

Key Requirements

- Application should be submitted 10 business days in advance
- Location fee
- Required for filming on streets and property, including parks and facilities, under the jurisdiction of the Corporation of the Town of Whitby
- Insurance – \$5 million

Primary Municipal Contact

Sue Estrela, Film Officer

Supervisor of Events, Tourism & Culture
Community & Marketing Services Department
Email: estrelas@whitby.ca
905-430-4300 Ext. 2353
Fax: 905-686-5696

Corporation of the Town of Whitby

575 Rossland Rd. E.
Whitby ON L1N 2M8
www.whitby.ca

Alternate

Martha A. Pettit, Film Permits
Deputy Clerk, Town of Whitby
Email: pettitm@whitby.ca
905-430-4300 Ext. 2226
Fax: 905-686-7005

Documentation

1. A Film Location Permit application and a certificate of insurance to be provided with the following requirements appearing on the certificate:
 - a) General Comprehensive Public Liability Insurance in the minimum amount of five million dollars (\$5,000,000).
 - b) The Corporation of the Town of Whitby named as an additional insured.
 - c) A Cross Liability/Severability of Interest Clause that is defined as follows:

This insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one insured by any other insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. Any breach of a condition of the policy by any insured shall not affect the protection given by the policy to any other insured.

The inclusion herein of more than one insured shall not operate to increase the limit of liability under this policy.
 - d) Includes the Film Production company's legal liability to an acceptable amount.
 - e) The Corporation of the Town of Whitby's Hold Harmless Agreement against any and all claims, demands, awards, judgements, actions and proceedings brought, filed or prosecuted in respect of the film production as per Attachment No. 2.
2. Parking Control Plan.
3. Traffic Control Plan.

Documentation

4. Copy of letter to residents and/or businesses.
5. A list of site production personnel (e.g. Location Manager, Production Co-ordinator, Producer, Director and Stunt Co-ordinator (if applicable) and cellular telephone numbers where staff may be reached during production hours).
6. Specific details of the streets affected by intermittent traffic stoppages, including position of the production vehicles, the position of the pay duty police officers, number of occasions, and the days the traffic stoppages will occur.

Film Location Permit Terms & Conditions

1. An application for a permit shall be completed and returned not later than 10 working days, exclusive of Saturdays, Sundays and holidays, prior to the event. This permit must be retained for inspection during production.
2. The applicant must provide General Liability Insurance, obtain the approval of all the designated agencies and agree to comply with any conditions imposed. Failure to comply will void the permit and require a new application to be made.
3. The applicant must, when it is deemed necessary by the Town, to have adequate signage to guide the motorist or public around the site as directed by the Public Works Department.
4. All barricades, signs and signals shall be to the satisfaction of the Public Works Department.
5. Through traffic must be maintained at all times.
6. When approved by the Town of Whitby, traffic may be stopped in any direction for no longer than three-minute intervals.
7. Pay duty police officers must be on site when traffic is stopped for any length of time in any direction.
8. All public roads and properties used for filming or parking must be stated on the permit.
9. No permanent or temporary fixtures or road signs may be covered, removed or altered in any way without express written approval from the Town of Whitby.
10. Vehicular and pedestrian access to all properties must be maintained.
11. The applicant must, when it is deemed necessary by the Town, obtain the written consent of all property owners affected by the production.
12. Any required maintenance and the repair of any Public roadway or property will be carried out by the Municipality, at the expense of the applicant.
13. The applicant must, when refuse collection will be interrupted as the result of filming, be responsible for making alternate arrangements which are satisfactory to the Municipality and the affected property owners.
14. All vehicles forming part of the production, which exceed the maximum width restrictions of the Highway Traffic Act, shall be escorted to and from the film location by the Police.

Film Location Permit Terms & Conditions

15. The applicant shall be responsible for all costs, including lost revenue, associated with the reservation or removal of parking meters.

16. The applicant shall be responsible for the removal of litter and restoration of the site.

Film Policy

1. An application for location filming, except for current affairs and newscasts, on streets and property under the jurisdiction of the Corporation of the Town of Whitby shall be processed by the Clerk's Office. A Film Location Permit will be issued for all location filming. An application for a Film Location Permit must be made to the Clerk's Office not less than ten (10) business days in advance of filming.

2. The applicant must supply a certificate of insurance for general comprehensive liability insurance in the amount of \$5,000,000, naming the Corporation of the Town of Whitby as the co-insured. The applicant shall complete the Town of Whitby Hold Harmless Agreement.

