

<u>COUNCIL AGENDA</u>	
Date: <u>April 27, 2026</u>	Item: <u>12.3.</u>



12.3.

DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

Date:	March 30, 2026
From:	Christie Rosta, Cultural Services Manager
Subject:	Proposed Filming Policy and Procedure

RECOMMENDATION

THAT

1. "Filming Policy 0119" as approved on September 14, 2020, be rescinded; and
2. proposed replacement "Filming Policy 0119" as attached to the March 30, 2026 report from the Cultural Services Manager, be approved; and
3. proposed "Filming Procedure 0237" as attached to the March 30, 2026 report from the Cultural Services Manager, be approved.

1.0 Purpose

Staff updated Filming Policy 0119 (**Appendix A**) and created a new Filming Procedure 0237 (**Appendix B**). To implement these changes, Council approval is required to rescind the existing Policy. Subsequently, staff are seeking approval of the updated replacement Policy and newly developed Procedure.

2.0 Legislation/Bylaw/Policy

The existing Policy (**Appendix C**) is being rescinded to align with corporate standards. The proposed Policy is being introduced to replace the existing Policy.

3.0 Official Community Plan

The District's Official Community Plan seeks to strengthen our commercial centres and notes; support tourism and visitors; and promote opportunities and innovation.

Promoting opportunities and innovation:

2.3.16 Support emerging economic opportunities that complement our natural and cultural assets, such as (but not limited to):

d. Creative sector and film industry investments.

2.317 Foster partnerships and collaboration with the business community, academic institutions, non-profit organizations, neighbouring

municipalities, other governments and the First Nations to achieve mutual economic development objectives.

4.0 Financial Implications

The proposed updated Policy provides direction for film production companies applying to conduct filming activities in the District of West Vancouver (District).

District fees are not established through this Policy. Applicable charges are set out in the District's Fees and Charges Bylaw, which outlines rates for the use of District services and locations that support filming activities, including parks, roadways, and buildings. The District's direct costs to facilitate and support filming in West Vancouver are fully recovered.

Filming also generates revenue for the District. In 2025, the District issued 68 permits, resulting in 92 filming days across 74 locations. Total filming-related revenue generated in 2025 was \$341,657, including cost recovery for staffing support from West Vancouver Police and a contracted Film Liaison.

5.0 Background

The Policy was last updated in 2020. At that time, a Film Guideline (**Appendix D**), rather than a formal Procedure, was developed to support implementation and the permitting of film productions. The District is now transitioning from a Guideline to a proposed Procedure to formally support the Policy and align with the District's updated policy framework.

Previous Decisions

Council, at its September 14, 2020, regular meeting, passed the following resolution:

THAT

- 1. The Filming Policy & Procedure 03-10-305 (2007) be rescinded; and*
- 2. Filming Policy 0119 be approved.*

5.1 History

In 2014, the District conducted a review of filming activities in partnership with Creative BC, an independent, non-profit society that supports British Columbia's film, television, music, interactive digital media, and book and magazine publishing sectors.

Following the 2014 review, the District implemented significant changes to strengthen its ability to support and serve the film industry. These improvements have helped ensure West Vancouver benefits from the economic activity generated by each production.

Filming in West Vancouver has been well established over the past decade (2015–2025), as shown in the chart below. In 2023 and 2024, labour strikes in the U.S. and Canadian film industries halted many productions which affected the number of permits issued.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
# Film Permits	32	66	91	99	95	65	108	86	64	63	68
# Film Days	45	101	124	111	127	83	166	149	75	84	92

6.0 Analysis

6.1 Discussion

West Vancouver is a desirable location for film production, offering a mix of high-production-value settings, efficient access to Metro Vancouver infrastructure, and a municipal permitting environment that can reduce timelines, costs, and uncertainty for productions.

The proposed Policy and Procedure are intended to strengthen the District’s approach to municipal authorizations by establishing a centralized, service-focused process that:

- supports consistent and timely permitting decisions;
- minimizes impacts on residents, businesses, and public spaces; and
- ensures the District fully recovers all direct costs associated with filming, and is compensated for the use of District services and property in accordance with the Fees and Charges Bylaw.

