

City of Maple Ridge
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
AGENDA – REGULAR MEETING
Wednesday, May 31, 2023 at 6:00 pm

Meeting Access Information

Economic Development Advisory Committee (EDC) meetings are held in a hybrid format. Members of the EDC and the public are asked to join the meeting in-person in the Blaney Room at Maple Ridge City Hall or remotely using the following access information:

Join the meeting from your computer, tablet or smartphone
<https://mapleridge-ca.zoom.us/j/86575133571>

Or join the meeting using your phone
Dial: 1-778-907-2071 Meeting ID: **865 7513 3571**

1. **CALL TO ORDER**
 - 1.1 Land Acknowledgment
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES – March 9, 2023**
4. **DELEGATIONS**
5. **NEW AND UNFINISHED BUSINESS**
 - 5.1 Film Policy Workshop
6. **LIAISON UPDATES**
 - 6.1 Staff Liaison
 - 6.2 Council Liaison
7. **TASK FORCE UPDATES**
8. **QUESTION PERIOD**
9. **ROUNDTABLE**
10. **ADJOURNMENT**

Next Regular Meeting: September 14, 2023
Agenda Items Submission Deadline: August 31, 2023

QUESTION PERIOD

Question Period provides the public with the opportunity to ask questions or make comments on subjects that are of concern to them. Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.

City of Maple Ridge

Economic Development Advisory Committee Meeting Minutes

March 9, 2023

The Minutes of the Regular Economic Development Advisory Committee Meeting held via Zoom teleconference and hosted in the Blaney Room at Maple Ridge City Hall on March 9, 2023 at 4:00 pm.

COMMITTEE MEMBERS PRESENT

Councillor Onyeka Dozie
Councillor Jenny Tan
Mehdi Vezvaei, Chair
Lilian Kan, Vice Chair
Elliot Markillie
Craig Fewer
Donna Telep
Al Hogarth

Council Liaison
Council Liaison (Alternate)
Member at Large
Member at Large
Member at Large
Member at Large
Business Improvement Association Representative
Chamber of Commerce Representative

STAFF MEMBERS PRESENT

Tyler Westover
Arsh Dhillon

Director of Economic Development & Staff Liaison
Committee Clerk

COMMITTEE MEMBERS ABSENT

1. CALL TO ORDER – 4:04 p.m.

2. APPROVAL OF THE AGENDA

R/2023-EDC-001

It was moved and seconded

That the agenda for the March 9, 2023 Economic Development Advisory Committee Regular Meeting be adopted as circulated.

CARRIED UNANIMOUSLY

3. ADOPTION OF THE MINUTES

R/2023-EDC-002

It was moved and seconded

That the minutes of the October 6, 2022 Economic Development Advisory Committee Regular Meeting be adopted.

CARRIED UNANIMOUSLY

4. DELEGATIONS – NIL

5. NEW AND UNFINISHED BUSINESS

5.1 Welcome/Member Introductions

New and returning members introduced themselves to the group.

5.2 Advisory Committee Overview

A. Dhillon, Committee Clerk, provided a general overview of Committee proceedings and functions. T. Westover, Staff Liaison, described the mandate and ongoing work of the Economic Development Advisory Committee.

5.3 Chair and Vice Chair Selection

The Economic Development Advisory Committee appointed Mehdi Vezvaei as Chair and Lilian Kan as Vice Chair for 2023.

R/2023-EDC-003

It was moved and seconded

That Mehdi Vezvaei be appointed as Chair of the Economic Development Advisory Committee for 2023.

CARRIED UNANIMOUSLY

R/2023-EDC-004

It was moved and seconded

That Lilian Kan be appointed Vice Chair of the Economic Development Advisory Committee for 2023.

CARRIED UNANIMOUSLY

5.4 2023 Meeting Schedule

The Economic Development Advisory Committee adopted the 2023 meeting schedule.

R/2023-EDC-005

It was moved and seconded

That the Economic Development Advisory Committee meeting schedule be adopted as circulated.

CARRIED UNANIMOUSLY

5.5 2023 Draft EDC Work Plan

T. Westover, Staff Liaison, provided an overview of the draft 2023 EDC Work Plan. Committee members provided their recommendations and feedback. The Economic Development Advisory Committee approved the 2023 Work Plan and forwarded the recommendations to Council for approval.

