

2020 City of Ottawa Film Guidelines

The City of Ottawa works closely with production companies to ensure Ottawa's television and film industry has the required supports to succeed.

The City of Ottawa's Event Central unit is responsible for coordinating municipal services and issuing Film Permits under the Ottawa Film By-law. Generally, production companies filming on City of Ottawa property should only need to engage with Event Central. However, with more complex production requests, Event Central may coordinate a meeting with key municipal business units and representatives from the production.

Application Process

As outlined in the Ottawa Film By-law, productions are required to apply to Event Central for a Film Permit five (5) business days in advance of the filming event.

Your filming event needs a Film Permit if the activities:

- require the use of any property that is owned or managed by the City of Ottawa (including the right-of-way);
- occurs on public or private property and includes the presence of replica weapons and/or replica emergency vehicles or uniforms visible to the public; and/or
- requires the provision of any City of Ottawa resources or the Ottawa Police Service.

In addition to submitting a completed Film Permit Application, production companies are required to provide the following documents:

- Indemnification Letter ([hyperlink to template](#));
- Bilingual notice to impacted residents/businesses ([hyperlink to template](#)); and
- Certificate of Insurance (see below for requirements).

Event Central will review your application and advise you of any conflicts or concerns no later than three (3) business days after receipt of the application.

Filming events requiring City of Ottawa highway closures, transit detours, Paid Duty Officers etc., may require additional time for approvals as well as documentation such as traffic plans, security plans and emergency plans. Please see the sections below for additional information.

Please note, incomplete packages cannot be processed and will delay the approval process.

Fees

There is no application fee to obtain a Film Permit; however, depending on your request, there may be costs incurred such as, but not limited to: parking fees, signage installation fees, City of Ottawa park use fees, Paid Duty Officers, Ottawa Fire Services personnel and equipment, Ottawa Paramedic Service personnel and equipment as well as a late fee for applications that are submitted less than five (5) business days in advance of the filming event.

Insurance

Prior to filming, production companies must provide the City of Ottawa with a certificate of comprehensive/commercial general liability insurance naming the City of Ottawa as the certificate holder as well 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's general mailing address is included on the certificate in the "certificate holder" category:

City of Ottawa

110 Laurier Avenue, West

Ottawa, ON K1P 1J1

Notification of Filming to Residents and Businesses

Production companies are required to notify residents and businesses impacted by a film production, as determined by Event Central on a case-by-case basis, at least forty-eight (48) hours in advance of filming. Production companies may use the “Notice to Residents and Merchants” template or they may develop their own. Notifications must be distributed in both French and English and include the following information:

- Location of the filming event;
- Date and time of the filming event;
- A description of what will take place during filming and potential impacts, such as, but not limited to, street closures, detours, and alternate access routes;
- The telephone number of the production company and a direct contact that will respond to resident inquiries; and
- The name and number of the Film By-law (No. #####).

Event Central may require that additional information be included. The production company must provide a copy of the notification to Event Central before distribution and must notify Event Central of any concerns identified by the noticed parties. Event Central will consult with the applicable City of Ottawa Departments as well as notify the Ward Councillor and local Business Improvement Area.

Restrictions on Filming Days/Hours

The days/hours for filming and setup must be clearly stated on the Film Permit Application. If necessary, the City of Ottawa 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

Event Central can provide assistance to locate suitable parking for production vehicles within the municipality. Production companies requiring reserved parking spaces must

complete the parking section of the Film Permit Application and submit it to Event Central at least five (5) business days in advance of filming.

Production vehicles parking on municipal streets must place a copy of the parking permit in their windshield. Production companies requesting the use of paid parking areas will be required to reimburse the City of Ottawa for lost revenue at a rate determined by the City of Ottawa's User Fee Policy.

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 be parked a minimum of nine (9) metres from an intersection.

