

## Key Requirements

- Letter of application 10 business days in advance
- \$500 administrative fee and donation to a community project
- Insurance – \$10 million

## Primary Municipal Contact

**Thomas (Thom) Gettinby**  
Deputy Clerk-Administrator  
Email: [tgettinby@townshipofbrock.ca](mailto:tgettinby@townshipofbrock.ca)  
705-432-2355 Ext. 239 / 1-866-223--7668  
Fax: 705-432-3487

### Corporation of the Township of Brock

PO Box 10  
1 Cameron St. E., Cannington ON L0E 1E0  
[www.townshipofbrock.ca](http://www.townshipofbrock.ca)

### Alternate

Judy Avery  
Director of Public Works  
Email: [javery@townshipofbrock.ca](mailto:javery@townshipofbrock.ca)  
705-432-2355 Ext. 242  
Fax: 705-432-3487

## Film Permit Application Process

1. Applications to film within the Township of Brock to use public property and/or streets must be submitted in letter form at least 10 business days (excluding weekends and holidays) PRIOR to the proposed date(s), addressing the following:

- full contact information for the production company, including location manager, production manager, address, telephone, fax and cell numbers;
- name of the project, type of production (film, television, commercial, other) and a brief synopsis;
- the anticipated pre-production, filming and wrap dates and times;
- specific filming locations;
- the anticipated number and type of picture, production and crew vehicles, together with a parking plan;
- proposed pyrotechnic and/or other special effects (including gunfire);
- anticipated traffic stoppages and/or temporary road closures, and estimated duration.

2. On receipt, applications will be forwarded to Council for approval. In the event that Council cannot address the application in a timely manner, senior staff may approve the application and provide appropriate notification to Council.

3. Where it is determined that approvals from other agencies may be required (e.g. the Regional Municipality of Durham, or police) staff will provide appropriate contact information to the film company.

4. Staff will also provide contact information for the relevant Business Association and/or Chamber of Commerce in order that the film production company can provide written notification to these parties.

5. Once approved, the film production company will be required to provide the following:

- proof of insurance, naming the Corporation of the Township of Brock as an additional insured in the amount of \$10 million;

## Film Permit Application Process

- a certificate of coverage from the Ontario Workplace Safety and Insurance Board;
- written confirmation that the relevant Business Association and/or Chamber of Commerce has been notified (see Filming Guidelines for content);
- written confirmation that all residents and business owners that may be affected have been notified (see Filming Guidelines for content);
- copies of any required permits from other agencies.

6. The film production company will be required to pay an administrative fee of \$500 per occasion to offset staff time involved to coordinate required services from the municipality. In addition, given that the Township does not charge a daily permit fee, contributions to the municipality for streetscape beautification projects would be sincerely appreciated.

## Filming Guidelines

### Notice:

1. Film companies must provide five (5) days in advance written notice to the Beaverton Chamber of Commerce, Cannington Business Association, and/or Sunderland Business Association (as appropriate) of the intention to film within the respective community. The notice should contain the following information:
  - full contact information for the production company, including location manager, production manager, address and telephone numbers;
  - the anticipated pre-production, filming and wrap dates (including time of day);
  - the nature of the film production (story line etc.);
  - the anticipated number and type of picture, production and crew vehicles, together with a parking plan;
  - proposed building facade changes;
  - proposed pyrotechnic and/or other special effects (including gunfire);
  - anticipated traffic stoppages and/or road closures, and estimated duration.
2. Film companies must provide at least three (3) days in advance written notice to all residents and/or businesses which may be directly or indirectly affected as a result of the film production. Notice should contain the same information as required in item #1.
3. Film companies wishing to change the facade of any building and/or use private property must arrange for permission directly from the property owner. The municipality will not authorize the use of private property nor attempt to negotiate the use of same on behalf of the film company.
4. Film companies must be prepared to discuss compensation and/or other matters with any business owner and/or resident which may be adversely impacted as a result of the production activity. Requests for compensation could be received for the use of private property and/or the loss of income for a business as a result of the film production. The municipality acknowledges that such arrangements are strictly between the film production company and the business/resident and will not intervene and/or negotiate on anyone's behalf.

### Traffic & Parking

5. No production vehicles shall block driveways, business entrances or fire hydrants. The film company must make arrangements for the parking of such vehicles so as not to interfere with on-street parking (particularly in the central business district of the urban areas). Depending on the location, the Municipality may restrict the number of production vehicles.

## Filming Guidelines

6. Temporary road closures and/or intermittent traffic stoppages must be approved by the Township of Brock and/or the Regional Municipality of Durham (for Regional roads) prior to filming. Pay duty police officers must be retained in the event of intermittent traffic stoppages. The film company shall be responsible for all required signage to guide motorists and/or pedestrians around the site.

7. No permanent or temporary fixtures or road signs shall be covered, removed or altered without the written approval of the Township of Brock.

8. Access for emergency vehicles (police, fire and ambulance) shall be maintained AT ALL TIMES.

9. Permits for the use of Regional roads must be obtained from The Regional Municipality of Durham.

### **Pyrotechnics, Simulated Gunfire & Special Effects**

10. The film company must notify the Township of Brock Fire Department as to the specific nature of pyrotechnics to be employed, and the date of their use. All use of pyrotechnics, simulated gunfire or other special effects must be pre-approved by the Township of Brock. The film company may be required, at the discretion of the Township of Brock, to ensure that qualified supervisory police personnel, such as a paid-duty member of the Bomb Disposal Unit or Emergency Task Force be present during the use of pyrotechnics or simulated gunfire. The Township reserves the right to deploy fire department personnel at the film company's expense, should it be warranted.