3. The applicant must pay daily rental fees to film or park production/crew vehicles at a Town park or Town facility. All fees required will be determined by the Director of Parks and Recreation or other Town Department supervisor responsible for a specific Town facility.

4. Location filming on streets in residential areas will be limited to two (2) occasions per year, minimum one (1) day to maximum seven (7) days per occasion, for each residential block. The film occasion shall be extended to accommodate delays, such as due to weather, subject to the express written approval of the Town. Location filming beyond two (2) occasions per residential block per year shall be permitted subject to all affected residents being notified in advance and the majority of which express no objections, to the satisfaction of the Town.

5. It is the responsibility of the Clerk's Office to advise the Members of Council and Town Departments when a Film Location Permit is approved.

6. The applicant must at all times comply with the Town's parking regulations, unless otherwise exempted, subject to the express written approval of the Town.

7. The applicant must submit a Parking Control Plan indicating the number of vehicles carrying equipment involved in the production. Film crew is responsible for finding parking for private vehicles and will be required to pay all related parking fees or fines.

8. A Traffic Control Plan shall be submitted for approval, such plan to include limits of proposed temporary traffic stoppages, location and description of traffic control signs and barricades. All public roads and properties used for filming or parking, must be stated on the permit.

9. The Town of Whitby Noise By-law must be adhered to at all times. No activity will be permitted during restricted hours with the express written approval of the Town. Filming between 8:00 p.m. and 7:00 a.m. shall not be approved unless all affected residents and business have been notified in writing and have not expressed any objection.

10. Heavy equipment and film production vehicles are not permitted to arrive or leave the film site between the hours of 8:00 p.m. and 7:00 a.m., without the express written approval of the Town. All vehicles associated with filming, which exceed the maximum dimension or weight restrictions, must have a valid moving permit approved by the Town.

Film Policy

11. Adequate signage, barricades, caution tape, cones, etc., to guide motorists and pedestrians around the film location site, shall be provided, erected, maintained and removed by the applicant, as directed by the Town, or the Durham Regional Police Service.
12. Film production vehicles must not block fire hydrants, fire routes, stop signs and traffic signals. Driveways or other access ramps must not be blocked without the express written approval of the Town.
13. No permanent, temporary fixtures, road signs, parks or facilities signs may be covered, removed or altered in any way, without the express written approval of the Town.
14. Vehicular and pedestrian access to all properties must be maintained. Relocation of vehicles by towing to accommodate filming or parking shall not be permitted. All vehicles forming part of the production, which exceed the maximum width restrictions of the Highway Traffic Act, shall be escorted to and from the film location by Police.
15. Subject to the express written approval of the Town, traffic may be stopped in any direction for no longer than three (3) minute intervals. Pay duty police officers must be on site when traffic is stopped for any length of time in any direction. Traffic must completely clear before the next stoppage will be allowed.
16. Residents shall be free from the interference of filming, such as but not limited to, spillover lighting or exhaust fumes, that may affect their ability to enjoy their property.
17. Affected residents and businesses must be notified in writing by the applicant in advance of the duration and location of the filming including any planned interruption with pedestrian or vehicular traffic. Advanced Notification – Letter to Residents and/or Businesses.
18. Any required maintenance and/or repair of any public roadway or property will be carried out by the Town, at the expense of the applicant, unless otherwise authorized in writing by the Town.
19. The applicant must, when refuse collection will be interrupted as a result of filming, be responsible for making alternate arrangements which are satisfactory to the Town and the affected property owners.
20. The applicant shall be responsible for all costs, including lost revenue, associated with the reservation of parking meters and removal of street signs. Any removal and replacement of street signs will be carried out by the Town, at the expense of the applicant.
21. The applicant shall be responsible for the removal of litter and restoration of the film site. Production crews will clean the filming location at the end of each filming day to the satisfaction of the Town. If, in the opinion of the Town, the location is not properly cleaned, the Town shall undertake to do the work, and the associated costs shall be deducted from the applicant's security/damage deposit. If costs are in excess of the security/damage deposit, the applicant shall pay the balance forthwith upon receipt of an invoice.
22. The applicant is responsible for any expenses related to the use of Town properties, equipment and facilities. Such expenses include, but are not limited to, building or park rental fees, personnel services and equipment costs.
23. It is the responsibility of the applicant to ensure their staff operates in a safe and professional manner in the course of their duties. If the production company employees, agents or contract staffs are working on Town property, the production company shall be aware of and conform to all governing regulations, including those established by the Town related to employee health and safety. In such cases, the applicant shall obtain and become familiar with the Town's Corporate Safety Health/Loss Control Plans.

