



# Maple Ridge

## FILMING GUIDELINES

Thank you for your interest and consideration of Maple Ridge as a film production location.

Attached you will find the necessary information and application forms required for filming within The City of Maple Ridge.

### PLEASE CONTACT

The City of Maple Ridge  
11995 Haney Place, Maple Ridge, BC V2X 6A9  
Monday - Friday: 8am - 4pm

Film Coordinator  
Draeven McGowan  
604-340-5197  
[dmcgowan@mapleridge.ca](mailto:dmcgowan@mapleridge.ca)

## FIRST STEPS

At the City of Maple Ridge, we endeavour to provide the film industry with reasonable access and use of the many features the City has to offer for location filming. Our goal is to ensure the City's requirements are clear and easily followed by providing these guidelines and application forms, and by providing a film coordinator on staff to assist in these processes. We anticipate and appreciate your reciprocal respect and clarity in your dealings with The City of Maple Ridge.

1. Please familiarize yourself with the film guidelines, fee schedule and application forms.
2. Complete the Film Permit Application and file it with the Economic Development Department in person or by email to [dmcgowan@mapleridge.ca](mailto:dmcgowan@mapleridge.ca), at least five (5) working days in advance to allow for processing through the various approval stages.
3. Contact the Film Coordinator at 604-467-7488 to discuss your application and get your questions answered.

## FILM PERMIT, BUSINESS LICENCE AND LIABILITY INSURANCE

1. A \$250.00 (+tax) application fee is required for each Film Permit Application. Each additional location is \$75.00.
2. The production company is required to obtain a Business Licence for The City of Maple Ridge. (See Fee Schedule on Page 7 for more details). This may be done through the Film Coordinator and deducted from your initial deposit.
3. The City requires a certified copy of the production company's insurance policy, evidencing a minimum of \$5,000,000.00 (five million dollars) comprehensive liability insurance. The certificate should name The City of Maple Ridge and School District No. 42 as additional named insured and providing that the said policy shall not be cancelled, lapsed, or materially altered without 30 days' notice in writing. The certificate must be delivered to the City of Maple Ridge prior to issuance of a Filming Permit.
4. Sign and submit the Hold Harmless agreement (Addendum E) with your permit.
5. The Film Coordinator will estimate a deposit amount based upon the film production's requirements. All fees will be deducted from this deposit.

### SPECIFIC WORDING FOR LIABILITY INSURANCE REQUIREMENTS

Liability Insurance MUST have the following bolded text written in the policy, naming:

**The City of Maple Ridge and School District No. 42**, as additional named insured and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days notice in writing to the City of Maple Ridge.

Policies without this wording on the certificate will not be accepted.

## ELECTRICAL PERMITS AND ELECTRICAL INSPECTIONS

1. An Electrical Contractor Authorization Form (Addendum **B**) is to be fully completed by your generator operator. The City of Maple Ridge may require a copy of the generator operator's Electrical Contractor Registration card showing class designation. The registered electrical contractor listed on the form **MUST** be on-site during the inspection. One Electrical Contractor Authorization form is required for each location.
2. Use the crew call time of your starting date as the time for the electrical inspection. If the proposed filming is cancelled, or you need to reschedule your inspection time up to and including the day of inspection, call the Film Coordinator at 604-467-7488. If filming is cancelled without 24-hour's notification, you will forfeit the inspection fee charge. Our office is open Monday – Friday from 8 am - 4 pm.

## HIGHWAY USE AND TRAFFIC CONTROL

1. In most cases, street parking can be provided for essential unit vehicles. Where off-street parking is available, the film production company should use it for non-essential vehicles, e.g. crew parking. In locations where off-street parking is not available the film production company may be required to use a remote parking location and arrange for a suitable shuttle. Parking should be organized to minimize the disruption to the area and cones and traffic personnel shall be in place at all times. Vehicles may be required to be identified with signage/hangers.
2. When traffic cannot be effectively diverted onto other streets, traffic shall be stopped only intermittently and for no longer than three continuous minutes during each ten minute period.
3. The production company will be required to obtain, at their cost, currently certified or licensed professionals for traffic and/or crowd control where deemed necessary by The City. The traffic control plan must be forwarded to the Maple Ridge RCMP and Fire Department with a minimum of five (5) days' notice for their approval. Where traffic control is required by the RCMP i.e. process trailer shots, please contact the Film Production Liaison who in turn will contact the Traffic Control Department of the RCMP.
4. Streets in the Central Business City shall not be closed during the retail business day without arrangements being made with businesses affected by the closure.
5. Major streets shall not be closed during rush hour or other high volume traffic periods.
6. Emergency equipment and school buses shall have the absolute right-of-way and shall not be impeded for any reason.

