

# HALIFAX

## FILM GUIDELINES

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## 1. FILMING IN HALIFAX REGIONAL MUNICIPALITY

Halifax Regional Municipality is **film friendly**. The role of the municipal Film Liaison is to facilitate access to municipal services, locations, and resources. The Film Liaison aims to ensure straight-forward approvals and quick access to resources for the best filmmaking experience possible.

The Film Liaison is the first point of contact for all location filming that takes place in the region. All coordination of municipal services and required business units is done through the municipal Film Liaison.

## 2. APPLICATION PROCESS

The first step to filming in Halifax Regional Municipality is completing and submitting the Film Application package to the Film Liaison.

### 2.1 INSURANCE AND RISK MANAGEMENT

Proof of in force and appropriate insurance coverage **must** be submitted **five (5) business days** prior to the start of filming.

A Certificate of Insurance naming **Halifax Regional Municipality** (not 'HRM') as Additionally Insured and containing a Cross Liability clause must be submitted to the Film Liaison prior to the start of filming. Please include our official mailing address on the certificate: **PO Box 1749 Halifax NS, B3J 3A5**

The Film Liaison will assess the amount and type of insurance coverage necessary based on production type, and risk associated with filming on or around Municipal property. Commercial General Liability Insurance limits will vary, however, not less than:

- Two Million Dollars (\$2,000,000) inclusive of BI/PD; Student filming, low risk film productions
- Five Million Dollars (\$5,000,000) inclusive of BI/PD; medium risk film productions (aerial filming, car chases, pyrotechnics)
- Ten Million Dollars (\$10,000,000) inclusive of BI/PD; high risk film productions (large pyrotechnics displays or explosions)

An Environmental Impairment Liability policy is a requirement for any filming involving the use of hazardous materials or other contaminants during filming. Minimum acceptable limits are to be not less than Two Million Dollars (\$2,000,000).

All limits quoted are in Canadian funds. Insurance certificates must be submitted in English.

Film productions within the municipality may be subject to a risk assessment to ensure production protocols and municipal involvement is sufficient for the level of risk associated with filming. Following the risk assessment, Halifax Regional Municipality reserves the right to require additional measures including but not limited to enhanced production, increased municipal services or higher limits/types of insurance coverage.

## 2.2 NOTIFICATION TO COUNCILLORS

Halifax Regional Municipality requires Production Companies to contact Councillors and inform them when filming is occurring in their district. It is the responsibility of the Production Company to contact HRM Councillors **after** the filming activity has been authorized by the Film Liaison.

Communicating with the Councillors **must** be done prior to the commencement of filming. Copies of correspondence with Councillors and notifications to Residents **must** also be sent to the Film Liaison.

- All contact information for HRM Councillors can be found at: <https://www.halifax.ca/city-hall/districts-councillors>
- You can use the District Lookup App to find your Councillor contact: <https://www.halifax.ca/city-hall/districts-councillors/district-look>

These notifications should include information such as:

- Name and type of production
- Contact person and number
- Type of filming activity planned
- Duration of filming with locations, times and dates
- Parking and traffic impact
- Light or noise impact
- Special effects to be used such as gunfire, rain or fog affects, pyrotechnics, etc.
- Contact information for the Film Liaison

## 3. PERMITTED HOURS OF FILMING

The approval of a filming application is the first step to filming in Halifax Regional Municipality. Additional approvals are often required.

- Filming in residential areas **must** take place between 7:00 am and 11:00 pm
- Production vehicles must not arrive or leave a residential location after 11:00 pm
- Production vehicles must turn off their engines as soon as possible when arriving in a residential area
- Set up and tear down of film sets must not occur past 11:00 pm in residential areas

Night filming is permitted in non-residential areas as long as police and the Film Liaison have been notified.

The municipal noise By-law N-200 is in effect **24 hours a day** and states any unreasonable noise disruption at any hour of the day is not permitted.

Filming involving loud noises, special effects including the use of a gun replica, gunfire or explosions, generators/fans, or outdoor set construction in residential areas must be assessed by both the Halifax Regional Police or RCMP and the Film Liaison. In certain situations, the written consent of residents is required.

