies may be required to contract emergency services to be on location during filming and/or comply with any restrictions imposed by any applicable authority.

- 3.6.1 Artificial Snow – The use of artificial (chemical) snow must be approved in writing. The Production Company is required to provide evidence (i.e. WHMIS documentation) that the use of chemical snow is safe and biodegradable and will not adversely affect citizens, fish and wildlife, vegetation, the natural environment, or property.

## 3.7 Traffic Management

A [Highway Use Permit](#) must be submitted with any application that includes work which may in any way affect normal traffic patterns. Port Moody Police services may be required for any Permit that affects normal traffic patterns (i.e. Intermittent Traffic Control, parking and road closures, etc.). Restrictions, conditions, and requirements for traffic management services and/or the number of police officers and vehicles will be determined by the Production Coordinator and Police services to ensure motor vehicle, crew, and public/pedestrian safety.

If agreed upon in advance, certified traffic control personnel provided by the Production Company may be used in place of Police Officers or required as an additional support to Police Officers. Any highway use, not utilizing Port Moody Police, may require, at the City's direction, a professional traffic management company to design a traffic management plan to supply signage and/or supply certified traffic control persons to ensure safe movement of vehicles and cyclists, and pedestrian safety.

Major streets may not be available for closure and may be subject to approval as determined by the City's Engineering Division. Local non-commuting roads may have temporary restricted access as determined by the Production Coordinator and/or Police. Intermittent Traffic Control is defined as a maximum three (3) minute traffic stoppage during each ten (10) minute period. The [Highway Use Permit](#) can be found on the City of Port Moody website.

## 3.8 Fees

Production Companies filming in Port Moody (excluding current affairs and news broadcasts) will be required to pay all Filming Permit fees and deposit(s) prior to commencement of filming.

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If the Production Company causes damage, requires additional City services, or does not meet Permit conditions, deposits may be partially or fully withheld.

GST is applicable to all services that the City provides, with the exception of Filming Permit fees. The City of Port Moody's GST number is #108077884.

## 3.9 Student Film Applications

Bona-fide and insured [student productions](#) are exempt from Filming Permit fees but are subject to charges if they purchase municipal services (i.e. Police services, signage, parking, City facility/location use, etc.).

## 3.10 Compensation

Residents or merchants seeking compensation for filming activity have two options:

- a) merchants and the Production Company can proactively agree to the use of Creative BC's "Compensation for Loss of Business" claim form to be submitted after the filming. The claim will identify legitimate proof of loss of revenues in comparison with past days of equal activity over the previous year; or
- b) prior to filming, the resident or merchant can negotiate compensation related to location fees, sale of goods or services, use of property, impact, etc. Compensation may be non-monetary.

The City expects reasonable compensation claims to be paid. The City is not responsible for negotiating or arbitrating any compensation requests or disputes.

## 3.11 "Film Hotspot" Review and Designation

A film hotspot review will be initiated in the following instances:

- a) a request for a recurring location;
- b) a physical altercation between a resident and film crew;
- c) following the investigation of an unresolvable concern brought forward by a film company, local merchant, or local resident; or
- d) as a pre-emptive measure at the discretion of the City of Port Moody Film Office.

When a review has been initiated, the Production Coordinator will review past and present activity, complaints, damages, and impact in a specific neighbourhood or business district to determine if the area has reached, or is nearing, its maximum threshold for filming activity.

If filming hotspot has been identified, and the area must be relaxed, the following stepped system may be implemented, which may include special conditions:

Tier 1 – film frequency is limited to maximum of two (2) Filming Permits per calendar month; minimum "cool off period" of fourteen (14) calendar days between wrap and prep days outlined on Permit Application.

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Tier 2 – film frequency is limited to one (1) Filming Permit for maximum two (2) film days per calendar month in the defined area; minimum thirty (30) calendar days between wrap and prep days as outlined on Permit Application.

