

Subject: Municipal Film Policy	Effective Date: 2026-09-22
Adopted by By-law No. 2026-075	Review Date:
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Film Policy

Overview:

The Township of Selwyn recognizes the significant economic, cultural and social benefits that film, television, music and video production can bring to the community. The Township supports and welcomes responsible Film Production within the Township and is committed to facilitating production activities in a manner that respects and protects the rights, safety, privacy and property of the Township, its residents, businesses and visitors.

Purpose:

To establish requirements and outline relevant By-laws for a co-ordinated approach to Film Production within the jurisdiction of the Township of Selwyn.

Scope:

This Policy applies to any Film Production which takes place on municipal property within the Township of Selwyn, except for current affairs, newscasts, student school projects and personal recordings. This Policy also applies to high-impact Film Production on private property that could become or cause a direct impact on Township resources, neighbouring residents, occupants, or businesses.

Legislative Authority:

The Township of Selwyn Film Policy is a policy issued under the authority of By-law No. 2026-075 enacted in accordance with sections 128(1) and 151(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

Definitions:

“**Alter**” has the same meaning as in section 1 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended;

“**Authority Having Jurisdiction**” has the same meaning as in *Natural Resources Canada Special Effect Pyrotechnics Manual*;

“**Clerk**” means the person appointed by Council to carry out the duties of the municipal clerk for the Township under the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, or their designates;

“**Commanding Officer**” means the Chief of the Peterborough Police Service or the Detachment Commander, Peterborough County Ontario Provincial Police, or their designates;

“Competent Person” means a person who:

- (a) is qualified because of knowledge, training and experience to organize the Film Production and its performance;
- (b) is familiar with the applicable legislation, regulations, or By-laws, that apply to the Film Production; and
- (c) is capable of responding to Township, emergency services, or public concerns at any time during Film Production;

“Council” means the Council of The Corporation of the Township of Selwyn;

“Film Permit” means a license issued by the Township in accordance with section 151(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

“Film Production” means the photographing, filming creation and production of a film, television, or web content and includes all preparation activities, set up, dismantling, removal or restoration activities in connection with the Film Production, and “Film” and “Filming” have a corresponding meaning;

“Firearm” has the same meaning as in section 2 of the *Criminal Code*;

“Fire Chief” means the Fire Chief of the Township of Selwyn Fire Department appointed under the *Fire Protection and Prevention Act, 1997*, S.O. 1997, CHAPTER 4, as amended, or their designate;

“Highway” has the same meaning as in section 1(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

“Imitation Firearm” has the same meaning as in section 84 of the *Criminal Code*;

“Licence” has the same meaning as in section 1(1) of the *Municipal Act, 2001*, as amended;

“Migratory Bird” has the same meaning as in section 2(1) of the *Migratory Birds Convention Act, 1994*, S.C. 1994, c. 22, as amended;

“Municipal Act, 2001” means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

“Municipal Property” means property owned by or under control of The Corporation of the Township of Selwyn;

“Not-for-Profit Organization” means a not-for-profit organization for which the *Not-for-Profit Corporations Act, 2010*, S.O. 2010, c. 15, as amended, applies;

“Operating Authority” has the same meaning as in section 2(1) of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, as amended;

“Police Service of Jurisdiction” means, the Peterborough Police Service within the Lakefield Ward, and the Ontario Provincial Police within the Smith and Ennismore Wards;

“Production Company” means a company or individual conducting Film Production within the Township of Selwyn, and “Production Companies” has a corresponding meaning;

“Production Vehicle” means any vehicle, trailer and equipment used to support Film Production, and includes personal vehicles of production company cast, crew, contractors and subcontractors;

“Registered Charity” means a charitable organization registered in accordance with the *Income Tax Act*;

“Remotely Piloted Aircraft System” has the same meaning as in section 101.01(1) of the *Canadian Aviation Regulations*, SOR/96-433;

“Road Occupancy Permit” means any licence or permission issued by the road authority having jurisdiction;

“Site Plan” means a scaled drawing that identifies the proposed temporary Film Production showing its location, dimensions, boundaries, access points, physical barriers, and any other features necessary to demonstrate compliance with any applicable guideline, By-law, provincial or federal statute;

“Special Effect Pyrotechnics” has the same meaning as under Part 17 of the *Explosives Regulations*, 2013, SOR/2013-211;

“Township” means The Corporation of the Township of Selwyn;

“Weapon” has the same meaning as under section 2 of the *Criminal Code*;

Policy:

