



**CORPORATE POLICY MANUAL**

Section:	Information Systems and Services	4
Sub-Section:	Public Relations General	1470
Title:	FILMING INDUSTRY - BEST PRACTICES GUIDE	2

**POLICY**

The District of North Vancouver will:

1. facilitate the film industry in its production endeavours by providing a centralized and efficient procedure for obtaining municipal approvals for filming on location in the District of North Vancouver.
2. promote the District of North Vancouver as a centre for motion picture production and a physically and economically attractive environment for filming.
3. encourage the establishment of business and related industry and the development of expertise to support and complement the motion picture industry.
4. support policies and procedures which minimize inconvenience to the public and citizens of the District of North Vancouver as a result of filming on location.
5. support policies and procedures to ensure that filming on location will not cause any damage to public or private property and that, in the event of any damage, the film company will be responsible to make such repairs as required.
6. support policies and procedures to require that filming on location will be conducted so as to ensure the safety and well-being of the general public.

**REASON FOR POLICY**

To encourage filming in the District of North Vancouver and provide guidelines for staff and the media industry firms working within the District.

**AUTHORITY TO ACT**

Delegated to Staff

**PROCEDURE**

1. Staff will provide an annual report to Council on what processes are in place; how guidelines are being effectively employed; the quantity and nature of any concerns expressed by the community; and what contribution the industry is making to the community in terms of community life, as well as economic benefit.
2. Staff will distribute the Best Practices Guide to the community at large, i.e. libraries, community associations, Chamber of Commerce, relevant educational institutions, recreation centres, film training centres, production companies.

3. Staff shall keep a list of “sensitive areas”. When filming in a “sensitive area” occurs, production companies shall be informed on the specific problems related to that community and work with appropriate municipal staff to ensure that the issues are addressed and inconvenience to the neighbourhood minimized.
4. All permits, fees, licences and donations will be processed through and arranged by a Traffic Clerk/Film Liaison staff member in the Engineering Department.
5. All enquiries or complaints from the public which are received by members of Council should be referred to staff for resolution.
6. The District of North Vancouver’s Filming Policy Guidelines will include an Environmental Section to ensure that the District’s unique natural environment is not compromised in any fashion by on-location filming.
7. All filming in the District of North Vancouver will be done in accordance with the District’s “Filming Policy Guidelines”.

Approval Date:	May 2, 1994	Approved by:	Regular Council
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:	May 4, 1998	Approved by:	Regular Council
3. Amendment Date:	December 17, 2001	Approved by:	Regular Council
4. Amendment Date:		Approved by:	