Historically, many municipalities relied on guidelines to respond quickly to changing technology and increasing filming activity, including over-permitting concerns in some neighbourhoods. Introducing a formal Procedure provides a consistent decision-making framework across District divisions, improves transparency for applicants and the community, and aligns with best practices and approaches used by comparable municipalities (including the District of North Vancouver and the cities of North Vancouver, Langley, Richmond, New Westminster, and Surrey).

Updates reflected in the proposed Policy and Procedure include strengthened requirements and clearer expectations related to:

- the use of unmanned aircraft systems (drones);
- animals-on-set protocols; and
- environmental impact reduction measures, including the use of battery-powered generators and improved waste management practices.

6.2 Climate Change & Sustainability

Sustainable film production in British Columbia is supported through the Reel Green program. Reel Green serves as a resource centre for the motion picture industry, helping productions reduce their environmental footprint by providing tools (such as a carbon calculator) and practical guidance to support the effective implementation of sustainable practices.

6.3 Public Engagement and Outreach

Film productions are required, as part of the application process, to notify nearby residents, local businesses, and the broader community about filming in the neighbourhood.

If a production proposes filming outside regular filming hours, filming on a recurring basis in the same area, or the use of special effects, the production must poll affected properties and obtain majority support of at least 80%.

6.4 Other Communication, Consultation, and Research

As part of the Policy update and the development of a new Procedure, staff researched best practices in other municipalities, reviewed recommendations and resource materials from Creative BC, and consulted with experienced production teams.

7.0 Options

7.1 Recommended Option

THAT

1. "Filming Policy 0119" as approved on September 14, 2020, be rescinded; and
2. proposed replacement "Filming Policy 0119" as attached to the March 30, 2026 report from the Cultural Services Manager, be approved; and
3. proposed "Filming Procedure 0237" as attached to the March 30, 2026 report from the Cultural Services Manager, be approved.

7.2 Considered Options

THAT proposed replacement "Filming Policy 0119" as attached to the March 30, 2026 report from the Cultural Services Manager not be approved.

OR

THAT proposed replacement "Filming Policy 0119" as attached to the March 30, 2026 report from the Cultural Services Manager be deferred [*insert specific direction*].

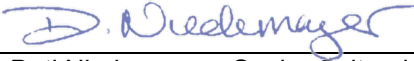
8.0 Conclusion

This report seeks Council's approval to rescind the current Filming Policy 0119 and approve the proposed replacement "Filming Policy 0119" and proposed new "Filming Procedure 0237".

The proposed replacement "Filming Policy 0119" and proposed "Filming Procedure 0237" will continue to affirm the District's commitment to supporting film productions in West Vancouver.

Author: 

Christie Rosta, Cultural Services Manager

Concurrence: 

Doti Niedermayer, Senior Cultural Services Manager

Appendices

Appendix A: Proposed Film Policy 0119

Appendix B: Proposed Film Procedure 0237

Appendix C: Existing Film Policy 0119

Appendix D: Existing Film Guidelines

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Title: Filming
Division: Parks, Culture, and Community Services
Policy Number: 0119
File Number: 0282-20-0119

1. Purpose

- 1.1. This policy provides a framework to guide decision making when considering filming in the District. The framework considers both the high value the film industry brings to the local economy and the impact the industry may have on residents, the local community, the general public, visitors, and local area businesses.

2. Scope

- 2.1. This policy applies to all filming activities occurring within the municipal boundaries of the District that:
 - a) occur on District-owned or District-managed property, including parks, facilities, and highways/roads under District jurisdiction; and/or
 - b) occur on private property where filming requires District approval or is reasonably likely to impact the neighbourhood, general public, or District operations, including, without limitation, impacts related to traffic, parking, noise, lighting, public safety, environmental protection, or cumulative filming activity in a defined area.