Tier 3 – implement a four (4) month no-filming period to the defined area. During the four (4) month no-filming period, staff will meet with area residents and/or businesses to ensure all concerns have been identified and discuss the possibility of additional film restrictions.

## 3.12 Events

Filming Permits will not be issued on dates or for locations that may negatively impact existing City bookings/rentals, park maintenance, or civic/community events and festivals, unless an agreement has been reached between all affected parties.

## 3.13 Parking

A [Filming Parking Request Form](#) must be submitted with any Filming Permit Application requiring temporary use of street parking or when parking changes are requested for an existing Application or Permit. All requests must be approved by the Production Coordinator (and the City's Engineering Division, when applicable).

The Filming Notification Letter and/or polling communications will outline temporary changes to street parking. The Filming Permit will identify approved parking and/or temporary parking restrictions. Alternate parking arrangements will be communicated to businesses and residents when options are available.

Temporary signage will be installed by the Production Company a minimum of 72 hours prior to parking restrictions taking effect. Signage must include the DATE and TIME of the parking restrictions, clearly legible from 6m away (lettering approx. 7cm in height).

In some instances, the Production Coordinator will restrict street parking to essential filming vehicles only and require all non-essential filming vehicles to be relocated to non-street parking locations. The Production Company may be asked to release any reserved street parking at the earliest opportunity when filming requirements have been fulfilled and the area is safe for the general public. The Production Company may use shuttle vehicles to transport staff or equipment between the filming and parking locations. The Production Company will be required to provide traffic management (per section 3.7) to redirect traffic to alternate parking locations while ensuring motorists, cyclists, and pedestrian safety.

## 3.14 Pedestrians Access

Production Companies filming in commercial districts will be required to provide signage that indicates:

- a) filming is in progress;
- b) Production Company and Location Manager contact information; and
- c) that local merchants are open for business.

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Further, the Production Company will provide staff to ensure pedestrian safety on location(s), respond to questions, and if required, temporarily restrict pedestrian traffic (maximum three (3) minutes) during active filming.

## 3.15 Street Occupancy

Unless required for 'picture purposes', street occupancy will be restricted to one side of the street for essential film vehicle parking. Street occupancy is subject to traffic management requirements and conditions (per section 3.7) to ensure safety, detouring of traffic to alternate routes, and assisting affected property owners to access their properties. All vehicles must be legally parked and allow uninterrupted access for emergency services (i.e. police, fire, ambulance, etc.). Street occupancy can also be assigned for picture purposes (i.e. filming, picture cars, cameras, equipment, etc.).

## 3.16 Environment

The City of Port Moody encourages all Production Companies to embrace the sustainable production best practices of Creative BC's *Reel Green Initiative*. The City of Port Moody is an Anti-Idling City, allowing three (3) minutes of idling per sixty (60) minute period. Concerns surrounding the requirements of idling vehicles should be discussed with the Production Coordinator prior to Filming Permit issuance.

Any vehicles staging, filming, or any related activity within thirty (30) metres of any river, stream, wetland, or environmentally sensitive area is to be conducted in such a manner as to prevent any damage to waterways or vegetation. The City has the right to impose site specific filming restrictions for filming in or near environmentally sensitive areas. Filming may not be permitted in certain areas due to environmental sensitivity.

Production Companies are not permitted to remove, alter, damage, or prune vegetation on City lands. Vegetation damage will result in deductions against the Production Company's security deposit. Horticulture and arboriculture requests should be provided in writing to the Production Coordinator a minimum three (3) business days prior to the first prep day.

The City of Port Moody encourages the elimination of single-use plastic and Styrofoam containers in craft services and catering areas. Production Companies are encouraged to share the sustainable production practices they are implementing.