Bus stop zones are considered no parking zones. Requests for relocation of bus stops must be submitted to Event Central at least ten (10) business days in advance of filming and will be reviewed on a case-by-case basis by OC Transpo. Bus stop zones are thirty-four (34) metres on approach and eighteen (18) metres 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 City of Ottawa street or sidewalk requires approval and an associated permit, particularly if there is a need for street closures or intermittent traffic stoppages. Production companies proposing to close roadway lanes or effect a complete closure of a roadway, are required to complete the Right-of-way Section of the Film Permit Application, and submit it to Event Central at least ten (10) business days in advance of filming. Event Central will direct these requests to Traffic Services for approval and to determine if there are additional requirements. The use of barricades, traffic control plans, (based on Book 7 of the Highway Traffic Manual), or Ottawa Police Services Paid Duty Officers may be necessary.

Lane closures are not normally permitted on major collector and arterial roads during the peak periods of 6:00 a.m. – 9:00 a.m. and 15:00 p.m. – 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 Service, will review all requests.

User fees are applicable for costs related to transit detours as well as covering, altering, removing and/or reinstalling traffic and/or street signs.

Where a moving vehicle is involved, the applicant shall adhere to 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 Film Permit Application at least five (5) business days in advance of filming in order to confirm availability and confirm the rental agreement. User fees may apply depending on the space(s) being considered.

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. User fees may apply depending on time of entry and security requirements. Event Central can provide a full list of municipal sites available for filming.

Firearms and Gunfire

Any filming events involving gunfire audible to the public, or firearms (including prop guns) visible to the public (whether fired or not), are required to submit a Film Permit

Application and may be required to have an Ottawa Police Paid Duty Officer onsite. The City of Ottawa requires a minimum of ten (10) business days for the use of firearms and gunfire. The use of replica fire arms should be indicated under the Additional Elements section of the Film Permit Application. 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, including large crowd scenes, which could result in injuries, require the approval of the relevant emergency 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 indicate the use of pyrotechnics under the Additional Elements section of the Film Permit Application and submit it to Event Central at least twenty-two (22) 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 items such as, but not restricted to; temporary structures, fencing, incendiary devices, their strategy for responding to injuries and medical emergencies and the identification of any first aid or medical response provider(s) contracted to support the production. The need for additional documentation will be determined by Event Central on a case-by-case basis.

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

Event Central will assist production companies in verifying paid duty requirements with the applicable services. Event Central will also assist in obtaining approvals for companies wishing to film emergency service equipment, vehicles and/or personnel. Requests for such approvals must be made to Event Central at least ten (10) business days before the filming event.

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. Event Central is available to assist production companies in obtaining approvals from the required departments.

Disruption to Residents and Businesses

The production company must ensure there is minimum disruption to residents and businesses. The safe movement of traffic must be ensured. This 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.

Approval from Event Central is required for any exceptions and applicable fees will apply.

Materials and debris are not to be washed into catch basins. Grey water must be collected and 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 of Ottawa 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 production company informs Event Central that a UAV will be used in a film shoot, it will be determined if a road closure is required. Site meetings with the appropriate internal and external stakeholders may be required.

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

City of Ottawa 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 of Ottawa By-laws. Production companies are responsible for ensuring

that they are aware of and comply with all relevant By-laws and all applicable provincial and/or 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>

2020 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 4:30pm 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:
 - The location of the filming event;
 - Date and time of the filming event;
 - A description of what will take place during filming and potential impacts such as, but not limited to, street closures, detours and the addresses alternate access route;
 - The name and number of this By-law;
 - The telephone number of the production company and a direct contact that will respond to resident inquiries;
 - Other information as determined by the Manager; and
 - 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 location filming permit and shall observe designated parking areas noted by location managers. This shall appear on the call sheet map. Filming may only take place between 7:00 a.m. and 11:00 p.m. 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 City's Event Central unit 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 production 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 is not be permitted.

17. The production company will comply at all times with the City of Ottawa Film By-law as well as all other applicable By-laws and guidelines for filming in the City of Ottawa. A copy of the production's Film Permit or exemption letter shall be on location at all times with the location department.
18. The production 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.

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