3. Definitions

- 3.1. **“Affected Area”** means the geographic area determined by the District for Neighbourhood Notification or Polling purposes, having regard to the type of impacts anticipated.
- 3.2. **“Commercial Filming”** means filming undertaken in whole or in part for commercial gain or business purposes, including film/television productions, commercials, corporate videos, real estate marketing, influencer or brand content that is monetized, and any filming involving cast/crew engaged for compensation.
- 3.3. **“District”** means The Corporation of the District of West Vancouver.
- 3.4. **“Film Liaison”** means the District-designated employee assigned to monitor compliance/coordinate requirements on site during filming.
- 3.5. **“Filming”** means any commercial, non-commercial, educational, or student motion picture, television, digital media, or photography activity, and includes, without limitation, data collection or operational monitoring (including surveying, inspection, mapping, analytics, or compliance monitoring), scouting, site and technical surveys, site preparation and clean-up, equipment staging, circus and crew parking locations,

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- equipment/work truck parking, film work (including set dressing and rehearsals), and any necessary site restoration after filming, but excludes news broadcasts.
- 3.6. **“Film Permit”** means written authorization issued by the District permitting filming subject to Permit Conditions.
 - 3.7. **“Film Production”** means an individual, group, or company undertaking filming and/or applying for or holding a Film Permit in the District.
 - 3.8. **“Location Manager”** means the person acting as location department head on behalf of the Film Production who selects a filming location, manages logistics, oversees on site requirements, and addresses concerns in a timely and appropriate manner.
 - 3.9. **“Neighbourhood Notification”** means District-approved written notice distributed/posting to the Affected Area describing dates, times, scope, impacts, and contact information.
 - 3.10. **“News Broadcasts”** means filming, recording, or live transmission undertaken by or on behalf of a bona fide news organization for the primary purpose of reporting current events or matters of public interest for public distribution via television, radio, or an equivalent digital news platform (including live hits, scheduled newscasts, and regularly issued news segments). News Broadcasts must not involve higher-risk elements or create neighbourhood impacts, including, but not limited to: drones, stunts, special effects, replica weapons, or traffic control.
 - 3.11. **“Non-Commercial Filming”** means filming conducted entirely on private property that is intended for personal, family, or community use and is not undertaken for compensation or in connection with advertising, brand promotion, sponsorship, product placement, or a monetized production. Non-Commercial Filming must not impact neighbourhoods or involve higher-risk elements including, but not limited to: drones, stunts, special effects, replica weapons, and traffic control.
 - 3.12. **“Permit Conditions”** means requirements imposed by the District and attached to a Film Permit.
 - 3.13. **“Polling”** means a District-approved process to obtain feedback from the Affected Area regarding proposed filming impacts.

4. Policy Statement

- 4.1. The District recognizes the benefits of the film industry to the local economy and strives to encourage and support filming in West Vancouver.
- 4.2. Filming, including Commercial Filming, requires District approval through the issuance of a Film Permit under this policy, whether on public or private property, unless expressly exempt. Exemptions apply to news broadcasts and Non-Commercial Filming on private property, provided all applicable criteria are met. All filming, including exempt activities, must comply with all applicable laws and District bylaws.
- 4.3. Film Productions filming within the District, on public or private property, must comply with all applicable District requirements, and are responsible for all fees, charges,

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and District costs associated with filming, including any services required to support filming activities.

- 4.4. The District reserves the right to designate certain locations as restricted, conditionally available, or unavailable for filming in order to protect environmental values, cultural/heritage resources, public safety, privacy, and/or to ensure the continuity of public services and District operations.
- 4.5. The District reserves the right to limit the number, timing, duration, and/or concentration of filming activities in the District or within defined areas in order to manage cumulative impacts, operational capacity, community disruption, and District operations.
- 4.6. The District reserves the right to approve, impose conditions on, suspend, revoke, or deny filming activities on District property, and/or a Film Permit, based on operational, safety, environmental, or community considerations.
- 4.7. Film Productions must comply with all applicable District bylaws, policies, and Permit Conditions, and with all applicable provincial and federal requirements.
- 4.8. Where required to protect public safety, the District may require appropriate public safety oversight and measures for film activities, including those involving traffic control, special effects, pyrotechnics, stunts, or weapons, including simulated weapons. The Film Production is responsible for the costs associated with this requirement.

