



Filming Policy
F-046-20

Effective Date:
March 25, 2020

Part 1

The Municipality of the District of Yarmouth recognizes the importance and significance of the film and television production industry to the community, and the direct and indirect benefits associated with this growing sector. The intent of this policy is to facilitate filming in the Municipality in such a manner that residents of the community are not unduly inconvenienced, the operations of the Municipality are not at risk, and the film industry can thrive.

Part 2

A process has been developed to provide for the assessment and coordination of filming projects, to ensure that the responsibilities of all parties are understood, and to ensure logistics and risks are managed.

Part 3

The following projects will be considered for on-location filming:

- 3. 1 Feature Films
- 3. 2 T.V. Commercials
- 3. 3 Documentaries
- 3. 4 Educational Films
- 3. 5 Films for Television
- 3. 6 Television Network Programs
- 3. 7 Music Videos
- 3. 8 Other projects as may be approved by MODY

Projects that may not be considered include those that seemingly condone the breaking of municipal by-laws, provincial or federal laws.

Part 4

All requests for filming shall be coordinated through the Economic Development Office and shall follow the attached regulations (Lights... Camera... MoDY!).

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



**Filming Policy
F-046-20**

Effective Date:
March 25, 2020

Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council members of Intent to Consider (7 days Min)	March 12, 2020
Date of Passage of current Policy	March 25, 2020

I certify that this Filming Policy F-046-20 was adopted by Council as indicated above.

Chief Administrative Officer

April 6, 2020
Date

Date last reviewed:

Date last amended:



Lights... Camera... MoDY!

This document contains the guidelines and procedures to be followed by production companies and individuals wishing to film in the Municipality of the District of Yarmouth.

**Filming
Guidelines**

Table of Contents

About MoDY.....	3
Purpose	3
Map of the Municipality.....	4
Testimonials	5
Applicable Individuals/Entities.....	6
News Media	6
Student Films	6
Production Companies.....	6
Process	6
Scope of Effort	6
Regular Track.....	6
Fast Track	7
Step 1	8
Step 2	8
Step 3	9
Step 4	9
Step 5	9
Step 6	10
Step 7	13
Step 8	13
In closing	13
Appendices.....	14
Regular Track Checklist & Timeline.....	14
Fast Track Checklist and Timelines	15
Production Information & Synopsis Form	0
Filming Approval Form.....	0
Pyrotechnic Approval Form	0
Hold Harmless	0
Indemnification Letter	1

Resident/Business Notification Letter	2
Location Agreement.....	4
List of municipal services for rent.....	0
Contact List.....	1

About MoDY

With just under 10,000 residents, the majority of whom can trace their heritage back to either the indigenous Mi'Kmaq, French, Colonial English European, or Black Loyalists, the Municipality of the District of Yarmouth (MoDY) provides a resource rich environment able to support this wide and culturally diverse tapestry. Many of the place names around the municipality reflect this rich mosaic; Chegoggin, Chebogue, Arcadia, Wellington, Cape Forchu and of course Yarmouth can all trace their names back to different nations.

MoDY is 586.65 km² in area (226.51 sq. mi.) and boasts over 570 km and 503 km of ocean and lake frontage respectively. Home to seven working wharves, an international airport, international ferry terminal, several quaint hamlets, both rural and suburban areas, MoDY is teeming with film locations. The architecture, landscapes and community types echo our cultural diversity.

Purpose

In an effort to stimulate economic development, the municipality has drafted this document to support and facilitate film production companies. This document is also intended to protect the personal and property rights of the residents and businesses and to ensure that filming is conducted in a manner that maintains the public's health and safety.

Additional information can be obtained by contacting:

MARK J. BLINN, MBA, MSCS
ECONOMIC DEVELOPMENT OFFICER

932 Highway 1, Hebron NS B5A 5Z5
Tel: 902-742-7159 CELL: 902-307-3492
Fax: 902-742-7557
Email: mark@district.yarmouth.ns.ca
WEB: <HTTPS://WWW.DISTRICT.YARMOUTH.NS.CA/>

Map of the Municipality



Testimonials

Our Municipality is no stranger to the film industry. Known for its rugged coastal beauty MoDY has attracted the attention of several film crews. It is no doubt the scenery that attracts the industry here but it is our friendliness and willingness to accommodate that keeps them coming.

Industry participants had this to say about our “partnership”.