## RENTAL OF MUNICIPAL PARKS & PROPERTY

1. Rentals of Municipal Parks and Facilities and other Municipal Properties can be handled through the Film Coordinator.

## PRIVATE PROPERTY – OWNERS AND OCCUPANTS

1. All Owners or Occupants of properties within a street closure area or within any area impacted by filming are to be notified in writing of the activity by the Film Production Company as far in advance of the filming as possible, ideally 5 business days.

2. The Film Production Company will be directly responsible for addressing any problems that residents in the affected area may have as a result of filming.
3. Notifications to property owners/occupants must follow the notification template:
  - a) Name of the Film Production Company
  - b) A brief description of the activity
  - c) Date and time the Film Production Company will be working in the area
  - d) Name and telephone number of the location manager
  - e) Name and telephone number of on-site contact
  - f) Telephone number of the City of Maple Ridge Film Coordinator (604) 467-7488
  - g) Telephone number of Creative BC (604) 730-2732

## **BYLAWS & NOISE CONTROL**

Late night and early morning move-ins, move-outs or filming outside the hours defined in Maple Ridge Noise Control Bylaw No. 5122 - 1994, as amended, will not be permitted unless Bylaw Services provides written approval to the film production company. Copies of the relevant City bylaws are available through the Economic Development Department or on our website.

## **OTHER CONDITIONS FOR FILMING IN THE CITY OF MAPLE RIDGE**

1. Once a Filming Permit has been issued, any changes in dates, times or location may result in cancellation of the existing permit, requiring the film production company to re-apply.
2. The film production company cannot change locations without first notifying the Film Coordinator and receiving approval.
3. If the City deems it necessary, a Film Site Liaison or Municipal staff representative shall be on site to ensure guidelines and permit conditions are adhered to.
4. All filming taking place in the downtown core must retain the services of a Film Site Liaison. Please contact our office for details.
5. Inspections of the filming location may be made by The City prior to, during and after filming to ensure guideline and permit conditions are adhered to.
6. All time frames for approval are approximate and may change subject to staff availability for permit processing.
7. The production company may be required to provide a damage deposit in the amount deemed necessary by The City of Maple Ridge.
8. The name(s) and number(s) of person(s) in charge on the set shall be provided to the Film Coordinator.
9. It is recognized that use of Municipal facilities, personnel, and equipment is dependent upon availability and may in emergency situations be withdrawn without notice or liability

## GRANTING APPROVAL

The City of Maple Ridge shall be guided in part by the following considerations when determining whether a Film Application is approved:

1. First Come-First Served: Film Production Companies will be handled on a first-come-first-served basis. The City reserves the right to limit the number of film companies operating in The City at one time.
2. City Property: The City of Maple Ridge reserves the right to approve or deny any requests for filming on location involving City property.
3. Hot Locations: It may be necessary for the City to limit the use of any film location. The City will be guided by a majority petition from impacted parties to limit filming in any location as well as the amount of previous filming in an area.
4. Safe & Sound: The City of Maple Ridge reserves the right to deny applications that it views as detrimental to the safety and comfort of its citizens or that may negatively impact the environment.

### **PENALTIES FOR GUIDELINE & CONDITION VIOLATIONS**

Any violation of the above-noted Guidelines may result in immediate cancellation of filming permits

A re-issuance of a permit that has been cancelled due to a violation

may require Municipal Council approval.

NOTE: The City requires a Location Manager or Assistant Location Manager to be on site at all times during filming. This person shall possess the ability to communicate effectively with Municipal staff, both orally and in writing. The film Production company is to provide a 24-hour emergency telephone number in case of fire, theft etc.



