



2018 OTTAWA FILM GUIDELINES

Ottawa Film Office

The Ottawa Film Office focuses on the continued development, retention, competitiveness, and enhancement of the city's film and television industry. In addition, the Film Office coordinates all municipal services for filming in the region and communicates to all pertinent municipal business units.

Generally, throughout the course of production, location managers and producers should only need to contact the Film Office. However, with more complex requests, the Film Office may request a meeting with key municipal business units and representatives from the production.

Application Process

Production companies are requested to complete the [Production Information Form](#) and submit it to the Film Office at least five (5) business days before filming. This form allows the Film Office to track information regarding productions that shoot in Ottawa. Production companies are further requested to provide the Film Office with a copy of their one-liner and to add the Film Office (info@ottawa.film) to the daily call sheet email list.

Companies that are looking to film on City of Ottawa property must also submit, at least five (5) business days in advance of filming, a [Filming Application](#) as well as each of the following documents:

- Synopsis (500-word maximum);
- [Indemnification Letter](#);
- Notice to Residents/Businesses (if applicable); and
- Certificate of Insurance.

The Film Office will review your application and advise you of any conflicts or concerns. Please note, additional applications are required for road closures, reserving parking spaces, occupying City parklands, and using pyrotechnics. Please see the sections below for additional information. Incomplete packages will not be processed and can delay the approval process.

Fees

There is no application fee or charge for film approvals; however, depending on your request there may be costs incurred such as, but not limited to; parking fees, City of Ottawa park use fees, Paid Duty Officers, Fire Department personnel and equipment, Paramedic personnel and equipment and signage.

Insurance

Prior to filming, production companies must provide the Film Office with a certificate of comprehensive/commercial general liability insurance naming the City of Ottawa as additional insured. The minimum requirement is two million dollars (\$2,000,000) in General

Comprehensive Public Liability insurance, unless fireworks, Public Transit property, or open surface parking lots are used, then five million dollars (\$5,000,000) is required.

Please ensure the City of Ottawa and Ottawa Film Office's general mailing addresses are included on the certificate in the "certificate holder" category:

City of Ottawa
110 Laurier Ave. West
Ottawa, ON K1P 1J1

Ottawa Film Office
104-55 Murray St.
Ottawa, ON K1N 5M3

Notification of Filming to Residents and Businesses

Production companies are required to notify residents and businesses within a one block radius of the film location, or as otherwise instructed by the Film Office, at least three (3) days in advance of filming. Production companies may use the "Notice to Residents and Merchants" [template](#) or they may develop their own. The notification must, at a minimum, include:

- Name of the production company
- Name of the filming project
- Duration and location of filming
- Description of what will take place during filming and potential impacts to residents/businesses
 - Street parking restrictions
 - Sidewalk usage
 - Road and lane closures
 - Planned special effects or stunts
- Contact information for the production company
- Contact information for the Ottawa Film Office (613-695-1955 / info@ottawa.film)

The production company must provide a copy of the notification to the Film Office before distributing it and notify the Film Office of any concerns identified by the noticed parties. The Film Office will notify the City, Ward Councillor and local Business Improvement Areas.

Restrictions on Hours/Days for Filming

The hours for filming and setup must be clearly defined within the Filming Application. Where deemed necessary, the City may limit the hours for filming and setup.

Filming in residential areas must take place between 7:00 a.m. and 11:00 p.m., unless written consent is received from a majority of affected residents.

Parking

The Film Office can assist with finding suitable parking for production vehicles within the municipality. Production companies requiring reserved parking spaces for production must complete a [Parking Permit Application](#) and submit it to the Film Office, at least three (3) business days in advance of filming.

Production vehicles parking on municipal streets must place a copy of the parking permit in their windshield. Where paid parking is disrupted as a result of filming activity, the production company will be required to compensate the City for lost revenue at a rate determined by the City, based on the location.

Production vehicles must adhere to all applicable by-laws and not block accessible parking spaces, fire hydrants, driveways or other access/egress ramps. Vehicles must also be parked nine (9) meters or more from intersections.

Bus stop zones are considered no parking zones and must be adhered to. Requests for relocation of bus stops must be submitted to the Film Office, at least five (5) business days in advance of filming and will be reviewed on a case-by-case basis by OC Transpo. Bus stop zones are 34m on approach and 18m on egress.

It is the responsibility of the production company to make alternate arrangements for residents in possession of a valid street-parking permit whose vehicles are displaced by filming activity. Relocating vehicles by towing to accommodate filming or parking is not permitted.

Traffic

Filming on a street or sidewalk in the City requires approval, particularly if there is a need for street closures or intermittent traffic stoppages. Production companies proposing to close lanes of a roadway, or a complete closure of a roadway, are required to complete a [Road Closure Request Form](#), and submit it to the Film Office, at least five (5) business days in advance for a non-arterial road closure and ten (10) business days in advance for an arterial road closure. Traffic Services will advise on the need for barricades, Traffic Control Plans (based on Book 7 of the Highway Traffic Manual) and Ottawa Police Services Paid Duty Officers.