1. Film Permit

- 1.1 A Film Permit shall be required for all Film Production on municipal property.
- 1.2 A Film Permit shall be required for all high-impact Film Production on private property.
- 1.3 For the purpose of section 1.2, Film Production on private property shall be considered “high-impact” when it involves any of the following:
 - (a) a water location that requires a Parks Canada Agency *Film/Video Permit* or a Transport Canada Permit;
 - (b) an exemption from the Township’s *Noise By-law*;
 - (c) a property designated under the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended;
 - (d) the parking of production vehicles on Township property or highways;
 - (e) weapons, firearms, or imitation firearms;
 - (f) special effect pyrotechnics;
 - (g) a potentially hazardous sequence;
 - (h) a potentially dangerous stunt;
 - (i) water effects;
 - (j) a Remotely Piloted Aircraft System (drones/UAV) flight operation that requires a Special Flight Operations Certificate (SFOC); or
 - (k) animals.
- 1.4 The Township of Selwyn reserves the right to refuse to issue a Film Permit to a Production Company that does not comply or satisfy the criteria outlined in this Policy.

- 1.5 For greater certainty, a Film Permit alone does not replace or constitute approval under any other municipal By-law, provincial or federal legislation, permit, licence, consent or agreement.

2. Primary Contact

- 2.1 Every Production Company shall appoint a competent person as a primary contact who shall be capable of responding to Township, emergency services, or public concerns at any time during Film Production.
- 2.2 The Township's primary contact for a Production Company shall be the Township's Economic Development Coordinator, or designate.
- 2.3 The Township's Economic Development Coordinator may request that the Production Company attend a pre-application consultation with relevant Township staff.

3. Film Permit Application

- 3.1 Applications for a Film Permit will be coordinated by the Township's Economic Development Coordinator, who will channel the Application through the necessary Township departments for review.
- 3.2 Final review of Applications for a Film Permit will be conducted by the Manager of Community & Corporate Services/Clerk, who may approve the Application in accordance with section 27 of this Policy.
- 3.3 At a minimum, every Film Permit Application shall include:
- (a) Film Permit Fees in accordance with section 4 of this Policy;
 - (b) a Certificate of Insurance in accordance with section 6 of this Policy;
 - (c) a detailed description of the Film Production;
 - (d) the proposed maximum duration of the Film Production;
 - (e) a site plan for every location that the Production Company intends to use for Film Production; and
 - (f) a parking plan in accordance with section 19.1 of this Policy.
- 3.4 Despite section 3.3, a Production Company may be required to notify or gain approval from various Township departments, other government bodies, partner agencies, or individuals depending on the nature of the Film Production, and in accordance with this Policy.
- 3.5 For greater certainty, it is the Production Company's sole responsibility to obtain and pay for all information, documentation, and approvals required for the Film Permit.
- 3.6 A Film Permit shall only be issued in accordance with applicable Township By-laws and relevant provincial and federal legislation.

4. Film Permit Fees

- 4.1 All Film Permit fees shall be included in Schedule 'A' to the Township's *Tariff of Fees By-law*, as amended.
- 4.2 All Film Permit fees are for administrative purposes and are non-refundable.

- 4.3 Every Production Company may be required to submit a security deposit in the form of cash, bank draft or certified cheque made payable to “The Corporation of the Township of Selwyn” or an irrevocable letter of credit in favour of the Township in an amount sufficient to cover any unforeseen costs incurred by the Township in processing the application and/or as a result of the Film Production, including the costs of enforcing the Township's By-laws.
- 4.4 A security deposit does not apply to Film Production held by a not-for-profit organization or registered charity.
- 4.5 Upon confirmation that all costs with respect to prescribed matters have been paid, the security deposit, or balance thereof, shall be returned to the Production Company with a complete summary of any costs that were incurred.
- 4.6 Where the cost for a prescribed matter exceeds the deposit, the Production Company shall pay to the Township the unsecured balance upon demand.
- 4.7 Other fees may be applicable to the application of other permits or approvals comprising part of the Film Permit application. Any costs associated with Film Production are at the sole expense of the Production Company.

5. Indemnification and Hold Harmless

- 5.1 The Production Company shall defend, indemnify and save harmless The Corporation of the Township of Selwyn its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Production Company, its directors, officers, employees, agents, contractors and sub-contractors, or any of them, in connection with or in any way related to the delivery or performance of this policy. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Production Company in accordance with this policy, and shall survive this policy.
- 5.2 Production Companies agree to defend, indemnify and save harmless The Corporation of the Township of Selwyn from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Production Company's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Production Company in accordance with this Policy, and shall survive this Policy.

6. Insurance

- 6.1 Every Production Company shall provide the Township with a Certificate of Insurance evidencing coverage including, but not limited to:

Commercial General Liability Insurance

Commercial General Liability Insurance satisfactory to the Township and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than \$5,000,000/occurrence with an aggregate of not less than \$10,000,000
- (b) Add "The Corporation of the Township of Selwyn" as an additional insured with respect to the operations of the Named Insured
- (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- (d) Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96)
- (e) Products and completed operations coverage
- (f) Broad Form Property Damage
- (g) Contractual Liability
- (h) Contingent Employers Liability
- (i) Work performed on Behalf of the Named Insured by Sub-Contractors
- (j) The policy shall provide 30 days prior notice of cancellation

All Risks Property Insurance

All risks property insurance in an amount equal to the full replacement cost of property of every description and kind owned by the Production Company or for which the Production Company is legally responsible, and which will be used for the filming of the production.