“I’ve had the privilege of working on several tourism related projects with the Municipality of Yarmouth over the past three years. Working with Municipality of Yarmouth has always been a positive experience both in helping to coordinate shoots and in creating unique experiences that are a benefit to the region. Yarmouth and surrounding areas always provide our teams with beautiful back drops for captured exceptional footage that adds to the region and Nova Scotia as a whole.”

- **Andre Doucet, Director of Content Production, Trampoline Branding**

“From a film-making perspective the Municipality of Yarmouth has a lot to offer. The pristine landscapes with generous access to the Atlantic Ocean & the Bay of Fundy are the obvious pluses. There’s the main boulevard in Yarmouth with it’s ongoing fanciful restorations, the nostalgic street lamps and the fact that the street is not cluttered with any “spaghetti” from overhead electrical wiring that made for great backdrops. Access to U.S. via the Cat Ferry is a huge time saver when travelling. Several hotels offer drive-up for easy and secure gear handling. The region’s history of three cultures (Mi’kmaq, French/Acadian, and British Commonwealth) create a rich tapestry of homes, historical properties and other buildings to choose from. The older residences of Yarmouth and their recent restorations provide many more potential Victorian/Edwardian locations. But mostly it’s the people and the eagerness to help us out in any way they could that left the largest impression on us. Without their help our three productions would not have achieved the stellar results we were aiming for. We greatly look forward to our next production in the area.”

- **Jeffrey R. Fish, Directors/Producers, FPS ~ Filet Production Services, Inc.**



Applicable Individuals/Entities

Anyone wishing to film in the municipality will be viewed as falling under one of the three categories outlined below:

News Media

News media are not required to seek permission to film in the Municipality.

Student Films

Anyone filming under the student film category must abide by the policies and procedure set forth in this document unless otherwise informed. It is left to the Municipality's discretion as to the extent to which they wish to enforce these policies.

Production Companies

Anyone filming under this category must abide by the policies and procedures set forth in this document unless otherwise informed. It is left to the Municipality's discretion as to the extent to which they wish to enforce these policies.

Process

The process outlined below is intended to facilitate film-making in the municipality. However if you require clarification or have any questions, comments or concerns with this process, please contact the Economic Development Officer at 1 902 742 7159.

NOTE

This document assumes initial contact with the Municipality will happen at least six-seven months before filming/production activities begin. In the event where initial contact is less than six months and major site renovations/preparations to municipal property are needed, the ability to have all of the required documentation in place before filming is severely hindered.

Scope of Effort

Depending on a projects scope of effort, some of the steps may not be required to film in the municipality. That said all film projects **will need to complete** at a minimum **Steps 1, 2, 4 and 5**.provide process map

Regular Track

For those projects where filming will take place on/in a municipally owned asset and major alterations will take place or where there will be major interruptions to the residents of the municipality then the regular track will be required to be followed by the production company. **The Regular Track consists of Steps 1 to 8 inclusive.**

Fast Track

In the event a production company wishes to film in the Municipality and there is no alteration of municipal property and/or lands and the project in question is minimal in the amount of personnel required and minimal in the disruption felt by the residences, it is possible that the effort can follow the fast track. **The Fast Track consists of Steps 1, 2, 4 and 5. Summarize these steps below**

NOTE

Eligibility for the Fast Track process is at the sole discretion of the Municipality and will be determined based on the production information and synopsis form submitted by the applicant.

The time lines don't really line up with some of the types of productions that would fall under fast track.

Step 1

Provide **Production Information and Synopsis Form** of your filming project [**Due six (6) months before filming**] what about if it's a fast track application?

The Production Information section of the Production Information and Synopsis Form [**PISF**] must be completely filled out as this enables us to assess a company's ability to do as outlined in the synopsis (See Appendices section for the PISF). The synopsis should not be more than 500 words (Word or PDF document). It is intended to provide us with an idea of what is being proposed. It will remain confidential as will any documents you provide us regarding your endeavours (subject to applicable privacy and public disclosure laws) and we are willing to sign a Non-Disclosure Agreement at your request. The PISF must be filled out prior to filming or before any major preproduction activities or alterations occur to a site location(s).

The PISF should be mailed to:

Economic Development Officer
Municipality of the District of Yarmouth
932 HWY 1, Hebron,
Nova Scotia, B5A 5Z5

Step 2

Fill out the **Film Approval Form** [**Due ten (10) weeks before filming/preproduction activities**]

The Film Approval Form [**FAF**] must be filled out prior to filming or before any major preproduction activities or alterations occur to site location(s) (See Appendices section for the FAF). A separate FAF could be submitted for each site location or one could suffice if all sites are identified as an addendum and any specific particularities of any added site are detailed in said addendum.