## 4. NEWS MEDIA AND ESTABLISHED PRODUCTIONS

Current affairs and news media filming on location in Halifax Regional Municipality **are not** required to coordinate with the Film Liaison. Questions, concerns, or requests for resources from this sector are welcomed by the Film Liaison.

Established Productions such as television series filming multiple seasons on location are not required to submit applications for every production cycle but are renewed annually through the Film Liaison.

## 5. STUDENT FILMS

Halifax Regional Municipality is home to a talented amateur film industry thanks in large part to the students and graduates of post-secondary arts programs. Students and amateur groups are expected to submit an application and to abide by the same requirements and restrictions on filming as Production Companies.

## 6. ENVIRONMENTAL STEWARDSHIP

Halifax Regional Municipality is committed to the preservation of our air, water, land, and natural systems to achieve a clean, healthy, sustainable environment. Filmmakers are encouraged to make efforts towards energy efficiency and to minimize idling.

All municipal sites used for filming must be returned to their original state. Materials and debris are not to be washed into catch basins. The production company is responsible for implementing mitigation strategies where needed and for cleaning the site before and after filming. If the area is not returned to its original state, the production company will be billed for clean-up services or restoration.

### 6.1 WASTE MANAGEMENT

Film companies are required by municipal By-law S-600 to source separate the waste they generate into the following five waste streams:

- Organics
- Paper
- Blue Bag Recyclables
- Cardboard
- Garbage

The receptacles should be appropriately placed to capture the different waste streams generated at specific locations. They should also be colour coded and clearly labelled for easy identification by users.

Procurement of required receptacles and collection of solid waste is the responsibility of the generator.

Additional information regarding waste separation collection in HRM can be found at:

<https://www.halifax.ca/home-property/garbage-recycling-green-cart>.

## 7. AERIAL FILMING

Transport Canada manages the airspace. In Canada, there are 2 main categories of drone operation: basic and advanced. Each one has a different set of rules drone pilots must follow. The weight of your drone, distance from bystanders and airspace rules define your category. The rules do not treat people who fly drones for fun or for business differently.

Aerial filming requests are welcomed by the Film Liaison and can assist with informing the Location Manager of Transport Canada's requirements for flying a drone for filming purposes in Halifax Regional Municipality. Drone operator license, drone registration and approved flight paths are required to submit to the Film Liaison. The takeoff and landing locations may require further municipal approval.

Transport Canada requirements for flying a drone can be found here:

<https://tc.canada.ca/en/aviation/drone-safety/learn-rules-you-fly-your-drone/find-your-category-drone-operation>.

## 8. PERMITS FOR ROAD OCCUPANCY & STREET/SIDEWALK CLOSURES

All filming must comply with the Motor Vehicle Act, Temporary Workplace Traffic Control Manual, all relevant provincial laws, and municipal ordinances and by-laws. Filming on a street or sidewalk in the region may require a permit, particularly if there is a need for closures or intermittent traffic stoppages. Any filming on municipal streets must be discussed with the municipal Film Liaison to determine whether a permit is required.

Right of Way Permits are issued by Halifax Regional Municipality's Traffic Management department to ensure appropriate conditions for all road users by establishing requirements for work areas, traffic control, and street or sidewalk closures. **Applications for Right of Way Permits should be submitted at least five (5) business days prior to filming** to allow for review and processing.

If the permit includes approval for a street or sidewalk closure, then **the applicant should notify, in writing, all businesses and residents affected by the closure at least five (5) business days prior to the closure**. Copies of this notice should be forwarded to the Film Liaison and Traffic Management.

**Applicants should apply for a Right of Way Permit with the work type "Street Closure"**. All permit applications **must be accompanied by a Construction Management Plan** (a CMP, formerly called Traffic Control Plan and Pedestrian Management Plan), per the HRM Traffic Control Manual Supplement. The CMP will include information about how each type of road user (pedestrians, cyclists, and motor vehicles) will be accommodated past the work area. The format of the CMP will depend on the complexity of the traffic control setups, and information may be conveyed through an appropriate combination of text and/or diagrams. Note that the proper document type must be selected from the drop-down list once the CMP has been uploaded.