Lane closures are not normally permitted on major collector and arterial roads during the peak periods of 6:00 – 9:00 a.m. and 15:00 – 18:00 p.m., Monday to Friday. Complete closures are not normally permitted on arterial roads from 7:00 a.m. – 18:00 p.m, Monday to Friday. Lane and road closures on non-arterial roadways are assessed on a case-by-case basis. Transportation Services, in conjunction with Ottawa Police services, will review all requests.

Additional costs may be charged prior to filming for incidental costs related to transit detours as well as covering, altering, removing and/or reinstalling traffic or street signs.

Where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to the Ontario Highway Traffic Act, unless a road is closed for filming.

Please note, filming on controlled access highways, the Transitway, light rail, arterial roadways, and major collector streets requires special consideration. The Transitway and O-Train are private roadway/property and require approval by the General Manager or designated authority of Transportation Services.

Municipal Parks

The City of Ottawa has a wide range of park and outdoor event sites available for filming. Production companies are required to complete a [Parks Application](#), and submit it to the Film Office, at least three (3) business days in advance of filming. Extra fees may apply depending on the space(s) being sought.

Municipal Owned/Operated Buildings

The City of Ottawa has many unique indoor facilities ranging from City Hall to libraries and recreation centres, available for filming. Extra fees may apply depending on time of entry and security requirements.

Firearms and Gunfire

Any gunfire audible to the public, or firearms, including prop guns, visible to the public (whether fired or not), requires a Paid Duty Officer to be in attendance during the filming as determined by Ottawa Police Service. Ottawa Police, Fire and Paramedic Services require a minimum of seven (7) business days notice for the use of firearms and gunfire. The production company shall observe and comply with all applicable Federal, Provincial and local laws pertaining in any way to the use of firearms and is responsible for obtaining all required approvals and permits related to the use of firearms.

Stunts, Special Effects and Pyrotechnics

All staged violent scenes, stunts and special effects, or large crowd scenes which could result in crowd crushing injuries, require the approval of Ottawa Police, Fire and Paramedic Services to ensure that public safety issues are addressed and adequate resources are secured. This includes the use of large stunts (requiring pyrotechnics), physical and performing stunts that require the presence of emergency personnel or picture vehicles for chase and/or crash scenes. When deemed necessary, Paid Duty Officers and/or Paramedics may also be required.

Production companies proposing the use of pyrotechnics and or discharged fireworks are required to complete a [Pyrotechnics Approval Form](#) and submit it to the Film Office, at least thirty (30) business days in advance of filming. The production company shall observe and comply with all applicable Federal, Provincial and local laws pertaining in any way to the use of pyrotechnics and or discharged fireworks and is responsible for obtaining all required approvals and permits related to the use of pyrotechnics and or discharged fireworks.

In some instances, production companies may be asked to submit a copy of their emergency and site plan(s) that include their strategy for responding to injuries and medical emergencies as well as identify any first aid or medical response provider(s) contracted to support the production. If there is no emergency plan in place, the Ottawa Paramedic Service Special Operations Unit is available to assist production companies in developing one and will ensure the appropriate Paid Duty resources are on site.

Use of Police, Fire and Paramedic Equipment, Vehicles and Personnel

The Film Office will assist production companies in determining the need for Paid Duty emergency staff as well as obtaining approvals for companies wishing to film emergency service equipment, vehicles and/or personnel.

Use and Filming of OC Transpo Equipment, Vehicles and Personnel

Approval is required prior to filming and/or using any OC Transpo logos, equipment, vehicles, personnel and/or property. The Film Office can assist production companies in obtaining approvals.

Disruption to Residents and Businesses

The production company must ensure there is a minimum disruption to residents, businesses, and that there is a safe movement of traffic, which includes, but is not limited to:

- Minimizing negative effects from lighting, noise, pollution etc.;
- Ensuring residents, business owners, customers, and visitors have access to premises; and
- Ensuring that production staff conduct themselves in a safe, professional and respectful manner.

Clean-Up

Production crews must clean the location at the end of each filming day and ensure that the area is returned to its original condition.

If exceptions are required, the production company must get approval from the Film Office and the production company will be billed accordingly.

Materials and debris are not to be washed into catch basins. Grey water must be collected and must be disposed of in a sanitary sewer. Grey water must not be disposed of in a storm sewer.

The production company is responsible for any damage to City property or infrastructure that is beyond normal wear and tear.

Unmanned aerial vehicles (UAVs)

Transport Canada requests a minimum of 20 days' notice prior to filming using unmanned air vehicles.

Transport Canada approves the use of unmanned aerial vehicles (UAVs) for filming purposes through the issuance of a Special Flight Operations Certificate (SFOC).

The UAV operator applies to Transport Canada – Special Flight Operations to obtain the certificate.

For more information on the process of applying for an SFOC please visit the [Transport Canada website](#).