Automobile Liability Insurance

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Production Company.

Aircraft, Drone and Watercraft Liability

Aircraft and Watercraft Liability Insurance, if applicable, the Production Company shall provide and maintain with respect to any non-owned aircraft or watercraft connected to the project, liability insurance in an amount not less than \$10,000,000 per occurrence for Third Party Liability including Passenger Hazards.

7. Occupational Health and Safety

- 7.1 Every Production Company shall comply with the *Occupational Health and Safety Act* and follow the Ministry of Labour, Immigration, Training and Skills Development *Safety guidelines for the film and television industry*, where applicable.
- 7.2 Every Production Company shall comply with the Regulation for First Aid Requirements R.R.O. 1990, Reg. 1101 made under the *Workplace Safety and Insurance Act, 1997*.
- 7.3 Where Film Production takes place on Township property, every Production Company that is a registered business with the Workplace Safety and Insurance Board (WSIB) shall provide the Township with a WSIB clearance certificate.

- 7.4 Despite sections 7.1 to 7.3, every Production Company that is a federally regulated workplace shall comply with the *Canada Labour Code*, R.S.C., 1985, c. L-2, as amended.

8. Accessibility

- 8.1 Every Production Company shall comply with the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, as amended.
- 8.2 Despite section 8.1, if a Production Company is under federal jurisdiction, it shall comply with the *Accessible Canada Act*, S.C. 2019, c. 10, as amended.

9. Public Notice of Filming

- 9.1 Every Production Company shall appoint a community liaison, who shall:
- (a) respond promptly and directly to any potential public complaints;
 - (b) maintain a record of significant complaints; and
 - (c) maintain a record of corrective actions;
- 9.2 Every community liaison shall provide records of significant complaints and records of corrective actions to the Township immediately upon request.
- 9.3 Every Production Company shall comply with all applicable privacy legislation.
- 9.4 Before any Film Production commences in any public, commercial or residential area, a letter of notification of filming shall be circulated to all residents and businesses within a 100-metre radius around the proposed locations a minimum of seven (7) days prior to filming.
- 9.5 A copy of the notification letter shall be provided to the Township a minimum of fourteen (14) days prior to any Film Production.
- 9.6 Every Production Company shall post public notice signage, including, but not limited to, “filming in progress” signs, around the Film Production location.

10. Township Facility Locations

- 10.1 If a Production Company wishes to film at a Township facility, they must rent the facility through the relevant Township Department, and the Production Company shall be subject to the rental fees as outlined in Schedule ‘A’ to the Township’s *Tariff of Fees By-law*, as amended.
- 10.2 Film Production shall not be permitted inside any Township water or wastewater treatment facility.
- 10.3 Filming outside of a water or wastewater treatment facility may be permitted subject to consultation with the operating authority.

11. Water Locations

- 11.1 Applications for a Film Permit that involve Film Production with water locations on the Trent-Severn Waterway shall require proof of a Parks Canada Agency *Film/Video Permit*.
- 11.2 Transport Canada has several boating restrictions on the Trent-Severn Waterway, and it is the responsibility of the Production Company to consult directly with Transport Canada to determine whether permit from Transport Canada is required.

12. Code of Conduct for Cast and Crew

- 12.1 It is the responsibility of the Production Company to ensure that:
 - (a) cast and crew treat all locations, as well as the members of the public, with courtesy;
 - (b) every member of the crew shall wear a production pass (badge) when required by the location;
 - (c) production vehicles arriving on location in or near a residential area shall not enter the area before the time stipulated on the Film Permit;
 - (d) cast and crew do not enter on any premises without the express permission of the occupier, proof of which rests with the Production Company; and
 - (e) cast and crew comply with the *Smoke-Free Ontario Act, 2017*, and the Township's *Smoking in Public Places By-law*.

13. Disruption to Residents, Occupants, and Business Owners

- 13.1 Every Production Company is responsible for ensuring that there is minimal disruption to residents, occupants, business owners and Township employees while Film Production occurs.
- 13.2 All Film Production shall comply with the Township's *Noise By-law*.
- 13.3 For greater certainty, a Production Company may make an application to the Clerk to be granted an exemption from the provisions of the Township's *Noise By-law*.
- 13.4 Every Production Company is responsible for developing and implementing plans to address property, vehicular, pedestrian and accessibility access to adjacent properties, including making necessary arrangements and compensating costs, including, but not limited to, rescheduling deliveries or waste and recycling collection.
- 13.5 Removal, alteration, or cutting of vegetation by a Production Company, Production Company cast, crew, contractors or subcontractors is prohibited unless approved by the Township of Selwyn or the property owner, as applicable.
- 13.6 No permanent or temporary road fixtures, traffic control devices, or signage shall be covered, altered or removed without the written approval of the relevant road authority.