## 3.17 Boats and Aquatic Equipment

All boats and aquatic equipment including watercraft, trailers, docks, waders, SCUBA, and other personal equipment must be clean prior to entry into any marine or freshwater water bodies in Port Moody (including Reed Point Marina, Rocky Point Park Boat Launch, or other access points). "Clean, Drain, Dry" practices promoted by provincial and federal invasive species programs should be followed. Watercraft and equipment must also be free of any potential contaminants that could pollute the receiving environment.

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## 3.18 Electrical Permits

The City of Port Moody does not issue electrical permits. Electrical permits are issued by the Province of British Columbia. Film companies must comply with the Provincial Electrical Inspector and are required to secure a provincial electrical permit for the operation of portable generators prior to filming. Connection to the City's electrical services and/or BC Hydro or subsidiary also requires a provincial electrical permit. A copy of the electrical permit will be submitted to the Production Coordinator prior to filming. Access to the City's electrical infrastructure requires permission from the Production Coordinator.

## 3.19 Property Alterations

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 Production Coordinator. Alterations to properties governed by the City's Heritage Register will require approval by the City's Planning Division. It is the Production Company and property owner's responsibility to comply with this need.

## 3.20 Waste

The Production Company shall collect and properly dispose of all waste generated from all locations including parking area(s). If arranged in advance with the Production Coordinator, waste disposal can be accommodated by the City for a fee.

## 3.21 Curfew

Normal curfew hours are 7am to 10pm. For filming outside of the specified curfew hours, a written curfew extension request will be submitted to the Production Coordinator.

## 3.22 Set Construction

Production Companies are not permitted to use public property to construct sets without written permission from the Production Coordinator.

## 3.23 Animals

The use of domestic or exotic animals in filming must be approved by the Production Coordinator and comply with applicable laws or conditions imposed by the Bylaw Division or other authorities. Appropriate animal trainer(s)/handler(s) are required.

## 3.24 Washrooms

The Production Company will provide and maintain temporary portable toilets for their filming activities.

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## Section 4 – City Parks, City Facilities, Business Districts, and Heritage Sites

### 4.1 Rocky Point Park (including Shoreline Trail)

The use of Rocky Point Park for filming requires the approval of the Production Coordinator and the Director of Parks (or their designate), and is subject to all applicable City policies and bylaws as well as the following specific terms and conditions:

- a) Filming Applications for Old Orchard Park, Rocky Point Park, and Shoreline Trail during bird nesting periods (March to October) will be reviewed for any additional light and noise generated by the Production Company. Permits may include additional restrictions pertaining to light and noise allowances;
- b) Filming Applications will include a site plan/map of the park identifying the location(s) of proposed filming, equipment, lighting, road use, stunts, special effects, parking, generator(s), camera locations, and tents;
- c) parking within Rocky Point Park will be severely restricted due to space limitations. Parking will be deferred to an alternative location;
- d) use of the Rocky Point Boat Launch is subject to the restrictions laid out in the [Launch and Parking Regulation](#) bylaw;
- e) Production Companies, at their cost, must employ a City Parks liaison to assist, supervise, and ensure filming compliance with City policies and/or other restrictions identified;
- f) no structures or objects will be actively constructed in the park or on the pier without prior approval from the Production Coordinator. Construction (not including minor assembly) must be completed prior to moving structures or objects to the park;
- g) all filming personnel must be respectful and courteous to all park patrons;
- h) the float docks at the Rocky Point Park Boat Launch may only be used with prior consent provided by the Production Coordinator. Film crews may not access or impact the use of the float docks prior to discussing safety precautions and receiving consent;
- i) filming will not be permitted on:
  - i. statutory holidays;
  - ii. major holidays (i.e. Christmas Day, Boxing Day, Good Friday, Easter Monday, etc.); and
  - iii. recognition days (i.e. Father's Day, Mother's Day, Remembrance Day, Canada Day, Valentine's Day, etc.);
- j) motorized vehicles or heavy equipment will not be permitted to travel across grass/trails without prior City authorization;
- k) any water access required for filming must be approved by the Vancouver Port Authority. Written proof of permission must be provided upon request;
- l) the Production Company is not permitted to dig. If digging is required and an appropriate location is agreed upon, the digging will be provided by the City with the costs charged to the Production Company;