**Permit applications can be submitted through Halifax Regional Municipality's new Online Permitting, Planning, Licensing & Compliance Customer Portal** (<https://plc.halifax.ca/hfxprod/pub/lms/Login.aspx>).

Applicants will be required to create a customer profile for themselves. Once complete, the customer profile can be "associated with a contractor" and linked to an existing contractor profile or the customer can create a new contractor profile for the Production Company. Municipal staff will validate contractor profiles after receiving the requisite insurance information from the Production Company.

Two types of location information are required for the permit: the street segment is intended to identify the impacted block(s) for coordination purposes; the specific location is intended to define the work location within the block(s), e.g., on the west side of Main Street. Owner/Tenant information is currently a required field and the applicant's own information is acceptable.

The type of road closure (partial, full, sidewalk only) should be selected based on the impact to road users. A full closure would include a signed detour route.

Changes to existing permits can be requested through the "My Activities" tab in the customer portal by opening a permit and selecting "Amend Permit". Note that significant changes to the requested filming time or location may require a new permit to be issued. All payments and required documents will be submitted through the online portal and a PDF version of the permit will become available in the customer's "My Activities" tab once approved.

More information about permits can be found on our website (<https://www.halifax.ca/home-property/building-development-permits/streets-services-permits>).

Specific questions about permits or the application process can be sent to [rowpermitapps@halifax.ca](mailto:rowpermitapps@halifax.ca) with the Film Liaison copied.

## 8.1 PRODUCTION VEHICLES AND PARKING

The Film Liaison can assist with finding suitable parking for film vehicles within the municipality. Production vehicles parking on municipal streets need to be identified by placing a sign in their windshield noting the name of the film, the location manager, and contact number. Production crew should be able to produce a copy of the Right of Way permit on request of an enforcement officer.

Crew cars are generally not included in the production vehicles list. Parking is permitted in designated locations as determined by the Film Liaison and/or the Parking Services department. Crew vehicles not directly involved in the production which are parked on-street are expected to observe all posted regulatory signage or be subject to ticket and/or towing.

Every effort should also be made to ensure residential garbage is collected on schedule. Garbage, organics, and recycling trucks should be allowed access to residential streets whenever possible. This may mean moving parked film vehicles to allow access. If residential waste cannot be collected, the Production Company is responsible for ensuring garbage, green carts, and recyclables are moved to a location where they can be collected without disruption. If moved, green carts and garbage cans must be returned to their pre-assigned civic addresses.

Waste collection in the municipality usually starts by 7:00 am. Alternative arrangements must be made before this time to ensure residential garbage collection occurs on the scheduled day.

## 9. MUNICIPAL SERVICES

To ensure the safety and comfort of municipal citizens, police and other emergency vehicles are not to be disrupted in their provision of services. **Emergency vehicles always have the right of way.**

Similar privilege extends to municipal waste collection vehicles and transit services; every effort should be made to ensure these routes are not made inaccessible through filming activities.

Municipal services are commonly involved in filming productions in HRM. The services are subject to **fees**. Often, special effects and stunt coordination will involve one or more municipal service division. Please read the following sections carefully.

## 9.1 HALIFAX REGIONAL POLICE/RCMP

When necessary or desired, Locations Managers should contact the Halifax Regional Police or RCMP to discuss their plans for filming within the municipality. On film locations, production companies should hire Extra Duty Officers (EDOs) to provide traffic or crowd control. Hiring of EDOs may be necessary if disruption is expected to the normal flow of pedestrian or street traffic.

Booking arrangements should be made **five (5) business days in advance** of the required date and cancellations should occur one day before the required date.

The request for EDOs and for police vehicles is facilitated through the Extra Duty Coordinator's office. Requests for a police vehicle or motorcycle to be used in a film must be authorized by the Chief of Police.

Police need to be informed of the use of firearms or pyrotechnics. These details should be included in the filming application to the Film Liaison or communicated as soon as possible prior to filming.