The FAF provides us with a concise explanation of what sort of production activities will be taking place at each site location. This enables us to ensure that all applicable bylaws and regulations are being followed throughout the duration of the project.

The FRF should be mailed to:

EDO
Municipality of the District of Yarmouth
932 HWY 1, Hebron,
Nova Scotia,
B5A 5Z5

Step 3 (not required for Fast Track)

Provide a **Location Agreement** [if applicable][Due eight (8) weeks before filming]

In the event that extensive site alterations need to be done to municipally owned land or buildings a Location Agreement [LA] will have to be signed by the Production Company (See Appendices section for an example of a LA).

Step 4

Provide **Proof of Insurance** [Due four (4) weeks before filming]

Before any preproduction activities and/or filming can begin Proof of Insurance [POI] (Certificate of Insurance) must be presented to the Municipality at the following address:

EDO
Municipality of the District of Yarmouth
932 HWY 1, Hebron,
Nova Scotia,
B5A 5Z5

The POI must be issued by an insurer authorized to conduct business in the province of Nova Scotia (See Appendices section for POI example). The certificate must name the Municipality and its agents, officers, elected officials, employees and assigns as additional insured in the amounts below:

Student film- No less than 1M aggregate general liability, including bodily injury or death and property damage with a 2M umbrella insurance; and automobile liability (if applicable) in an amount not less than 1M; including bodily injury and property damage.

Production Film- No less than 2M aggregate general liability, including bodily injury or death and property damage with a 5M umbrella insurance; and automobile liability (if applicable) in an amount not less than 1M; including bodily injury and property damage.

Step 5

Provide a **Hold Harmless Agreement and Indemnification Letter** [Due four (4) weeks before filming]

Any entity conducting filming operations in the municipality must provide a Hold Harmless Agreement [HHA] and/or an Indemnification Letter [IL] naming the municipality in said agreement/letter (See Appendices section for a HHA or IL example).

Step 6

Conduct an **All Hands Meeting**. This meeting is to be held with the relevant members of the Production Company and the Municipality. **[It is to be held at the Production Company's discretion but it must be held before filming or any site alterations take place.]**

Upon the granting of permission to film in the municipality, a meeting with the relevant municipal officials must be held to discuss specific filming locations and any special permission that may be needed. It is during this meeting that preliminary discussion will be had involving:

- Local procurement

It is the Municipality's expectation that the production company will make every effort to procure local products, services and trades whenever possible.

- Notice to residence(s)/business(es)

Affected residences/businesses shall be free of any of the disruptions or ill effects of the filming unless duly notified of them, by the production company, and they do not object. It is the expectation of the Municipality that every effort will be made by the filming crew/production company to limit the duration and the amount of disruptions to the business(es)/residence(s). In the event where a person's residence and/or business may experience disruption, increased noise and/or light levels etc. they must be duly notified two (2) weeks in advance of the impending disruptions (See Appendices section for Filming Notification).

- Restrictions on Hours/Days for filming

Although there are no restrictions on hours/days for filming, certain locations may require scheduling and special notification to ensure the residents' right to quiet enjoyment of their property is respected during the production schedule.

- Adherence to any and/or all applicable by-laws

As with any business operating in our municipality we must insist that the production companies adhere to all applicable laws, be they federal or provincial and all applicable municipal by-laws

- Fees

Any fees for the use of public buildings or property owned by the Municipality will be subject to negotiation. If extensive renovations must be made to the building/property they will be subject to negotiation. A Location Agreement (due eight (8) weeks before alterations) will be required for filming on municipally owned property. It is possible that a security deposit, in an escrow account, be provided before any alterations to the location are made.

If any municipal equipment, manpower or other municipal resources are needed then fees for each shall be subject to negotiation (See Appendices section for Municipal Services for rent).

- Damage to public or private property

It is the responsibility of the production company to fix or repair any damages to the film location property and/or buildings.

- Parking

Realizing that onsite parking can be a challenge, it is left to the production company to communicate any parking requirements or deficiencies at any film locations. The Municipality will work with the production company to address these concerns where possible and offer up some workaround solutions.

- Traffic

Any disruption of traffic must be coordinated with Nova Scotia Transportation Infrastructure and Renewal [TIR] and communicated to local law enforcement, EHS and fire services. All traffic control costs and duties (flag-persons, traffic control vehicles, etc.) are the responsibility of the production company. The production company must ensure they have the proper types and amounts of resources necessary to carry out these duties in an acceptable and legal manner.