5. Authority

- 5.1. The Director, Parks, Culture, and Community Services, or designate, is responsible for administering the application of this policy and the associated procedure.
- 5.2. The Director, Parks, Culture, and Community Services, or designate, on a case-by-case basis, may provide exemptions to District bylaws to a Film Production, within reason, should the requirements outlined in the associated Filming Procedure be met.


6. Related Documents

- 6.1. Filming Procedure 0237
- 6.2. Fees and Charges Bylaw (as amended)
- 6.3. Good Neighbour Bylaw No. 4380, 2004 (as amended)
- 6.4. Fire Protection and Emergency Response Bylaw No. 4366, 2004 (as amended)
- 6.5. Firearm Regulation Bylaw No. 4686, 2011 (as amended)
- 6.6. Traffic and Parking Bylaw No. 4370, 2004 (as amended)
- 6.7. Solid Waste Utility Bylaw No. 4740, 2012 (as amended)

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7. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2020/09/14	
Council minutes eDocs # (Council Policies only)	4122761	
Council report eDocs # (Council Policies only)	4001463	
Signature	<i>[Original signed by Mayor]</i> MAYOR	

Replaced by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Replacement date	Click here to enter a date.	
Council minutes Document ID (Council Policies only)		
Council report Document ID (Council Policies only)		
Replacement description		
Signature		

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0237)	<input type="checkbox"/> No
Date of last review	2026	

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Title: Filming
Division: Parks, Culture, and Community Services
Procedure Number: 0237
File Number: 0282-20-0237

1. Governing Policy

- 1.1. This procedure is associated with Filming Policy 0119.

2. Scope/Application

- 2.1. This procedure applies to all filming activities occurring within the municipal boundaries of the District that:
- a) occur on District-owned or District-managed property, including parks, facilities, and highways/roads under District jurisdiction; and/or
 - b) occur on private property where filming requires District approval or is reasonably likely to impact the neighbourhood, general public, or District operations, including without limitation, impacts related to traffic, parking, noise, lighting, public safety, environmental protection, or cumulative filming activity in a defined area.

3. Procedure

Application Timelines

- 3.1. The Film Production must submit a complete film application package at least five (5) business days prior to the start of filming.
- 3.2. Complex applications, including filming involving special effects or high-impact elements, must be submitted at least ten (10) days prior to the start of filming.
- 3.3. More time may be required depending on the complexity of the project, number of locations, or operational impacts.

Required Application Package (Minimum Requirements)

- 3.4. The application package must include the following items, as applicable:
- a) film permit application;
 - b) District business licence application or proof of a current valid licence;
 - c) certificate of insurance meeting requirements in Section 3.6;
 - d) District electrical permit application (if required);
 - e) street occupancy request and crew/vehicle parking plan with map (if required);
- and

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- f) District-approved Neighbourhood Notification/Polling letter(s) (if required).
- 3.5.** The District may require additional documentation based on the proposed activity, including but not limited to; traffic management plan, site plan, safety plan, special effects plan, restoration plan, sanitation plan, and waste management plan.

Liability Insurance

- 3.6.** The Film Production is required to submit insurance prior to filming naming The Corporation of the District of West Vancouver as Additional Insured, and the policy must include a cross-liability and severability of interests clause in favour of the District.
- a) Insurance must be issued by a Broker and Insurer who is licensed to do business in the Province of British Columbia.
 - b) The Film Production must provide Commercial General Liability insurance covering claims arising from filming with limits of not less than \$5 million per occurrence, regardless of any umbrella policy.
 - c) The District reserves the right to require liability limits greater than \$5,000,000 and/or additional insurance coverage types where deemed necessary based on the risks of the production.

