

<b>POLICY NAME:</b>	<b>Filming</b>
<b>POLICY NUMBER:</b>	<b>1.13</b>
<b>APPROVING AUTHORITY:</b>	<input checked="" type="checkbox"/> Legislative (Council Approved) <input type="checkbox"/> Administrative (CAO Approved)
<b>DATE ADOPTED:</b>	July 12, 2010
<b>LAST AMENDED:</b>	May 5, 2025

### PURPOSE

The purpose of this policy is to encourage filming in the Village of Harrison Hot Springs with a minimum of inconvenience to residents.

### GOALS

1. Protect the citizens' rights to the quiet use and enjoyment of both public and privately owned lands;
2. Recover all direct costs and expenses incurred by the Village during film production, including any damage to public or private property, to be paid by the film company if applicable;
3. Establish the Village as an attractive and responsive environment for filming; and
4. Support the local economy.

### POLICY

#### 1. Film Permit Procedures

To achieve the stated goals and to deal with the requests of filming companies in a timely fashion, the Village's Community Services staff are authorized to act as Village's Film Coordinator. The nature of the film industry and the subsequent requests received by the Village's Film Coordinator require that prompt responses to the various requests be provided. The Village's Film Coordinator is authorized to perform the following functions:

- (a) assess the impact on the community to ensure that the public interests are protected;
- (b) establish terms and conditions under which approvals are granted;
- (c) provide approval or denial of the request;

## **2. Film Permit Fees**

Film Permit fees will be as outlined in Miscellaneous Fee Bylaw No. 1049, 2014 as amended from time to time.

## **3. Security Deposit**

Prior to the issuance of a Film Permit, the applicant may be required to provide a refundable security deposit depending on the nature of the filming activities. The Filming Coordinator is authorized to set the security deposit on a case-by-case basis, with an amount not to exceed \$5,000. The security deposit will be returned in full upon completion of the filming, provided that the Film Coordinator is satisfied that there was no damage to Village property that resulted from the filming. If damage occurs and repairs are required, the costs of the repairs and administration charges will be deducted from the security deposit.

## **4. Insurance**

The applicant must provide to the Village a Certificate of Insurance indicating that the applicant has obtained Comprehensive General Liability Insurance in the amount of \$5,000,000 naming the Village as an additional insured party.

## **5. Business Licence**

The applicant must hold a valid Village of Harrison Hot Springs Business Licence.

## **6. Schedule and Map of Filming**

The applicant must submit a map and filming schedule at the time of applying for the Film Permit. Filming must only take place at the locations and during the dates and times as approved by the Film Coordinator. Any changes to filming dates, times or locations must be provided in writing to and approved by the Film Coordinator.

## **7. Indemnity**

By applying for the Film Permit, the applicant agrees to indemnify and hold harmless the Village of Harrison Hot Springs, its elected or appointed officials, officers, employees and agents from and against all actions, proceedings, costs, damages, expenses, claims and demands whatsoever and by whomsoever brought or made against the Village or its said elected or appointed officials, officers, employees or agents, resulting directly or indirectly from the filming activities.

<b>RECORD OF AMENDMENTS</b>	
<b>DATE AMENDED</b>	<b>SUMMARY OF AMENDMENTS</b>
May 5, 2025	Update staff titles, responsibilities, fees, liability, applicant to require insurance, addition of security deposit,