- Police | Fire | EHS | Security

Any and all Police, Fire, EHS and security services are the sole responsibility of the production company.

- Firearms, gunfire, stunts, special effects and pyrotechnics

The Municipality and its officers must be made aware of any filming involving firearms, gunfire, dangerous stunts, pyrotechnics and other dangerous special effects. The appropriate authorities must also be notified and qualified professionals are required to ensure the filming using these effects are done in a safe manner. The Pyrotechnics Approval form must be filled out and submitted to the Municipality ten (10) weeks before their use in the filming (See the Appendices section for the Pyrotechnic Approval Form).

- UAVs | Helicopters

UAV and helicopter shoots are under the control of the Transportation Safety Board [TSB] and as such must be notified of any shoot involving UAVs and/or helicopters. The Yarmouth International Airport must also be notified of shoots involving UAVs and helicopters.

- Preproduction- site alterations of municipally owned land or buildings

Any extensive alterations of a municipally owned site location must be discussed and negotiated with the Municipality before they are begun. The Municipality and the production company will perform a walk through and take photographic evidence of the site, to be used post-production, to ensure it is returned to its original condition. If applicable, a Location Agreement must be signed eight (8) weeks before any site alterations or filming begins. (See Appendices section for Location Agreement).

- Post production- returning site to original condition

The site shall be returned to its original condition at the expense of the production company. Failure to do so will result in forfeiture of the funds in escrow needed to return the site to its original condition and/or possible legal action. Once it has been deemed that the site is restored to its original condition a signed release will be provided.

- Clean-up | Waste management

The production company is responsible to dispose of its waste in the manner described in the municipality's Waste Check guidelines. These guidelines will be made available to the production company at their request.

- Environmental stewardship

In keeping with ethical business practices the Municipality requires the production company to be good stewards of the environment adhering to all Nova Scotia Department of the Environment, Federal Fisheries and Oceans and Nova Scotia Lands and Forestry policies and procedures.

- Code of conduct of cast and crew

It is expected that the cast and crew will conduct themselves in a professional and courteous manner before, after and during filming.

- Post production materials to be provided to municipality- set shots

The Municipality requires professional photos of the filming on or before the official release date of the film. These photos will be used to document the event and may be used to promote our efforts to attract the film industry to our municipality.

Step 7

Conduct a **Public Information Session or News Release**

The Municipality may require the production company to conduct a public information session to inform the residents of its intentions to film in our municipality. The Municipality may also require the production company to make a presentation to council, selected elected official or issue a News Release providing agreed upon information about the production.

Step 8

Provide **Call sheets** and one- liners [**Due daily during the duration of filming**]

In an effort to track the progress of the film production the call sheet and one-liners must be sent to the Municipality by 8:00AM for every day of filming.

In closing

It is the goal of the Municipality to do all that it can to ensure the filming projects undertaken in the Municipality are successful. To this end, this document has been created to support the growth of the film industry in the Municipality. We have included a list of pertinent contacts in the Appendices section.

Appendices

This section contains all of the forms you may need to film in the Municipality of the District of Yarmouth.

Regular Track Checklist & Timeline

The First Day of Filming or of site modifications (if applicable), whichever comes first, is hereby referred to as the First Day of Production [**FDP**]

First Day of Production mm/dd/yyyy

Step#	Form	Due	Date mm/dd/yy	Yes	No	NA
1	PISF	6 months before FDP				
2	FAF	10 weeks before FDP				
	PAF [If required]	10 weeks before filming				
3	LA ¹	8 weeks before FDP				
4	POI	4 weeks before FDP				
5	HHA	4 weeks before FDP				
6	IL	4 weeks before FDP				
7	FN	2 weeks before use				
8	Call Sheet, one liners	Daily, starting day of filming				

PISF- Production and Information Synopsis Form

FAF – Film Approval Form

PAF – Pyrotechnic Approval Form

LA – Location Agreement

POI - Proof of insurance

HHA – Hold Harmless Agreement

IL – Indemnification Letter

FN – Filming Notice

¹ A Location Agreement is only needed if the site location is a municipally owned property.