Filming Hours

- 3.7.** Regular filming hours are:
- a) Monday to Saturday: 7 a.m. to 10 p.m.; and
 - b) Sunday: 8 a.m. to 10 p.m.
- 3.8.** Filming outside regular filming hours or on statutory holidays may be considered based on location suitability and/or neighbourhood support, including Polling, where required.

Neighbourhood Notification and Polling

- 3.9.** The Film Production is required to distribute a Neighbourhood Notification letter to the Affected Area, as approved by the District.
- 3.10.** Neighbourhood Notification letters must include:
- a) dates, times, and a description of the scope and anticipated impacts including changes to parking/traffic, noise, and special effects;
 - b) name of the production company and production;
 - c) contact information for the production, Location Manager, and on-site contact including email and phone number; and
 - d) contact information for the District, including email and phone number.
- 3.11.** In certain locations, including parks and public spaces, posting Neighbourhood Notification in prominent visible areas may also be required.
- 3.12.** The Film Production is required to poll the Affected Area when a film application requests one or more of the following:
- a) multiple filming days;

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- b) filming outside regular hours/curfew or on statutory holidays;
 - c) repeat use of a location;
 - d) excessive/unusual special effects (e.g., explosions, fireworks) or loud noises; or
 - e) filming is particularly invasive to the area.
- 3.13.** The District will review Polling results and may approve based on minimum 80% support, recognizing the District may consider the nature of concerns raised and other site-specific factors.
- 3.14.** All Neighbourhood Notification and Polling letters/materials require District approval prior to distribution.

Fees, Deposit, and Cost Recovery

- 3.15.** The Film Production must pay all applicable fees and charges in accordance with the Fees and Charges Bylaw (as amended) and must reimburse the District for all direct costs incurred for District services.
- 3.16.** A refundable damage deposit in the minimum amount set out in the Fees and Charges Bylaw (as amended) is required prior to filming. The District may require a higher deposit, at its discretion, based on the scope, duration, location, and potential risk associated with the production.
- 3.17.** Any repairs, cleanup, or restoration required as a result of filming are the responsibility of the Film Production.
- 3.18.** Where repairs, cleanup, or restoration are not completed to the District's satisfaction, the District may undertake the work and recover costs from the production and/or draw from the deposit.
- 3.19.** The deposit will be refunded following completion of filming after the District has completed inspection of the location, less any appropriate related costs.

Animals on Set (Domestic Animals, Livestock, Exotic/Wild Animals)

- 3.20.** The presence or use of any animals as part of filming activity must be disclosed in the film application and is subject to District approval.
- 3.21.** The Film Production must comply with all applicable animal welfare and public safety requirements, including all applicable federal and provincial legislation, regulations, and District bylaws and policies.

Unmanned Aircraft Systems (UAS)/ Drone Use

- 3.22.** The use of unmanned aircraft systems (UAS)/drones associated with filming is not permitted unless specifically disclosed in the film application and approved in writing by the District as a Permit Condition.
- 3.23.** Any approved drone activity must comply with all applicable Transport Canada regulations and airspace restrictions and all applicable federal and provincial legislation, regulations, and District bylaws and policies.

Environmental Considerations

- 3.24.** The Film Production is responsible for all waste generated at film locations and must arrange for its removal and disposal through private services, in accordance with all

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applicable federal and provincial legislation and regulations, and District bylaws and policies.

- 3.25. The District is a natural bear and wildlife habitat, and the Film Production must be wildlife aware and manage food and waste in accordance with all District bylaws and policies. Wildlife awareness information is available through District resources.
- 3.26. The Film Production must implement spill prevention measures for all fuels, oils, chemicals, and other potentially hazardous substances used or stored on-site (including for generators, vehicles, and equipment). Spill kits and trained personnel must be available on-site where such substances are present. Any spill or release must be contained immediately, cleaned up by the Film Production, and reported as required by applicable legislation and District requirements.
- 3.27. The Film Production must not enter, clear, alter, or damage environmentally sensitive areas, streams, shorelines, or protected vegetation, and must maintain required setbacks and protections in accordance with District requirements and Permit Conditions. Temporary protection measures (e.g., fencing, mats, barriers) may be required as a condition of filming.