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- m) no amplified voice or music will be permitted without prior permission of the Production Coordinator;
- n) public access to the park, or a portion of it, may only be restricted in specific circumstances (i.e. night filming or outside public hours) and only with approval from the Production Coordinator. Otherwise, the public will have unrestricted park access;
- o) park maintenance work will continue during filming unless previously arranged with the Production Company. Every effort will be made to balance mutual needs; and
- p) Production Companies are solely responsible for the safety and security of their employees, equipment, vehicles, and property.

Upon completion of filming, the Production Company must return Rocky Point Park/Pier/Shoreline Trail to its pre-filming condition. Any damage to the grounds, turf, structures, trees, etc. will be the responsibility of the Production Company to repair to the City's satisfaction or deposit deductions may be imposed.

## 4.2 City of Port Moody Fire Hall

Although not a rentable facility, filming at Port Moody fire halls will be considered on a case-by-case basis. In order to determine availability, the following guidelines will be applied:

- a) Port Moody Fire Rescue needs ample time and consultation to accommodate any filming requests. Inquiries should be made a minimum of three (3) weeks in advance of the dates being requested;
- b) an onsite guided tour will be arranged by the Production Coordinator within three (3) business days of the initial request;
- c) a detailed outline of work will be submitted to the Production Coordinator;
- d) an emergency response plan must be prepared and submitted to the Production Coordinator;
- e) after the outline of work and the emergency response plan have been reviewed by the Production Coordinator, a location meeting will be scheduled with the Fire Department; and
- f) permission must be granted by the Production Coordinator in conjunction with Port Moody Fire Rescue prior to a Filming Application being submitted.

## 4.3 Civic Centre (City Hall, Inlet Theatre, and Public Library)

The following additional terms and conditions are applicable when filming at the Civic Centre:

- a) preparation, filming, and wrap will be scheduled, as much as possible, outside of City Hall's operating hours. If this is not an option, preparation or wrap work may be conducted during City Hall operating hours as long as they do not impede City operations;
- b) location fees will be billed at the Inlet Theatre/Galleria commercial rates;
- c) all filming personnel must be respectful of staff, visitors, the operational needs of City Hall, and the surrounding grounds;
- d) damage deposit deductions will be made in the event of damage to the facility and/or its furnishings, or if the Civic Centre is not returned to its original condition;

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- e) a City Hall staff liaison, paid for by the Production Company, is required during prep, filming, and wrap; and
- f) the City Hall exterior and surrounding grounds may be available for filming during City Hall operating hours, provided the filming does not prevent access to the building by the public or staff.

City Hall will be 'rested' by approximately one (1) month between Filming Permits.

## 4.4 Regional Parks

Filming in Belcarra Regional Park (including Sasamat Lake) is coordinated through Metro Vancouver and is subject to the [Metro Vancouver Film Policy](#).

Should a Production Company require the use of Port Moody municipal streets or property while filming in a regional park, the Production Company will be subject to all conditions and policies related to filming.

## 4.5 Heritage Commercial District (St. Johns St., Spring St., and Clarke St. from Elgin St. to Kyle St.)

The following additional terms and conditions are applicable when filming in the Heritage Commercial District:

- a) advance notice of filming activities will be hand-delivered to businesses and residents with as much notice as possible;
- b) if filming details change, notices should be delivered to impacted residents and businesses immediately following the approval from the Production Coordinator;
- c) Queens Street Plaza "placemaking" furniture may be moved, stored, and returned by the Production Company at their own cost during filming activities;
- d) City functions, preplanned or short notice needs, will have priority over filming;
- e) no amplified voice or music will be permitted without prior approval from the Production Coordinator;
- f) any damage to the grounds, turf, furniture, trees, etc. will be the responsibility of the Production Company to repair to the satisfaction of the City. A damage deposit may be required;
- g) filming will not be permitted on:
  - i. statutory holidays;
  - ii. major holidays (i.e. Christmas Day, Boxing Day, Good Friday, Easter Monday, etc.); and
  - iii. recognition days (i.e. Father's Day, Mother's Day, Remembrance Day, etc.).