Fast Track Checklist and Timelines

The First Day of Filming or of site modifications (if applicable), whichever comes first, is hereby referred to as the First Day of Production [**FDP**]

First Day of Production mm/dd/yyyy

Step#	Form	Due	Date mm/dd/yy	Yes	No	NA
1	PISF	3 weeks before FDP				
2	FAF	2 weeks before FDP				
3	POI	2 weeks before FDP				
4	HHA	2 weeks before FDP				
5	IL	2 weeks before FDP				

PISF- Production and Information Synopsis Form

FAF – Film Approval Form

POI - Proof of insurance

HHA – Hold Harmless Agreement

IL – Indemnification Letter

NOTE

Whether a film production is eligible for fast tracking or not is at the sole discretion of the Municipality and will be determined once a full account of the efforts and scope involved are properly assessed.



Production Information & Synopsis Form

This form must be completed in its entirety before any filming approvals can be granted.

All information gathered herein is confidential and is only used internally.

Production Information & Synopsis Form

Information

	Date	<input type="text"/>
Project Title	<input type="text"/>	Production Company <input type="text"/>
Address	<input type="text"/>	Phone Number <input type="text"/>
Main Contact Person	<input type="text"/>	Email <input type="text"/>
Phone Number (Cell)	<input type="text"/>	
Location Manager	<input type="text"/>	Phone Number (Cell) <input type="text"/>

Type of Applicant

News Student Production Company

Type of Production

Feature Short Doc Commercial Music Video Pilot
 TV Series Student Government Other
Add Fast Track

Genre

Comedy Drama Horror/Mystery Reality Animation
 Children Lifestyle Training Corporate Other

Distribution

Broadcaster Video on Demand
Theatrical Distribution Festival
Web



Production Information & Synopsis Form

This form must be completed in its entirety before any filming approvals can be granted.

All information gathered herein is confidential and is only used internally.

Timeline

Pre-Production to

Filming to

Anticipated days in MoDY

Country of Origin

Co-Production

Budget Information in CAD (Confidential)

Total Budget

MoDY Spend

Personnel

Producer

Scriptwriter

Director

DOP

Principal Cast



Production Information & Synopsis Form

This form must be completed in its entirety before any filming approvals can be granted.

All information gathered herein is confidential and is only used internally.

Synopsis No more than a maximum of 500 words is necessary

Approval Section	MoDY Office Use Only
Received by: EDO <input style="width: 100%;" type="text"/> <div style="text-align: center;">[Please Print]</div>	Date Submitted <input style="width: 100%;" type="text"/>
Signature <input style="width: 100%;" type="text"/>	Date signed <input style="width: 100%;" type="text"/>
CAO Approval <input style="width: 100%;" type="text"/> <div style="text-align: center;">[Please Print]</div>	<div style="background-color: #cccccc; padding: 5px;"> Denied <input type="radio"/> Approved <input type="radio"/> <div style="text-align: center;">[Check one]</div> </div>
Signature <input style="width: 100%;" type="text"/>	Date signed <input style="width: 100%;" type="text"/>



Filming Approval Form

This form must be completed and submitted before any filming approvals can be granted.
All information gathered herein is confidential and is only used internally.

Filming Approval Form

Information

Application Date

Project Title Production Company

Location Cell Number Email
Manager

Unit Manager Cell Number Email

Film Location Interior Exterior

Address

Between and

Start Date Start Time End Date End Time

Total Number of People on Site (Cast, Crew Etc.)

Description of Scene(s) being filmed

Check List

Check all that apply:

Location Map Attached (**Required**)

Pyrotechnics Required (list details below and attach Pyrotechnics Approval Form)



Filming Approval Form

This form must be completed and submitted before any filming approvals can be granted.

All information gathered herein is confidential and is only used internally.

Special Equipment

Generator
 Dolly Track
 Scaffolding
 Crane
 Rain Tower
 Lighting
 Other (Describe Below)

Special Equipment Details	
---------------------------	--

Special Effects and/or Stunts (Please describe)	
---	--

Additional Notes	
------------------	--

Approval Section	MoDY Office Use Only				
Received by: EDO <input style="width: 100%;" type="text"/> <div style="text-align: center;">[Please Print]</div>	Date Submitted <input style="width: 100%;" type="text"/>				
Signature <input style="width: 100%;" type="text"/>	Date signed <input style="width: 100%;" type="text"/>				
CAO Approval <input style="width: 100%;" type="text"/> <div style="text-align: center;">[Please Print]</div>	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Denied <input type="radio"/></td> <td style="width: 50%;">Approved <input type="radio"/></td> </tr> <tr> <td colspan="2">[Check one]</td> </tr> </table>	Denied <input type="radio"/>	Approved <input type="radio"/>	[Check one]	
Denied <input type="radio"/>	Approved <input type="radio"/>				
[Check one]					
Signature <input style="width: 100%;" type="text"/>	Date signed <input style="width: 100%;" type="text"/>				



Pyrotechnic Approval Form

This form must be completed and submitted before any filming approvals can be granted.
All information gathered herein is confidential and is only used internally.