R/2023-EDC-006

It was moved and seconded

That the 2023 Economic Development Advisory Committee Work Plan be approved and forwarded to Council for approval.

CARRIED UNANIMOUSLY

Note: Councillor Tan left the meeting at 5:03 PM.

6. LIAISON UPDATES

6.1 Staff Liaison

T. Westover provided an update on the following items:

- Economic Development Strategies
- Engagement with commercial developers at the International Conference of Shopping Centres
- Number of filming permits granted in the last two years and engagement with the business community for film production partnership

6.2 Council Liaison

Councillor Dozie provided an update on Council Strategic Planning and mandate.

7. TASK FORCE UPDATES – NIL

8. QUESTION PERIOD FROM THE PUBLIC - NIL

9. ROUNDTABLE

Committee members shared relevant information about activities and events related to economic development. E. Markillie provided an update on the tourism campaign.

10. ADJOURNMENT – 6:00 p.m.

The next regular meeting of the Economic Development Advisory Committee will be held on Wednesday, May 31, 2023 at 4:00 pm.

Arsh Dhillon, Acting-Chair

Mehdi Vezvaei, Chair

Title: Filming Policy	Policy No.: 30.40 Supersedes: 9.04
Authority: Legislative <input type="checkbox"/> Operational <input checked="" type="checkbox"/>	Effective Date:
Approval: Council <input type="checkbox"/> CAO/Deputy CAO <input checked="" type="checkbox"/>	Review Date:
Policy Statement: The City of Maple Ridge recognizes the unique economic benefits that the film industry provides and welcomes the film industry to its community. The City strives to allow the film industry to have reasonable use of locations around the City, and this Policy provides direction for the film industry on how to obtain access to Film their productions.	
Purpose: The purpose of this Policy is to set out clear and consistent requirements and expectations for Filming in the City of Maple Ridge.	
Scope: This Policy applies to all Filming that occurs within the City and to all production companies that are interested in Filming in the City, as well as any City Staff that are involved in coordinating or monitoring the Filming, including the Film Coordinator.	
Definitions: "Assistant Location Manager" means the assistant who supports the Location Manager and helps to plan and organize the logistics of Filming and notify the community about Filming activities. "Business Days" means days other than a Saturday or Sunday or a statutory or civic holiday in British Columbia. "City" means the City of Maple Ridge. "City Facilities" means any Park, Public Place, or Recreation Facility as defined herein. "City Staff" means any person employed by the City or any person who has been assigned or hired to act on the City's behalf. "Filming" means any commercial, non-commercial, educational, or student filming activities that occur in the City, including but not limited to scouting activities, site surveys, technical surveys, site preparation and clean-up, including "circus and crew" park locations, film work, or necessary restoration of sites after filming, but excludes news broadcasts.	

“Film Coordinator” means the City Staff member designated as the coordinator between the City and the Production Company to ensure that the procedures in this Policy and all other relevant laws, legislation, and bylaws are followed and all outlined requirements are met.

“Film Liaison” means the contractor hired by the City to supervise the Filming to ensure that the Production Company complies with the City’s Filming processes and adheres to the Filming work plan, and to liaise with the general public and Relevant Parties when necessary.

“Force Majeure Event” means any delay in Filming created by a situation beyond the City’s reasonable control, including but not limited to any war, riot, pandemic, civil emergency, natural disaster, strike, lockout, inability to procure materials or services or other industrial disturbance, fire, lightning, floods, inclement storms, or unusually severe weather.

“Hot Location” means a Filming location that has been identified by the Film Coordinator as one that may create potential issues due to a high concentration of Filming or because of logistical challenges.

“Location Manager” means the person acting as Location department head on behalf of the Production Company who selects a Filming location, manages the logistics of Filming, ensures Filming approval is obtained before Filming commences, oversees Filming at all sites, and addresses any concerns raised in a timely and appropriate manner.

“Park” means and includes any real or personal property within the City used for public park and recreation purposes and includes all buildings and structures situated thereon and shall include any other parcel of land improved, maintained, developed, or administered by the City such as school grounds, pursuant to direction from Council.

“Polling” means the engagement process by the Production Company to notify the neighbourhood that will be impacted by Filming and communicate the Filming activities, impact they will have, and to seek support from the neighbourhood to Film in that area.

“Production Company” means the company seeking to conduct Filming in the City and includes all their production crew and external third party contracted staff.