## 4.6 Filming on a Heritage Site

Filming on property listed on the [City's Heritage Register](#) will require review and approval by the City's Planning Division. When filming on a site listed on the Heritage Register, film productions cannot adversely affect:



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- a) the natural and cultural heritage, public use and appreciation values of the site. Any alterations must receive the prior written approval of the City's Planning Division and the site must be returned to equal or better condition following filming;
- b) an asserted or proven aboriginal right (including aboriginal title) or treaty right, that is recognized and affirmed by section 35(1) of the *Constitution Act*, 1982; and
- c) the rights of existing permittees.

## 4.7 Port Moody Arts Centre

To film at the Port Moody Arts Centre (operating as PoMoArts), a registered heritage site, Production Companies must first obtain permission from both the Arts Centre's Executive Director and the City of Port Moody.

Upon completion of filming, the Production Company must return the Arts Centre premises to its pre-filming condition. Any damage to the interior, displays, grounds, turf, furniture, trees, etc. will be the responsibility of the Production Company to repair to the satisfaction of the City and the Arts Centre. A damage deposit to safeguard the care of the property will be collected.

The parking lot is shared with Kyle Community Centre. Filming at the Arts Centre must also consider the scheduled activities at Kyle Centre. A map showing planned parking lot use must be submitted to the Production Coordinator five (5) business days prior to the beginning of prep.

## Section 5 – Conduct and Compliance

### 5.1 Code of Conduct

Production Companies and their personnel are expected to uphold [Creative BC's Code of Conduct](#).

### 5.2 Compliance

The City retains the right to refuse or cancel a Filming Application or Permit if the property owner or Production Company is non-compliant with any City policy, permit, bylaw, condition, licence requirement, or fire order, or is non-compliant with any other applicable laws, rules, and regulations of all authorizing bodies (e.g. WorkSafeBC, *Motor Vehicle Act*, etc.).

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## Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
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Section:	Legislative and Regulatory Services	09
Sub-Section:	Permits – General	4500
Title:	Film Industry and Student Filming	01

### Related Policies

Number		Title
Bylaw		City of Port Moody Fees Bylaw

### Approvals

Approval Date: October 27, 1997	Resolution #: 97-287
Amended: March 22, 2005	Approved by: Council
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:

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## Corporate Policy Manual

### Film Industry and Student Filming

## Policy

Port Moody enjoys an excellent reputation as a film friendly location in the Lower Mainland. Our clear, flexible, and timely process serving the needs of the residents and businesses in cooperation with the film industry results in successful filming experiences. Encouraging the film industry to film in Port Moody and in British Columbia is an important economic development goal.

## Procedures

### Commercial Filming

1. Initial inquiries from the Film Industry are made to the Cultural Services Department. Information regarding filming regulations, location opportunities, etc. will be provided at that time.
2. Following step 1, the film company is faxed a Film Policy Package, including a list of all applicable fees as set out in the Fees Bylaw.
3. The completed application, including the letter of notification to residents, a parking plan, Hold Harmless Agreement, proof of Insurance, and other required documentation, is submitted, a minimum of five (5) working days prior to filming, to the Cultural Services Division for processing to ensure:
  - policing requirements can be met;
  - Proof of Insurance is completed by an authorized licensed insurance agent and submitted to the City of Port Moody prior to the commencement of filming activities. 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 Insureds activities on City property. 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 City of Port Moody and/or Port Moody Police Department, their officers, agents, employees, and volunteers are added as additional Insureds, but solely with respect to the liability which arises out of the activities of the Named Insured. The Port Moody Art Centre and/or Port Moody Public Library to be included as additional Insured if the Port Moody Art Centre and/or Port Moody Public Library property are used for filming;
  - Highway Use Permits are issued where applicable;
  - execution of a Hold Harmless agreement substantially in the form set out in Appendix "A" to this policy, along with the required Liability Insurance Policy with a minimum of \$2,000,000 coverage, naming the City as third party, attached as Appendix "A";
  - filming application fees are paid;
  - fees for City facilities are received by the Community Services Department prior to any filming taking place;
  - that any security bond to cover the cost of damage to City facilities or roadways is submitted prior to filming. The security bond will not be released until all outstanding City invoices are paid;