Pyrotechnic Approval Form

(Print)	
Name of Pyrotechnician _____ Address: _____	
Telephone: _____ Fax: _____	
Pyrotechnician's Certificate Number: _____	
Class: _____ Expiry Date: _____	
Contact Name: _____ Telephone: _____	
Name of Company: _____ Telephone: _____	
Sponsor: _____ Address: _____	
Company: _____ Address: _____	
Date of the proposed event(s): _____ Time of Event: _____	
Location: _____ Address: _____	
Site plan and/or letter of intent attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Letter of the property owner allowing the discharge of pyrotechnic special effect fireworks in writing if the applicant is not the owner of the property. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Insurance:(Attached Copy)	
Company: _____ Policy: _____ Coverage:(\$5,000,000.00)	
Description of the Fire Emergency Procedures: _____	

The applicant shall indemnify and save harmless the Municipality of the District of Yarmouth from any and all claims, demands, causes of action, loss costs or damages that the Municipality of the District of Yarmouth may suffer, incur or be liable for resulting from the performance of the applicant as set out in the by-law whether with or without negligence on the part of the applicant, the applicant's employees, directors, contractors and agents.	
Signature of Pyrotechnician: _____ Date: _____	

[Approval Section next page]



Pyrotechnic Approval Form

This form must be completed in its entirety before any filming approvals can be granted.

All information gathered herein is confidential and is only used internally.

Approval Section	MoDY Office Use Only
Received by: EDO <input data-bbox="391 569 862 604" type="text"/> [Please Print]	Date Submitted <input data-bbox="1114 537 1382 573" type="text"/>
Signature <input data-bbox="391 667 862 703" type="text"/>	Date signed <input data-bbox="1114 667 1382 703" type="text"/>
CAO Approval <input data-bbox="391 768 862 804" type="text"/> [Please Print]	Denied <input data-bbox="1019 768 1065 804" type="radio"/> Approved <input data-bbox="1321 768 1367 804" type="radio"/> [Check one]
Signature <input data-bbox="391 873 862 909" type="text"/>	Date signed <input data-bbox="1114 873 1382 909" type="text"/>

Hold Harmless

(COMPANY LETTERHEAD)

[Production Company and contact information]

I certify that I represent the firm which will be performing the film/taping at the locations specified on the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of the Municipality of the District of Yarmouth, and that I and my firm will indemnify and hold harmless the Municipality of the District of Yarmouth for and from any loss, damage, expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping pursuant to this permit.

Signed: _____

Title: _____

Date: _____

Indemnification Letter

(COMPANY LETTERHEAD)

[Production Company and contact information]

Date:

Municipality of the District of Yarmouth
932 HWY 1, Hebron,
Nova Scotia,
B5A 5Z5
CAO@district.yarmouth.ns.ca

INDEMNIFICATION LETTER

[Production Company] shall indemnify and save harmless from any and all claims, demands, causes of action, loss, costs or damages that the **Municipality of the District of Yarmouth** may suffer, incur, or be liable for resulting from the direct negligence of the **[Production Company]**'s activities in the filming of **[Project title]** on **[the dates of]**.

Yours truly,

[Production Company, name, title and signature of authorized signatory]

Resident/Business Notification Letter

(COMPANY LETTERHEAD)

FILMING NOTICE

Dear residents and merchants *(ADDRESS OF FILMING LOCATION)*,

Please take a moment to read the following information about the filming of *(PROJECT NAME)* at *(LOCATION/ADDRESS)* on/from *(DATE/DATES)*. *(PRODUCTION COMPANY NAME)* would like to provide you with as much information as possible about our presence to help you prepare for our arrival and anticipate how our activity might affect your daily routine/business. *(PRODUCTION COMPANY NAME)* will be filming *(INDOORS/OUTDOORS)* at *(LOCATION/ADDRESS)* beginning at *(TIME & DATE)* and finished by *(TIME & DATE)*. Our presence and filming will be *(CONTINUOUS/INTERMITTENT)* during this period.