### **General Provisions**

11. The film company shall be responsible for cleaning of the the location site(s) at the end of each filming day (including the removal of litter) with a minimum amount of noise and disruption to surrounding residents and business owners. In addition, the film company shall be responsible for restoration of the location site(s) to the original condition, prior to filming.

12. The film company must respect the privacy of our residents/business owners and their right to have quiet enjoyment of their property. Attention must be paid to avoid excessive disruption by means of discourteous conduct, noise, lighting or vehicle idling.

13. The film company shall be responsible for any out-of-pocket expenses incurred by the Township of Brock related to the use of municipally owned property. In addition, use of Township-owned buildings by the film company shall be subject to the normal rental rates in effect at that time.

14. Film companies will be responsible for employing security throughout the film production dates on a 24-hour basis.

15. The film company must acknowledge that additional requirements and guidelines may be imposed at the discretion of the Township of Brock, depending on the specific requirements of the film company.

## Municipal Services

### **Chamber of Commerce / BIA**

Beaverton District Chamber of Commerce

705-426-2051

Email: [chamber@beavertononlakesimcoe.com](mailto:chamber@beavertononlakesimcoe.com)

[www.beavertononlakesimcoe.com](http://www.beavertononlakesimcoe.com) (Community directory on website)

Cannington Business Association

705-432-3398

Sunderland Business Association

705-357-3456

### **Conservation Authorities**

Kawartha Conservation Authority

Wanda Stephen, Director, Corporate Services

705-328-2271 Ext. 226 / 1-800-668-5722

Email: [wstephen@kawarthaconservation.com](mailto:wstephen@kawarthaconservation.com)

[www.kawarthaconservation.com](http://www.kawarthaconservation.com)

Lake Simcoe Region Conservation Authority

Ken Neale, Manager, Corporate Communications

905-895-1281 Ext. 243

Email: [k.neale@lsrca.on.ca](mailto:k.neale@lsrca.on.ca)

[www.lsrca.on.ca](http://www.lsrca.on.ca)

### **Fire Department**

Rick Harrison, Brock Township Fire Chief

705-432-2355 Ext. 233

E-mail: [rharrison@townshipofbrock.ca](mailto:rharrison@townshipofbrock.ca)

### **Garbage Disposal**

Brock Landfill Site

705-437-2933

[www.region.durham.on.ca/works/waste/wastedisposalsites.htm](http://www.region.durham.on.ca/works/waste/wastedisposalsites.htm) (map & info)

### **Hospitals**

Lakeridge Health – Port Perry Hospital

451 Paxton St.

Port Perry ON L9L 1A8

905-985-7321

[www.lakeridgehealth.on.ca](http://www.lakeridgehealth.on.ca) (map on website)

Ross Memorial Hospital

10 Angeline St. N.

Lindsay ON K9V 4M8

705-324-6111

[www.rmh.org](http://www.rmh.org) (map on website)

## Municipal Services

Soldier Memorial Hospital  
170 Colborne St. W.  
Orillia ON L3V 2Z3  
705-325-2201  
[www.osmh.on.ca](http://www.osmh.on.ca)

### Museums & Historical Information

Beaver River Museum – [www.btehs.org](http://www.btehs.org)  
Cannington Historical Society – [canningtonsecretary@brockhistoricalsocieties.ca](mailto:canningtonsecretary@brockhistoricalsocieties.ca)  
Sunderland Historical Society – [sunderlandpresident@brockhistoricalsocieties.ca](mailto:sunderlandpresident@brockhistoricalsocieties.ca)

### Parking & Enforcement

Jen Holder, Brock By-Law Enforcement Officer  
Email: [jholder@townshipofbrock.ca](mailto:jholder@townshipofbrock.ca)  
(705) 432-2355 Ext. 229  
Fax: (705) 432-3487

### Parks

Township of Brock - Thomas (Thom) Gettinby  
Email: [tgettinby@townshipofbrock.ca](mailto:tgettinby@townshipofbrock.ca)

### Police & Pay Duty Service

Durham Regional Police Services  
Headquarters: 605 Rossland Rd. E., PO Box 911  
Whitby ON L1N 0B8  
Durham East: 905-579-1520  
Durham West: 905-683-9100  
Toll Free: 1-888-579-1520  
[www.drps.ca](http://www.drps.ca)

- Explosive Disposal Unit (EDU)  
Sgt John Taylor – [jtaylor@drps.ca](mailto:jtaylor@drps.ca)  
Sgt Loxley Colquhoun – [lcolquhoun@drps.ca](mailto:lcolquhoun@drps.ca)  
905-579-1520 Ext. 5302
- Pay Duty Bookings  
Leslie Cherry  
905-579-1520 Ext. 4352  
Email: [lcherry@drps.ca](mailto:lcherry@drps.ca)  
Rates: [www.drps.ca/netscape/over\\_the\\_counter/index.asp](http://www.drps.ca/netscape/over_the_counter/index.asp)

### Water Hydrants

Region of Durham - Sunderland Depot  
Regional Rd 10  
Sunderland ON L0C 1H0  
705-357-3140  
Fax: 705-357-1460  
[www.region.durham.on.ca/works/](http://www.region.durham.on.ca/works/)  
(Select Listing of Services for maps and more information)