Electrical Permits

- 3.28. An electrical permit is required for filming involving electrical generators and/or site power where applicable.
- 3.29. A completed Electrical Contractor Declaration Form must accompany every inspection request as required.

District Locations (parks, facilities, streets/roadways, sidewalks, etc.)

- 3.30. Filming at District locations may require a Film Liaison on site, at the expense of the Film Production, as determined by the District.
- 3.31. Filming in public areas should not stop or discourage daily public use. Film Productions must maintain safe public access throughout/around the area unless otherwise approved in writing by the District as a Permit Condition.

Special Effects

- 3.32. Complex film applications including special effects must be submitted at least ten (10) business days prior to filming, including a special effects permit application.
- 3.33. All special effects must comply with all applicable federal and provincial legislation, regulations, and District bylaws and policies and receive approval in writing by the District as a Permit Condition.
- 3.34. Based on the nature of the special effects, the District may require West Vancouver Police and/or Fire and Rescue Services to be present during filming, at the Film Production cost.
- 3.35. West Vancouver Police may be required for special effects requiring traffic management and/or when firearms/weapons are displayed or discharged.

Traffic and Parking

- 3.36. Where temporary road blockages or changes to traffic patterns are requested, a certified traffic management plan and detailed map are required.

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- 3.37. West Vancouver Police may be required for any permit that alters traffic patterns, including intermittent traffic control and road closures. Where acceptable to the District, certified traffic control personnel provided by the Film Production may be approved.
- 3.38. Intermittent traffic control is defined as a maximum of three (3) minutes traffic stoppage during a ten (10) minute period unless otherwise approved by the District.
- 3.39. Street parking near film locations may be available near the film location for essential work vehicles only. The Film Production must identify a proposed off-site crew parking plan (e.g., authorized use of private property, public parking lot, or field).
- 3.40. The Film Production must request street occupancy by providing a map indicating the requested location(s) at least five (5) business days prior to the first date of parking.
- 3.41. The District will install all parking signage.
- 3.42. The Film Production must not permit vehicle idling, consistent with the Good Neighbour Bylaw No. 4380, 2004 (as amended).


Code of Conduct

- 3.43. The Film Production, cast and crew are expected to uphold the BC Motion Picture Industry Code of Conduct.

Enforcement / Non-compliance

- 3.44. The District may suspend or revoke a permit, require immediate cessation of activity, and or recover costs where filming occurs without a permit or in breach of conditions.

4. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes Document ID (Council Procedures only)		
Council report Document ID (Council Procedures only)		
Signature		

5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2026	

DRAFT

Title: Filming
Division: Parks, Culture & Community Services
Policy Number: 0119
File Number: 0282-20-0119

1. Purpose

- 1.1. To provide a framework to guide decision making when considering filming in the District of West Vancouver. The framework considers both the high value the film industry brings to the local economy, and the impact the industry may have on residents, the local community, the general public, visitors, and local area businesses.

2. Scope

- 2.1. This Policy applies to all filming that occurs within the municipal boundaries of the District of West Vancouver, whether on public or private property.

3. Definitions

- 3.1. **Film Production** is defined as a company or person applying to film in the District of West Vancouver in the realm of television, film, or digital media including photography.
- 3.2. **District** is defined for the purposes of the Filming Policy as the District of West Vancouver Council and/or the authorized staff.

4. Policy Statement

- 4.1. The District recognizes the benefits of the film industry to the local economy and strives to encourage and support filming in West Vancouver.
- 4.2. The Director of Parks, Culture & Community Services or designate is responsible for administering the application of this Policy and the associated film permit requirements.
- 4.3. It is the responsibility of the film production or individual applying to film within the District's boundaries, whether on District or private property, to submit a film permit application; comply with the District's Filming Policy and Filming Guidelines; and pay all fees and charges associated with filming in the District.
- 4.4. The District reserves the right to limit the number of filming activities in the District at any one time and/or the use of a specific location or area within the District.
- 4.5. The District reserves the right to approve or deny any requests for filming on District property or in a specific location or area within the District.