DESCRIPTION OF SCENES TO BE FILMED AND SPECIFIC EQUIPMENT/SET DRESSING/PROPS TO BE USED:

(INCLUDE A BRIEF SYNOPSIS AND DETAILS ABOUT SPECIAL EFFECTS/STUNTS, SPECIAL EQUIPMENT INCLUDING GENERATORS AND DOLLY TRACKS TO BE USED, LIGHTING, NOISE, PROPS AND SET DRESSING. IF POLICE/FIRE/OTHER WILL BE ON SITE PLEASE INCLUDE THIS INFORMATION)

IMPACT ON REGULAR TRAFFIC AND PEDESTRIANS:

(INCLUDE DETAILS ABOUT FULL AND INTERMITTENT CLOSURES OF STREETS AND/OR SIDEWALKS, EQUIPMENT, CAST AND CREW THAT WILL BE ON THE STREET AND/OR SIDEWALKS, AND ANY VEHICLES THAT WILL BE ESCORTED, DRIVE ABOVE/BELOW THE SPEED LIMIT, BE PULLING TRAILERS ETC. IF POLICE/FIRE/OTHER WILL BE ON SITE PLEASE INCLUDE THIS INFORMATION)

IMPACT ON PARKING:

In order to minimize the disruption to your neighbourhood the majority of our vehicles will be located at **(PARKING LOCATION OF PRODUCTION VEHICLES)**. However to accommodate our essential vehicles and continuity of picture the Municipality of the District of Yarmouth has authorized parking of **(NUMBER OF VEHICLES) (LENGTH & TYPE OF VEHICLES)** on the **(N/S/E/W)** side of **(STREET/STREETS)**. These vehicles will arrive at **(TIME)** on **(DATE)** and leave at **(TIME)** on **(DATE)**. *(If you will be coming and going please indicate intermittent parking and approximate dates/time of your presence)*

We empathize that our presence may affect your routine and appreciate your cooperation during this time. Please be assured that we will do all in our power to minimize the impact of our activities in your neighbourhood. The goodwill of the Municipality's citizens and communities is essential for our livelihood and a healthy film and television industry. It is a relationship that we intend to maintain in good standing. Should you require access to the restricted area during this time (delivery, repairs, moving out, special needs/accessibility etc.) do not hesitate to contact us ahead of time at **(PRODUCTION OFFICE NUMBER)**. While we are in your neighbourhood you can also talk to our on-site representative.

Company representative: **MUST BE ON SITE DURING ENTIRE FILMING PERIOD**

Cell:

General information about the Municipality's efforts regarding this project can be had by contacting the Municipality at 1 (902) 742-7159.

Thank you for your patience and cooperation during our work.

Sincerely,

(LOCATION MANAGER NAME)

(PRODUCTION COMPANY NAME)

- c) Permission is also granted by the Municipality to park authorized Production vehicles on Municipal property as set forth in Schedule "B" at such rate as described therein.
- 2) The above permission is granted for the period described **in Schedule "A"** attached and commencing on _____ and shall continue until completion of all scenes and work required but ending no later than __. The permission herein granted shall include permission to re-enter the Property for the purpose of making added scenes and retakes after _____, at the rate set forth below in section 3 of this Agreement on a pro-rata basis and subject to availability as determined by the Municipality. The permission granted is only in accordance with the Production schedule attached as Schedule "C" and only in relation to Municipally-owned property.
- 3) In full consideration of the above, the Producer will pay the Municipality one-half of the sums as set out in Schedule " _____ " attached, plus all applicable taxes (including H.S.T.) by _____. The balance of the location fee shall be paid by _____, subject to interest at 18% per annum. A per diem for all filming after _____, shall be _____.
- 4) The Producer agrees to hold the Municipality, its successors and assigns, all agents, contractors, employees and servants thereof harmless against any and all liability and loss which they may incur by reason of the death or injury of any person or damage to or destruction of any property resulting directly from any act or neglect or negligence of the Producer or by any agents, contractors, employees and servants of the Producer.
- 5) The Producer will at all times indemnify and save harmless the Municipality and its agents, contractors, employees and servants and all those for whom the Municipality may at law be responsible for and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, brought or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributable to the execution of this Agreement or any action taken or things done or maintained by virtue hereof, or the exercise in any manner of rights arising hereunder.

- 6) The Producer will have no claim or demand against the Municipality, any of its agents, contractors, employees and servants or those for whom the Municipality may at law be responsible, for detriment, damage, accident or injury of any nature whatsoever or howsoever caused to the land or to any person or property thereon.