## 9.2 HALIFAX TRANSIT

Halifax Transit operates the public transportation system including conventional fixed-route bus service, paratransit, the harbour ferry service, and when operationally feasible, shuttle services.

Routes and schedules for all transit services can be found at <https://www.halifax.ca/transportation/halifax-transit/routes-schedules>

Requests for filming with Halifax Transit services must be made **ten (10) business days** in advance of filming. It can include either regular service routes (providing there is no disruption to passengers) or a shuttle for private use, subject to availability.

## 9.3 FIRE SAFETY SERVICES

After consulting with the Film Liaison, the production company should have their special effects person contact municipal Fire Prevention **ten (10) business days** prior to filming with use of pyrotechnics to obtain a permit.

All tents used for film must meet code requirements (i.e. fire rated, fire extinguisher, minimum of 10' from any structure, etc.). A permit is required for tents larger than 10' by 10'. A diagram should accompany the permit outlining electrical usage and general purpose of the tent.



Fire Prevention will need to inspect buildings if fire control systems are to be suppressed or altered. The inspector will need to know how long the system will be shut off and may require Fire Watch personnel or a private security guard with a fire background on site during filming. Fire exits are not to be blocked.

**Services Available:**

- Pyrotechnics Permit
- Fire Inspector
- Aerial truck
- Tactical unit
- Officer
- Tent Permit
- Fire Watch
- Pumper/Engine
- Staff Cars
- Firefighter

The cost of these services will vary.

## 10. MUNICIPAL PARKS, OUTDOOR SPACES & SPECIAL EVENT SITES

Halifax Regional Municipality has a wide range of park and outdoor sport/special event sites available for film use. An Outdoor Facility Application can be obtained from the **Facility Scheduling Office** and must be completed a minimum of **five (5) working days prior** to use of any municipal park.

Filming at a park or alternate site should be completed between the hours of:

- 7:00 am - 9:30 pm during weekdays
- 8:00 am - 7:00 pm during Saturdays
- 9:00 am - 7:00 pm during Sundays

If a film company needs to shoot beyond these hours, special permission must be granted from municipal parks/scheduling staff. The production company is responsible for any charges if security overtime is required. The production company must adhere to municipal park ordinances and other applicable municipal ordinances and By-laws. See **Fees** section of the Guidelines for facility rental cost.

Written permission is required before making **any** alteration of the property.

Filming is not permitted to interfere with already programmed activities for a site. The **Facility Scheduling Office** will issue a Rental Contract for use of the site. This contract must be signed and payment should be remitted in advance of site use to the **Facility Scheduling Office** in the form of cash, cheque, Visa, MasterCard or American Express. You may need to show your Rental Contract on site for verification of site rental.

## 11. MUNICIPALLY OWNED/OPERATED BUILDINGS AND PARKING LOTS

Halifax Regional Municipality welcomes the use of municipally owned or operated buildings and parking lots for filming or operations. The Film Liaison can provide a list of such locations to Production Companies.



Temporary leasing agreements for municipal owned or operated buildings are provided through Real Property Services. The leasing document **must be set up prior to filming** and usually takes **five (5 days to process)**.

The cost associated with the lease depends on the duration of use and on the specific site requested. A post-lease site review will be conducted.

## 12. FEE TABLE

Fees for municipal services are listed below. This list is not all-inclusive, and fees are subject to change. Fees for certain services may change to reflect the scale and extent of filming activities.

The Film Liaison will help to facilitate fee discussions between filmmakers and other municipal departments.

Business Unit	Service	Fee
Traffic Management	Road Occupancy Permit	\$250
	Security Deposit	\$1000 (as required, refundable)
Parks	Commercial	\$135.70/day
	Non-Profit/Low Budget	\$67.85/day
Halifax Regional Police + 3% admin fee	Constable	\$104.54/hr (min. 4 hours)
	Sergeant	\$124.40/hr (min. 4 hours)
	Police Car	\$75/day
	Police Motorcycle	\$50/day
Halifax Transit	Conventional Bus	\$184.31/hr
	Ferry	\$525/hr (min. 4 hours)