

District of West Vancouver
PROCEDURE

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 checked="" type="checkbox"/> Mayor and Council
Approval date	2026/05/27	
Council minutes Document ID (Council Procedures only)	LGDM-711734498-25366	
Council report Document ID (Council Procedures only)	LGDM-711734498-25387	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

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5. Additional Information

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