“Public Place” includes all public plazas, public squares and public buildings, including but not limited to City Hall, any community center, public library, art gallery, museum, exhibition hall, fire hall, City works yard and any real or personal property or portions thereof owned by the City to which the public is ordinarily invited or permitted to be in or on, and includes but is not limited to, the grounds of public facilities or public buildings, public greenways and public parkades or parking lots controlled by the City.

“Recreation Facility” means a building, recreation facility or other land improvement, including, but not limited to, recreation centres, public pools, arenas, sports fields, ball diamonds, gymnasium, and other recreation facilities located in a Park or on any other land which the City owns or controls by means of a lease, licence or other legal instrument, that is intended for athletic, social or recreational use by members of the community.

“Relevant Parties” means any property owners, businesses, residents, tenants, or other such individuals who are within the vicinity of Filming and are directly or indirectly impacted by the Filming.

“Street Permits” means permits that are issued by the City to allow for Production Companies to Film and park on City Streets.

“Town Centre” means the specific centralized location set out within the boundaries of the City’s current Official Community Plan Bylaw No. 7060-2014.

Procedure:

Location Scouting

1. The Production Company will direct any questions related to potential Filming locations and scouting opportunities to the Film Coordinator.
2. The Film Coordinator will consider each Filming inquiry holistically and will advise the Production Company if there are issues with the requested Filming locations.

Filming Permit Process

3. Any procedures related to the general Filming permit process as set out herein may be waived at the discretion of the Film Coordinator, the request of which must be received in writing by the Film Coordinator.
4. The processes for permits related to Business Licence, Electrical, Street Use, Special Effects, Noise Relaxation and R.C.M.P. Services will not be waived by the Film Coordinator unless they are determined to be unnecessary.
5. The Production Company must apply for and obtain a City Business Licence through the Film Coordinator.
6. The Production Company must provide the following to the Film Coordinator prior to the commencement of any Filming:
 - a. a deposit to process the Film Application, cover all Municipal Filming fees, and to cover potential damages, the amount of which will be based on the scope of work, number of locations, and fee criteria as set out in the current Maple Ridge Fees & Charges Bylaw No. 7575-2019, with the quote to be provided to the Production Company by the Film Coordinator;
 - b. a certificate of insurance that includes both the City and School District 42 as additional insured;
 - c. a signed copy of a Hold Harmless agreement prepared by the City which indemnifies and holds harmless the City against any legal responsibility or legal proceedings brought against the Production Company;
 - d. the Film Permit Application form, which is located on the City’s external website and must be submitted at least five (5) Business Days for each individual Filming project prior to the desired Filming date to allow the form to be processed; and
 - e. a draft of the Resident Letter and any Polling results, to be provided to the Film Coordinator at least three (3) Business Days in advance, if required.
7. The Production Company is responsible for obtaining any other necessary Filming permits prior to commencing Filming, with the Film Coordinator to assist the Production Company as required.

8. Once a Filming permit has been issued to the Production Company, any changes to dates, times, or location for Filming may result in the Filming permit being cancelled. If the Filming permit is cancelled, the Production Company may need to re-apply for a new Filming permit and pay the associated costs for the re-issuance of the permit.
 - a. the Production Company may not change Filming locations without written approval by the Film Coordinator.
9. The use of City facilities and resources is subject to their availability; their use may be withdrawn without notice at any time, which may impact Filming. The City will not be held liable for any delays or other issues this may cause the Production Company as a result.
10. The City reserves the right to deny a Filming Permit Application if it is determined:
 - a. not to align with the City's vision statements;
 - b. it may have detrimental effects on the safety and wellbeing of the community; or
 - c. to be a Hot Location.

Electrical Permits

11. The Production Company must obtain an electrical permit through the Economic Development Department/Film Office.
12. Pursuant to the applicable addendum sections of the Canadian Electrical Code, electrical inspections must take place if any electrical equipment will be used for Filming purposes.
13. The Film Coordinator will book electrical inspections as required, with the time and day to be determined at their discretion and they will notify the electrical inspectors and Production Company once the inspections have been booked.

Street Use Permits

14. If the Production Company wishes to use City streets for Filming, parking, or traffic control, they must apply for a Street Use Permit. The Film Coordinator will work with the Production Company to apply for the permit to ensure that they comply with the City's bylaw requirements.
15. The Production Company may be required to submit a Street Use Request form with an attached map detailing the street use if the Film Coordinator determines it to be necessary. In some cases, the Production Company may be required to create a Traffic Management Plan (TMP) for review.