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- 4.6. In an effort to reduce the environmental impact of the film industry in the District, the District encourages film productions to incorporate sustainable film practices and to follow best practices such as the ones stated in Creative BC's Reel Green Program.
- 4.7. The District may require a film production to engage the West Vancouver Police and/or Fire & Rescue Services to oversee public safety regarding traffic control, special effects, pyrotechnics, stunts, and the use of simulated guns or other weapons in filming. The film production is responsible for the costs associated with this requirement.
- 4.8. Filming activity in the District must be in accordance with the code of conduct set forth by Creative BC and in the District's Filming Guidelines.
- 4.9. The film production must pay all fees associated with filming, including all Municipal services deemed necessary, as stated in the Fees and Charges Bylaw.
- 4.10. The film production must film within regular filming hours as set forth in the Filming Guidelines. Filming outside of regular filming hours may be approved based on support of the surrounding neighbourhood as set forth in the District's Filming Guidelines.
- 4.11. The film production must obtain liability insurance in the amount set in the Filming Guidelines, naming the Corporation of the District of West Vancouver as additionally insured.


5. Authority

- 5.1. Fees and Charges Bylaw No. 5025, 2019
- 5.2. Good Neighbour Bylaw No. 4380, 2004
- 5.3. Fire Protection and Emergency Response Bylaw No. 4366, 2004
- 5.4. Firearm Regulation Bylaw No. 4686, 2011
- 5.5. Traffic and Parking Bylaw No. 4370, 2004
- 5.6. Solid Waste Utility Bylaw No. 4740, 2012

6. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2020/09/14	
Council minutes eDocs # (Council Policies only)	4122761	
Council report eDocs # (Council Policies only)	4001463	

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Signature	
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7. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	

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The following guidelines apply to all filming that occurs within the municipal boundaries of the District of West Vancouver, whether on public or private property.

Our objective is to:

- Streamline the process for obtaining municipal authorization in a centralized and service focused environment;
- Minimize impact on the community and general public as a result of filming; and
- Ensure the District recovers all direct costs incurred for the use of District services.

Application Timelines

- The film production must submit a film application package at least five (5) business days prior to the start of filming.
- Complex film applications including special effects must be submitted at least 10-business days prior to the start of filming.
- More time may be required depending on complexity of film project.
- The application package must include:
 - [Film permit application](#)
 - [West Vancouver Business Licence Application](#) or proof of current Licence
 - Certificate of Insurance
 - West Vancouver Electric Permit Application
 - Street occupancy and circus/crew park location request (if required)
 - Polling/Notification Letter (if required)

Liability Insurance

- The film production is required to submit insurance prior to filming.
- An insurer registered to do business in the Province of British Columbia must provide insurance.
- Commercial General Liability insurance insuring against claims arising from filming, providing coverage in an amount of not less than \$5 million per occurrence, regardless of any umbrella policy.
- The District reserves the right to set an appropriate amount of liability beyond the \$5 million.
- An additional form of insurance may be required, if the District of West Vancouver deems it necessary.
- The District of West Vancouver must be identified as additional insured on the applicant's liability and contain a cross liability clause in favour of the District of West Vancouver.

Curfew

- Regular film hours are:
 - Monday to Saturday 7 a.m. to 10 p.m.
 - Sunday 8 a.m. to 10 p.m.

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FILMING GUIDELINES

- Filming outside of curfew or on statutory holidays may be approved based on location and/or neighbourhood support (subject to polling).

