

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 15, 2020

TO: Community & Economic Development Committee

FROM: Tiffany MacLaren, Community Economic & Cultural Coordinator

SUBJECT: Film Policy for Mississippi Mills

RECOMMENDATION:

THAT the Committee review and comment on the policy criteria as outlined in the attachment to this report and that a draft policy be brought forward to the next C&EDC committee meeting for review.

BACKGROUND:

Given the number of requests received for filming in Mississippi Mills, Council asked that the Community and Economic Development Committee (C&EDC) develop a municipal film policy for Council approval.

DISCUSSION:

C&EDC committee members have had some discussion regarding the development of a Mississippi Mills Film Policy. The attached spreadsheet summarizes the criteria used by five Ontario towns and cities in the writing of their policies. It is suggested that these items be considered in the drafting of our policy.

SUMMARY:

After review and discussion of the various criteria, a policy will be drafted and brought back to the C&EDC committee for final review and forwarding to the Committee of the Whole.

Respectfully submitted by,

A handwritten signature in black ink that reads "Tiffany MacLaren". The script is fluid and cursive, with the first name "Tiffany" being more prominent and the last name "MacLaren" following in a similar style.

Tiffany MacLaren,
Community Economic & Cultural Coordinator

ATTACHMENTS:

Criteria – Film Policies/Guidelines

Film Policies/Guidelines

| Criteria/Location | Kingston | Oakville | Ottawa | Parry Sound | Toronto |
|---------------------|---|---|---|--|--|
| Application Process | 15 business days | 30 calendar days. If Council approval required approval may be delayed. Level of approval varies with project scope | 5 business days. More time required for complex requests (highway closure, transit detours, etc. - 10+ days). UAVs - 20 days notice | 10 business days. Safety plan required. | on-line film permit application process. 2-5 business days depending on project scope. 48 hours for changes. |
| Permit | Yes - No fee | Yes | yes - no fee | yes - no fee | yes |
| Fees | Upfront payment of fees estimate (per fees & charges by-law). May be required to pay staff costs/film liason. Liason conducts on site monitoring. | Application fee non-refundable | parking, park use, late application fee (\$200), etc. | | Charge Back |
| Deposit | \$5,000 - \$10,000 | Advance payment of all fees + security deposit | Emergency and site plans may be requested | | Security deposit requested where deemed necessary |
| Policy | City of Kingston Film Policy | Town of Oakville Film Procedure | City of Ottawa Film Guidelines | Town of Parry Sound Film-Guidebook | City of Toronto Filming Guidelines |
| Indemnification | Yes | | yes | yes | |
| Insurance | \$5M | \$2M | \$2M-\$5M based on scope | \$2M | \$2M |

| Criteria/Location | Kingston | Oakville | Ottawa | Parry Sound | Toronto |
|---------------------|--|--|---|--|--|
| Notification Letter | Production company to advise residents and businesses. Sample letter available. Newspaper ad for large projects. | Letter to residents, businesses, Council re: noise, lighting, # of vehicles, location, etc. (standard notification letter) | letter to residents & businesses 48 hours prior incl. location, date, time, description, contact # . English/French template available. | residents, business - 5 business days. Local sourcing acknowledgement in credits | Notify residences, businesses, BIA 48 hours prior (sample letter available) Web page with helpful info. for home/business owners who enter into a contract with a production company re: deposits, insurance, etc. Staff to notify councillors |
| - parking | | Resident consent required if parking large vehicles >3 days | parking fees, parking by-law enforcement/fee | >5 production vehicles - parking plan required with permit application | |
| - noise | | Blimped generators only. Adhere to noise by-law | by-law fee for noise monitoring | | |
| Restrictions | | 7am-11pm filming - streets. 8am-11pm - parks. All other times - Council approval | Time range for closure of streets or traffic detours. 7am - 11 pm in residential areas | Timing, noise (generators), lights, parking, washrooms | Filming on residential street no more than 7 days straight. Residential filming 11 am-7 pm |
| Resident Input | If Town deems appropriate, production company may be required to seek resident/business approval | Resident consent required if parking large vehicles >3 days. Other consent items dependent on project scope. | | | Filming on residential block no more than 2x/yr unless majority of residents agree. Seek resident objection/approval for guideline exemptions ie. filming 11 pm - 7 am. |