Special Effects Permit

16. If special effects will be used during Filming, the Production Company must submit a Special Effects Application to the Film Coordinator to obtain a Special Effects Permit.

Noise Relaxation

17. Filming, setting up sites, or taking down sites outside of the hours set out in the current Maple Ridge Noise Control Bylaw No. 7038-2013 will not be permitted unless the Bylaws

Department is satisfied that all residents and businesses in the affected area have been notified and approval in writing has been obtained from the Bylaws Department.

18. If the Production Company wants to Film outside of permitted noise hours set out in the Noise Bylaw, they must submit a Noise Relaxation Request form. The City makes no guarantees that the Noise Relaxation Request will be approved.

R.C.M.P. Services

19. The Film Coordinator will book Maple Ridge R.C.M.P services if required for safety purposes during Filming, including but not limited to: the use of exposed weapons, the use of certain special effects, if a police presence is required, or if there is a need for traffic control. R.C.M.P services will be booked at least five (5) Business Days in advance of Filming.

Filming Notification

20. The Production Company will notify any Relevant Parties who may be affected by the Filming with a Resident Letter.
21. The Location Manager must provide the Film Coordinator with the Production Company's proposed Resident Letter by email at least three (3) Business Days before Filming commences. The Resident Letter must contain, at minimum, the following:
- a. Name of Production Company;
 - b. Brief description of Filming activity, including any stunts and noise impacts that may result from Filming;
 - c. Date and time of Filming;
 - d. Contact information for the on-site Location Manager;
 - e. Contact information for Film Coordinator;
 - f. Telephone number of Creative BC;
 - g. Parking;
 - h. Special effects.
22. The Film Coordinator will review the Resident Letter to ensure it meets the criteria set out in this Policy. If the Resident Letter is accepted by the Film Coordinator, then it may be distributed by the Production Company.
23. The Production Company must distribute the Resident Letter of Approval to all Relevant Parties residing within a three (3) block radius of Filming and filming related equipment.

Polling

24. The Production Company must poll neighbourhoods affected by Filming to communicate the Filming activities and impacts it may have on the community, as per the discretion of the Film Coordinator, if any of the following circumstances apply:
- a. Filming will take place over multiple Filming days;
 - b. any noise relaxation and extension of work hours;
 - c. Hot Locations;
 - d. any special effects usage; or
 - e. any street usage or road closures.

Street Use and Traffic Control

25. The Production Company must obtain, at their own cost, certified traffic control professionals to organize traffic control in the area that Filming occurs, and a traffic control plan must be provided to the Film Coordinator (5) Business Days prior to Filming to obtain their approval of the plan.
26. If traffic cannot be diverted to other streets, then traffic will be stopped intermittently with traffic control professionals to direct traffic for periods not exceeding 3 minutes unless special circumstances warrant an extension by the Film Coordinator.
27. If the R.C.M.P. are required to conduct traffic control on the City's roads, the Production Company will bear the associated costs, to be determined in accordance with the R.C.M.P's current collective agreement.
28. If the R.C.M.P. is required to conduct traffic control during certain periods of Filming, then the Film Coordinator will arrange this with the R.C.M.P, in accordance with the R.C.M.P's current collective agreement.
29. Streets in the Town Centre of the City will not be closed for Filming during Business Days without arrangements first being made prior to Filming with Relevant Parties that may be impacted.
30. Major streets will not be closed on Business Days between the hours of 3:00 p.m. to 6:00 p.m. which are typically deemed to be "rush hour", or during other periods of high-volume traffic, unless prior arrangements have been made with local businesses and with the Film Coordinator's approval.
31. The Production Company and its designates will provide emergency vehicles and buses the absolute right-of-way at all times during traffic control and will not impede, or attempt to impede, them at any time for any reason. Bus routes may be altered by Translink through their written approval.

Signage

32. Signage, as approved by the Film Coordinator, must be placed by the Film Liaison for the Production Company 48 hours in advance of Filming at the location site to notify Relevant Parties that parking access to those areas may be limited.
33. Production Company vehicles may be required to display identifying signage or hangers to indicate the vehicles are for Filming use.

Parking

34. The Production Company may use off-street parking for non-essential vehicles such as crew parking, if available, but may be required to use a remote parking lot or arrange suitable shuttle transportation if it is unavailable.
35. Street Parking may be provided for the Production Company's essential unit vehicles, if required and space is available.