Notification & Polling

- The film production is required to distribute a film notification letter to the neighbourhood directly affected by filming. The letter shall include:
 - The dates, times, and a description of the scope and impact of filming to the area. Details will include changes to parking & traffic, noise and special effects plus any information deemed necessary to the residents/businesses of the area.
 - Name of Production Company & Production.
 - Contact information of the production, Location Manager & on site contact, including email and phone number.
 - Contact email and phone number for the District of West Vancouver Film Office film@westvancouver.ca 604-925-7263 and Creative BC.
- In certain locations (Parks, Community Centres), posting notification in prominent visible areas may be appropriate.
- The film production is required to poll the neighbourhood to communicate filming activity, needs and impacts while seeking support. Polling is required if a film application requests:
 - Multiple filming days
 - Filming outside curfew/regular film hours or on statutory holidays
 - Repeat use of a location
 - Use of excessive/unusual special effects (explosions, fireworks) or loud noises
 - Filming that is particularly invasive to the area
- The film production is required to go door to door to solicit input from the neighbourhood regarding the proposed filming. Response may be received via electronic or in person format (email or signature).
- The District will review polling results and approve based on majority support - minimum 80%.
- In certain circumstances, negative polling may be considered.
- All notification and polling letters require District approval prior to distribution.

Fees, Deposits

- A deposit of a minimum \$2500 is required prior to filming to cover any potential damage.
- The deposit will be refunded, upon completion of filming, after the District has completed inspection of the location.
- Any repairs, clean up, or restoration is the responsibility of the film production.
- Any repairs, clean up or restoration not undertaken by the film production will be provided by the District, the cost of which will be charged back to the production and/or drawn from the deposit.
- All fees and charges for filming are located in the Fees and Charges Bylaw No. 5025, 2021.

District of West Vancouver

FILMING GUIDELINES

Litter and Waste

- The film production is responsible for all film location generated waste and must dispose of it through independent means.
- The film production will provide and maintain temporary toilets for their film activity.
- Washroom facilities in parks are for public use.

Electrical Permit Requirements

- An [Electrical Permit](#) is required for any filming involving electrical generators and/or site power.
- A completed [Electrical Contractor Declaration Form](#) must accompany every inspection request.
- An inspection of all electrical generators and equipment is required on the day of filming and must be pre-scheduled at least one business day in advance.

District Locations – Parks, Facilities, streets/roadways, sidewalks.

- All District locations require a film liaison on site at the expense of the film production.
- Filming in public areas should not stop or discourage the daily use by the public. The film production will accommodate to allow free access through the area.
- Any areas that are disturbed or damaged will be restored to existing condition or better at the expense of the film production.
- Lighthouse Park is not available for filming.
- Whytecliff Park, Ambleside Park, and Dundarave Park are not available for filming from mid June through the Labour Day long weekend. Additional parks may be added to this list at the discretion of the District.

Special Effects

- Complex film applications including special effects must be submitted at least 10-business prior to filming.
- All special effects must comply with all applicable laws and permissions.
- The film production must receive approval from the District to use any special effects.
- The film production, based on the special effects, may be required to engage the West Vancouver Police and/or Fire & Rescue Services to be on location during filming, at their cost.
- West Vancouver Police are required for special effects requiring traffic management or when firearms and/or weapons are displayed/discharged.

Traffic & Parking

- Where temporary road blockages or a change in the traffic pattern is requested, a traffic management plan including detailed map of the location is required.
- West Vancouver Police may be required for any permit that alters traffic patterns (intermittent traffic control & road closures) or, if agreed upon, certified traffic control personnel provided by the film production may be used.

District of West Vancouver

FILMING GUIDELINES

- Intermittent traffic control is defined as a maximum of three-minute traffic stoppage during each ten-minute period.
- Street parking near film locations is for essential work vehicles only. The film production must identify a proposed off-site parking plan for crew vehicles, such as an authorized use of parking lots or private property.
- The film production must request street occupancy by providing a map indicating the requested location(s) at least five business days prior to the first date of parking.
- The film production shall not permit vehicles to idle as written in the Good Neighbour Bylaw No. 4380, 2004 (amended 2018).

Code of Conduct

- The film production and their crew are expected to uphold the [Creative BC Code of Conduct](#).

Environmental Impacts

- The District is a natural bear and wildlife habitat and film productions need to be wildlife-aware. Information can be found at www.westvancouver.ca/bears.
- The District encourages film productions to incorporate sustainable practices as set forth in [Creative BC Reel Green Best Practices](#).