- 7) The Producer will, at its own expense, obtain and maintain comprehensive general liability insurance of a minimum of Ten Million Dollars (\$10,000,000.00) per incident throughout the term of this Agreement. The Producer will supply to the Municipality a Certificate of Insurance indicating proof that it has obtained said general liability insurance on or before _____ prior to any Production set-up. Such insurance will provide that the Producer and the Municipality as named insureds are indemnified against all legal liability arising from the death of or injury to any person as well as the loss of or damage to any property, arising out of, related to, occasioned by or attributable to the execution of this Agreement or any action taken or things done or maintained by virtue hereof, or the exercise in any manner of rights arising hereunder (including, without restricting the foregoing, anything arising out of the work the Producer shall be doing in relation to the said Production). Such insurance will provide that in the event of the death of or injury to an employee of one of the insureds named therein by an event for which the other insured named therein is or may be liable, such insurance will indemnify the insured against whom the claim is made or may be made in the same manner as if separate policies had been issued to each named insured. Such insurance will provide for cross liability, that is to say, that the insurance shall indemnify each named insured in the same manner as though separate policies were issued in respect of any action brought against any of the named insured by anyone or two of the other named insureds without any rights to cross claim or subrogate against the Municipality.

- 8) The Producer agrees to:
 - a) obtain the prior written consent of the Municipality prior to making any modifications, removals or changes of any nature to the Property;
 - b) repair, return to the original condition, or replace, to the satisfaction of the Municipality any damage, change or removals from the Property;
 - c) include credit acknowledgement in the movie as follows:

“Filmed on location at and with the assistance of the Municipality of the District of Yarmouth, Nova Scotia”;

- d) if possible, to facilitate a screening of the completed Production in the local area on the Production release date;
 - e) provide residents and businesses in affected areas with three-days prior written notification of filming locations, schedules and traffic routes;
 - f) ensure vehicular and pedestrian access to residences and businesses will not be impeded;
 - g) ensure production vehicles will be parked in such places as shall be approved by the Municipality; and
 - h) host a public information meeting before, during and/or after the Production as determined by the Municipality in consultation with the Producer to address any public questions and concerns.
- 9) An inspection will occur after removal of all Production equipment and personnel from each location site. The inspection will be done by a representative of the Municipality and a representative of the Producer.
- 10) The Schedules attached hereto may be amended from time to time by written agreement of the Parties and any additional Schedules may be included which are mutually agreed to by the Parties.
- 11) This Agreement is not assignable by the Producer, but the rights for exhibition pursuant to section 1 herein are fully assignable.
- 12) The Parties agree that no partnership, joint venture or agency relationship is created by this Agreement.

List of municipal services for rent

GIS

Our Planning Department provides a full complement of GIS services. Whether it is detailed maps of specific site locations, drone services or the location of essential infrastructure, our GIS technician is ready to provide these services in a timely manner. Price is negotiable.

Public works

Our Public Works Department has a full complement of tools and equipment (Loader, dump truck, sweeper etc.) that could be rented out to the Production Company. In those occurrences where a municipal employee possesses a particular skillset desired by the production company, they may be available for hire. Price is negotiable.

All resources are subject to availability and must be requested well in advance of their use.

Contact List

Description	Name	Phone	Email
CAO	Victoria Brooks	902 742 7159	Victoria@district.yarmouth.ns.ca
Director of Finance	Greg Shay	902 742 7159	Greg@district.yarmouth.ns.ca
Development Department [By-law Enforcement/Permitting]	Roger Devine	902 742 9691	Roger@district.yarmouth.ns.ca
Public Works	Derek Sutherland	902 742 7353	Derek@district.yarmouth.ns.ca
Director of Corporate Services	Darlene LeBlanc	902 742 159	Darlene@district.yarmouth.ns.ca
Police [RCMP]		902 742 8777	
Fire		902 742 7411	
EHS		844 424 5438	healthes@novascotia.ca
Airport	Kris Cann	902 746 4532	kcann@yarmouthairport.ca
YASTA	Neil MacKenzie	902 742 5033	nmackenzie@yasta.ca
Waste Check	Yarmouth Office	902 742 1312	gus@wastecheck.ca
Canada Fisheries & Oceans	Tusket Office	902 648 5000	
Nova Scotia Department of Environment	Paddy-Joe MacMillian	902 742 8985	
Nova Scotia Department of Land and Forest	Tusket Office	902 648 3540	
Nova Scotia Transportation Infrastructure and Renewal	Yarmouth Office	902 742 2416	Donald.Houston@novascotia.ca
Economic Development Officer	Mark Blinn	W: 902 742 7159 C: 902 307 3492	Mark@district.yarmouth.ns.ca