36. The Production Company must work with the Film Coordinator to ensure that parking is organized and minimally disruptive to the surrounding areas. Cones and traffic control professionals must be in place at all times to direct traffic in the area.

Rental of City Facilities and Private Property

37. If the Production Company wishes to rent a City Facility for Filming, the rental must be booked through the Film Coordinator.
38. The City limits the use of its cemeteries in Filming; the Production Company must coordinate with the Film Coordinator if they are interested in Filming in a City cemetery.
39. The City is unable to approve Filming applications for the following Filming locations as they are outside the City's jurisdiction:
- a. Metro Vancouver Parks; and
 - b. BC Parks.
40. If the Production Company wishes to Film on a private property, they must coordinate this with the registered owner of that private property. The Film Coordinator will work with the Production Company to issue the necessary permits for Filming, but the City bears no responsibility for any issues, legal or otherwise, that may arise as a result of the Production Company Filming at a private property. The Film Coordinator also has the discretion to deny Filming opportunities on private property if any of the following reasons apply:
- a. it would create too much of a burden on Relevant Parties;
 - b. it is considered a Hot Location; or
 - c. Polling has been unsuccessful and failed to reach the required consensus threshold as set by the Film Coordinator.

Modifications to Location

41. The Production Company may not construct Filming sets at any City Facility without written authorization from the Film Coordinator.
42. Any alterations that the Production Company wishes to make to the Filming location at a City Facility must be approved in advance through written authorization by the Film Coordinator. If the alteration is to private property, the registered owner of that private property must also provide authorization.

Environmental Considerations

43. The Production Company must make reasonable efforts to reduce their environmental impact during Filming, and all recycling and waste materials must be removed during and after Filming by the Production Company, who will bear all costs associated with this removal.
44. If any Force Majeure Event takes place that may impact Filming, the City reserves the right to delay or cancel Filming at any time.
45. If a Production Company wishes to Film within 15 meters of any river, wetland, stream, or other environmentally sensitive area, prior authorization must be obtained from the Film Coordinator to ensure that it will be done in such a manner as to prevent damage to

waterways or vegetation. The City has a right to impose specific restrictions on Filming in these locations.

- a. The Production Company must not remove, alter, damage, or prune any City flora, and the costs associated with any damage resulting from such activities will be deducted from the Production Company's deposit.

46. The Production Company may be eligible for fifty percent (50%) off certain fees if evidence of significant reduction of generator use is provided to the Film Coordinator.

Fees and Compensation

47. All fees and charges issued by the City in relation to Filming will be charged to the Production Company pursuant to the current Maple Ridge Fees & Charges Bylaw No. 7575-2019 and must be paid prior to Filming through the deposit.

48. If Relevant Parties wish to seek compensation for any Filming Activities that impact their neighbourhood or business, they must coordinate this with the Production Company or fill out a "Loss of Business Form" from Creative BC.

49. The Production Company will bear associated costs in the event that any of the following situations occur and, at the discretion of the Film Coordinator, a portion or all of their deposit may be held to cover the cost if:

- a. the Production Company causes damage to any City Facility during Filming;
- b. the Production Company uses additional City services outside the scope of the Filming Application; or
- c. the Production Company fails to meet required permit conditions.

Animals

50. The use of domestic or exotic animals by the Production Company and their designated animal trainers during Filming must be approved by the Film Coordinator and must comply with the laws of Canada, all applicable legislation, City bylaws and policies, and it is the responsibility of the Production Company to ensure that they are in compliance of such.

Harassment

51. The Production Company must comply with all provisions of the City's current Public Places, Parks and Recreation Facilities Regulation Bylaw No. 7854-2022.

52. If the City is notified of any breaches of the provisions set out in the current Public Places, Parks and Recreation Facilities Regulation Bylaw No. 7854-2022, including harassment of the City Coordinator or any other City Staff, the Production Company may be subject to penalties as set out in the bylaw and this Policy.

Inspections

53. Inspections may be conducted by the City at any time without prior notice during Filming to ensure compliance with this Policy and the permits issued.

54. Any violations of this Policy or the permits issued to the Production Company and its designates may result in fines under the current Maple Ridge Fees & Charges Bylaw No. 7575-2019 or revocation of the issued permits.