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## Corporate Policy Manual

### Film Industry and Student Filming

- property owners and tenants who may be affected by a film shoot be notified in advance, in writing, of the film location and how that may affect road and pedestrian access, including parking restrictions, as well as any issues specific to a particular shoot, such as simulated gunfire or explosions. This correspondence must be reviewed prior to distribution. The letter must be delivered a minimum of three (3) business days prior to the film shoot; and
  - all business operators affected by a film shoot must be canvassed and indicate, in writing, their concurrence with the proposed parking plan.
4. The Finance Department invoices the film company for the cost of Police and Fire Department staff and vehicles immediately after filming is completed as itemized in the Fees Bylaw.

### Student Filming

1. Filming in the City of Port Moody must be approved by the City of Port Moody's Cultural Services Division prior to any filming activity.
2. Filming application fees will be waived for film school projects meeting the following criteria:
  - a. the project must be assigned by the instructor of a recognized school, and be part of the curriculum;
  - b. all personnel working on the project are doing so without financial compensation;
  - c. the project is for academic use only, not to be used for commercial gain;
  - d. there is no impact on parking, traffic, or the public; and
  - e. the school must provide a Hold Harmless Agreement as per Appendix "A".
3. All projects are subject to the City of Port Moody's filming guidelines and applicable bylaws.
4. Student Filming Applications must be received, fully completed and both pages returned to the City of Port Moody Cultural Services Division no less than four (4) working days prior to filming (see Appendix "B").
5. The project contact assigned as Location Manager is responsible to the City and community for all filming activity and must be on set while on location.
6. Any deviations from the original filming schedule or activity must be approved by the Port Moody Cultural Services Division.

During the filming, a staff member from Cultural Services attends the "shoot" site to ensure all requirements are being met and to offer information to the residential and business community.

Each City-owned location request will be dealt with on an individual basis. The use of facilities, vehicles, and services, including staff will be approved upon availability.

## Monitoring/Authority

Delegated to the Manager of Cultural Services.

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**Corporate Policy Manual**  
Film Industry and Student Filming

## APPENDIX "A" **Hold Harmless Agreement**

\_\_\_\_\_ agrees to assume and hold harmless the City of Port Moody, its officers, employees, and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of filming at \_\_\_\_\_ on \_\_\_\_\_ activities for which they have been granted approval by the City of Port Moody.

Further, \_\_\_\_\_ agrees to indemnify and defend, saving harmless the City of Port Moody, its officers, employees, and agents against any liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the Licensee, his agents, or employees, including any officers or employees of the City of Port Moody, or caused by or arising out of the condition of any City-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.

Business Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Accepted for the City of Port Moody the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Devin Jain  
Manager of Cultural Services

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**Corporate Policy Manual**  
Film Industry and Student Filming

## APPENDIX "B"

### Student Filming Agreement

We, the undersigned, take full responsibility for the actions of all cast and crew and any ramifications resulting directly or indirectly from our filming activity. We also take responsibility for ensuring that all activity performed around the assigned area is done in an appropriate and safe manner, and that the activity is restricted to the assigned area(s). We also agree to abide by the conditions of this application and all the City guidelines and bylaws.

\_\_\_\_\_  
Signature of Location Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor as School Representative

\_\_\_\_\_  
Date