Film Policy

24. Durham Regional Police Services and Town of Whitby Fire Emergency Services personnel are required for any detonation of pyrotechnic special effects. The production company shall be responsible for all associated costs. Permits for carrying and use of firearms must be obtained by the applicant. Inquiries regarding firearms permits may be made to Durham Regional Police Services.

25. The applicant shall comply with any other conditions or guidelines as deemed necessary by the Town Clerk or other Town Departments.

26. The Town Clerk shall refer the application to Council if the Town receives a written objection to the proposed temporary traffic stoppages, and for any other reason the Town Clerk deems appropriate.

27. The Town Clerk may withdraw the Film Location Permit at any time for non-compliance by the applicant with the Film Policy. If the applicant does not comply with the terms and conditions set out in the Film Location Policy and Film Location Permit, then the applicant forfeits the security/damage deposit without any further claim to the Town.

Advance Notification – Letter to Residents and/or Businesses

1. After the Film Location Permit has been received from the Clerk's Office, a letter from the Film Production Company must be sent to all affected area residents and businesses within a radius of 120 metres. The Film Production Company's letter must be received by residents and businesses at least five (5) days before filming commences so those potentially affected may respond if they so desire.

2. On the Film Production Company's letterhead be explicit about your filming event. State:

- title and type of production
- briefly describe the storyline
- provide dates and times you will be at the location, include set-up and wrap time
- fully describe special effects, such as detonations of pyrotechnics, etc.
- contact name and telephone number of Location Manager

3. Describe exactly what will be happening in the area. If there will be street dressing, or special effects, or intermittent traffic stoppage, the residents and businesses must be notified of these specific activities. Be specific if the filming will include night shooting and the hours of filming.

4. Inform the residents and businesses of where you propose to park your production vehicles if they could be potentially affected. It is up to the film company to find alternative parking arrangements suitable to the Town, residents and businesses.

5. Advise residents and businesses that pay duty police officers will be on site, if required.

Please convey to your crew that the residents and businesses are allowing you to be in their neighbourhood. The people and locations should be treated respectfully, fairly and courteously if there is to be any disruption their daily routines. This will encourage positive public relations and enhance future film location shoots by other production companies.

Municipal Services

Chamber of Commerce / BIA

Whitby Chamber of Commerce
128 Brock St. S.
Whitby ON L1N 4J8
905-686-4506
Fax: 905-686-1894
www.whitbychamber.org

Conservation Authorities

Central Lake Ontario Conservation Authority (CLOCA)
100 Whiting Ave.
Oshawa ON L1H 3T3
Mike Hrynyk, Superintendent
905-579-0411 Ext. 41
E-mail: mail@cloca.com
www.cloca.com

Fire Services

111 McKinney Dr.
Whitby ON L1N 5R5
Assistant Fire Chief, Prevention: Drew Armstrong
Administration: 905-668-3312
Fax: 905-430-8956
Email: armstrongd@whitby.ca

Garbage Disposal

Landfill Sites - Durham Region: 905-668-7721
www.region.durham.on.ca/works.asp?nr=/departments/works/waste/wastedisposalsites.htm (Map & info)

Hospitals

Lakeridge Health Oshawa
1 Hospital Court
Oshawa ON L1G 2B9
905-576-8711
www.lakeridgehealth.on.ca

Museums and Historical Information

Town of Whitby Facilities:
Lynde House Museum (at Cullen Central Park)
300 Taunton Rd. W.
905-668-6606

Captain James Rowe House
301 Front St. W.
905-668-7238

Whitby Archives
405 Dundas St. W.
Whitby ON L1N 6A1
Brian Winter
905-668-6531 Ext. 2022
Fax: 905-668-1940
Email: bwinter@whitbylibrary.on.ca

Municipal Services

Whitby Historical Society
123 Brock St. S.
Whitby ON L1N 4J9
905-556-9822
www.whitbyhistoricalsociety.com

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

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

Roads, Traffic Operations & Maintenance

Operation Services – Public Works
333 McKinney Dr.
Whitby ON L1R 3M2
905-668-3437 / 905-434-2034 (after hours)
Email: operations@whitby.ca

Water Hydrants

Region of Durham – Oshawa-Whitby Depot
825 Conlin Rd.
Whitby ON L1N 6A3
905-655-3344
Fax: 905-655-4067
www.region.durham.on.ca/works/
(Select Listing of Services for maps and more information)