55. Inspection fees will be charged in accordance with the current Maple Ridge Fees & Charges Bylaw No. 7575-2019. If there are multiple inspections required, the rates for each inspection under the current Maple Ridge Fees & Charges Bylaw No. 7575-2019 will be pro-rated accordingly.

Indemnity and Insurance

56. The Production Company will sign a Hold Harmless Agreement prepared by the City which indemnifies and holds harmless the City against any liability, legal responsibility or legal proceedings at any time during Filming, including set up and take down of the Filming sets;

57. The Production Company is required to provide proof of liability insurance at least five (5) Business Days in advance of Filming;

58. The insurance policy must include the following:

- a. cover no less than five million dollars (**\$5,000,000.00**) of comprehensive liability insurance;
- b. name the **City of Maple Ridge** and **School District No. 42** as additional named insured; and
- c. state that the policy will not be cancelled, lapsed, or materially altered without 30 days' notice in writing to the City.

59. Any insurance policy received from the Production Company without this specific wording will be rejected and must be amended or re-issued. The City will not be held liable for any Filming delays that may result.

Unmanned Air Vehicles and Remotely Piloted Aircraft Systems (Drones)

60. The use of Drones by the Production Company is subject to all applicable laws of Canada, legislation, this Policy and any other relevant City policies, any applicable City bylaws, and any other relevant regulations that may apply.

61. The Production Company must obtain written authorization by the Film Coordinator to use Drones during Filming.

Student Filming

62. The City welcomes Student Filming and recognizes the intrinsic value it provides to the educational community.

63. Student Filming must comply with the Film Permit Application process of this Policy, as well as any applicable City bylaws.

64. A Film Permit Application and associated fees must be submitted at least ten (10) Business Days prior to the proposed date of Student Filming; fees may be charged in

accordance with the current Maple Ridge Fees & Charges Bylaw No. 7575-2019, subject to waiver at the discretion of the Film Coordinator.

65. Student Filming Projects must meet the following criteria for Filming to commence:

- a. the institution must be an accredited and recognized educational institution;
- b. the institution must execute all associated legal documents and provide the Film Coordinator with a copy of current insurance of no less than five million dollars **(\$5,000,000.00)** that covers general comprehensive liability insurance;
- c. the Student Filming Project must have been assigned by one of the institution instructors and be part of the institution's curriculum;
- d. any personnel associated with the Student Filming Project must not be receiving financial compensation for assisting with the project;
- e. the Student Filming Project must be academic in nature and may not be used for any type of financial or non-financial gain.

Statutory Holidays

66. To minimize disruption, Filming will not take place in the Downtown Business Core during:

- a. statutory holidays, including days before and after statutory holidays as determined by the City;
- b. City special events, unless approved by the Film Coordinator; and
- c. during construction periods that occur in the same location that Filming is to take place.

Administration

67. The Film Coordinator in Economic Development is responsible for implementing and ensuring this Policy is adhered to.

68. This Policy may impact other City departments including Engineering, Parks, Environment, and Bylaws. As such, reviews of this Policy must be done with an interdepartmental lens to ensure that all internal stakeholders are notified of any future amendments.

Consequences

69. Subject to written authorization obtained from the City, all Filming that occurs at a City Facility must comply with all City bylaws, including the current Maple Ridge Public Places, Parks and Recreation Facilities Regulation Bylaw No. 7854-2022.

70. Penalties may be imposed under the Maple Ridge Public Places, Parks and Recreation Facilities Regulation Bylaw No. 7854-2022 in the event that there is a contravention of the issued permits or any relevant City bylaws.

71. The City may report a failure to comply with this Policy to Creative BC if deemed necessary.

Appeals

72. The Production Company will be liable for addressing and resolving any complaints or issues that arise due to Filming.

73. The Film Coordinator may assist the Production Company with communicating with the complainant but will not be responsible in any way for negotiating or resolving the complaint or issue.

74. If the complainant is dissatisfied with the Production Company's resolution, they may contact the Film Coordinator who will work with them to try and resolve the complaint in accordance with the City's current Complaints Policy.

75. If the Film Coordinator is unable to resolve the complaint, the complainant may escalate their complaint to the Director of Economic Development.

Accommodations

The City will make reasonable efforts to ensure, whenever possible, that under-represented, marginalized, and differently abled members of the public are treated fairly and accommodated by the Production Company when Filming is taking place.

DRAFT