Remotely Piloted Aircraft Liability Insurance with respect to owned or non-owned aircraft used directly or indirectly in the performance of their operations, including use of additional premises, shall have limits of not less than \$5,000,000 inclusive per occurrence for bodily injury, death and damage to property including loss of use.

Once the film company informs the Film Office that a UAV will be used in a film shoot, it will be determined if a road closure is required, and if site meetings with the appropriate internal and external stakeholders are required.

The production company must notify area residents and businesses in its letter of notification that filming will involve the use of a UAV.

City By-Laws, Policies and Procedures

The following list provides a summary of the most commonly referenced By-Laws with respect to filming activities. This list is not intended to be a complete listing of all applicable City By-Laws. Production companies are responsible for ensuring that they are aware of and comply with all relevant City By-Laws, in addition to all applicable provincial and federal legislation.

[Animal Care and Control \(By-law No. 2003-77\)](#)

[Discharge of Firearms \(By-law No. 2002-344\)](#)

[Encroachments on City Highways \(By-law No. 2003-446\)](#)

[Fireworks \(By-law No. 2003-237\)](#)

[Idling Control \(By-law No. 2007-266\)](#)

[Noise \(By-law No.2017-255\)](#)

[Over-dimensional Vehicles on City Highways \(By-law No. 2003-497\)](#)

[Parking \(By-law No. 2003-530\)](#)

[Property Standards \(By-law No. 2013 - 416\)](#)

[Road Activity \(By-law No. 2003-445\)](#)

[Smoke-free – Public Places \(By-law No. 2001-148\)](#)

[Special Events on City Streets \(By-law No. 2001-260\)](#)

[Special Events on Public and Private Property \(By-law No. 2013-232\)](#)

[Temporary All-Terrain Vehicles & Other Vehicles \(By-law No. 2013-199\)](#)

[Temporary Signs on Private Property \(By-law No. 2004-239\)](#)

[Transit \(By-law No. 2007-268\)](#)

[Use and Care of Roads \(By-law No. 2003-498\)](#)

[Zoning \(By-law No. 2008-250\)](#)

City of Ottawa By-Laws can be accessed through the City's website at <https://ottawa.ca/en/residents/laws-licenses-and-permits/laws/law-z>

Code of Conduct for Cast and Crew

TO THE PUBLIC: If you find a production company is not adhering to this Code of Conduct, please call the Ottawa Film Office at 613-695-1955, Monday-Friday between the hours of 8:30am and 5pm or e-mail info@ottawa.film

1. When filming in a neighbourhood or business district, proper notification is to be provided to each merchant or resident directly affected by filming activity (this includes parking and base camp areas). The filming notice shall include:

- Name of the production company
- Name of the filming project
- The duration and location of filming
- Description of what will take place during filming and potential impacts to residents/businesses
 - Street parking restrictions
 - Sidewalk usage
 - Road and lane closures
 - Planned special effects or stunts
- Contact information for the production company
- Contact information for the Ottawa Film Office

2. Production vehicles arriving on location in or near a residential neighbourhood shall not enter the area before the time stipulated on the permit. Production vehicles shall park one by one, turning off engines as soon as possible. Cast and crew vehicles are not covered by the parking permit and shall observe designated parking areas noted by location managers. This shall appear on the call sheet map. Filming only takes place between 7:00am and 11:00pm unless residents are surveyed and a majority has given their approval (written approval where possible, name and address noted if homeowner / tenant / business owner has no objection but does not wish to sign).

3. Moving or towing of any third party vehicle by the production company is prohibited.

4. Production vehicles shall not block, or park in, driveways without the express permission of the driveway owner.

5. Pedestrian traffic shall not be obstructed at any time without prior approval. All cables and similar items must be channeled.

6. Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.

7. No alcoholic beverages are permitted at any time on any set or location.

8. All trash must be disposed of properly upon completion of the meal. All napkins, plates, and coffee cups used in the course of the work day shall be disposed of in the proper receptacles. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.

9. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers. The City of Ottawa does not permit smoking in any Public Place or workplace.

10. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority (existing City by-laws) or property owner.

11. Film crew shall not remove City street signs. This must be coordinated through the Ottawa Film Office who will make a request to Traffic Services.
12. Every member of the cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language.
13. Crew members shall not display signs, posters, or pictures on vehicles that members of the public may find offensive or objectionable (i.e. material containing vulgar language or sexual content).
14. Every member of the crew shall wear a production pass (badge) when required by the location.
15. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
16. It is up to the production company to make alternate off-street parking arrangements for residents in possession of a valid street parking permit for that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
17. The company will comply at all times with applicable City of Ottawa By-laws regarding location filming and the guidelines for filming in the City of Ottawa. A copy of the filming approval letter shall be on location at all times with the location department.
18. The company commits to providing a safe and respectful workplace for all cast and crew, free of harassment including sexual harassment, discrimination, bullying and violence.
19. The production company appreciates your cooperation and assistance in upholding the code of conduct. Failure to comply with this code of conduct can result in disciplinary action by the production company or your Union, Guild or Association.