14. Compensation for Disruption

- 14.1 The Township shall not compensate businesses and residents for disruption or inconveniences caused by a Production Company, and any compensation for private entities will be negotiated between the two parties and shall not involve the Township.

15. Set Decoration

- 15.1 If remodeling of property or the construction of sets or staging is required, every Production Company shall be responsible for restoring all exterior and interior building finishes and fixtures to their original condition at the conclusion of filming.
- 15.2 Every Production Company shall be required to obtain a permit for any alternation, erection or display of signs unless said permit requirement has been specifically exempted by the applicable *Sign By-law*, or regulation, as the case may be.
- 15.3 Requests to fly flags of other countries may be considered as part of the application process, and approval will be considered on a request-specific basis and may be granted at the discretion of the Manager of Community & Corporate Services/Clerk after appropriate public notification.

16. Designated Heritage Properties

- 16.1 Every Production Company shall request a pre-application consultation with Township staff if the proposed Film Production involves a property designated under the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended.
- 16.2 Approval for Film Production involving a property designated under the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended, may be provided by:
- (a) in the case of Film Production which does not meet the threshold of “alteration of the property” under section 33(1) *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended, a Township staff who is a member of the Township’s Heritage Committee; or
 - (b) in the case of Film Production which meets the threshold of “alteration of the property” under section 33(1) *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended, Council in accordance with section 33 of said Act.
- 16.3 For greater certainty, approval for Film Production involving a property designated under the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended, alone does not replace or constitute approval under any other municipal By-law, provincial or federal legislation, permit, licence, consent or agreement.

17. Clean-Up and Waste Collection

- 17.1 Waste shall be disposed of in accordance with the applicable *Waste By-law* or regulation.
- 17.2 Every Production Company is encouraged to avoid single-use and disposable materials on location, where possible, and should follow the Township’s *Green Event Policy* and the *Selwyn Climate Change Action Plan*.

- 17.3 Where Film Production takes place on Township property, every Production Company shall:
- (a) clean the location at the end of each Film Production day;
 - (b) ensure that the area is returned to its original condition;
 - (c) document pre-production conditions; and
 - (d) document post-production conditions.
- 17.4 Despite section 17.3(a), if exceptions are required, the Production Company shall obtain approval from the Manager of Community & Corporate Services/Clerk.
- 17.5 For the purposes of section 17.3(c) and section 17.3(d), the Township may:
- (a) require the Production Company to complete restoration within a specified period of time; and
 - (b) recover municipal costs from the security deposit, as applicable.

18. Road Closures or Occupancy

- 18.1 Applications for a Film Permit that involve any work or occupancy of a road allowance of a highway shall require approval by the applicable road authority:
- (a) applications for a Film Permit that involve work completed within the Right of Way of the Township shall require a Township Road Occupancy Permit.
 - (b) applications for a Film Permit that involve work completed within the Right of Way of the County of Peterborough shall require proof of a County of Peterborough *Special Events / Filming on County Roads Permit*. The County of Peterborough requires applications to be submitted at least 10 days prior to the event.
 - (c) applications for a Film Permit that involve activities on Ministry of Transportation (MTO) Permit Control Areas, including, but not limited to provincial highways, shall require an MTO permit or approval.
- 18.2 For greater certainty, both the Township and the County of Peterborough each require an Ontario Traffic Manual (OTM) Book 7 Traffic Control Plan outlining temporary conditions on roadways under their respective jurisdictions.

19. Parking

- 19.1 Every Production Company shall be required to submit a Parking Plan for Film Production when production vehicles will be parked on municipal property or a highway.

- 19.2 A Parking Plan required by section 19.1 of this Policy shall be a scaled drawing that identifies:
- (a) the direction of North;
 - (b) existing landmarks;
 - (c) existing highway names;
 - (d) the location and number of production vehicles;
 - (e) the location and number of generators, if applicable;
 - (f) the location to be used for the loading and unloading of animals, if applicable;
 - (g) production vehicle arrival and departure times; and
 - (h) emergency access routes.
- 19.3 Unless approved by the relevant road authority, production vehicles shall be parked in accordance with the *Highway Traffic Act*, the County of Peterborough *Parking By-law*, or the Township of Selwyn *Parking By-law*, as applicable.
- 19.4 A Production Company shall not relocate or attempt to relocate vehicles to accommodate Film Production without the express permission of the vehicle owner, the proof of which rests on the Production Company.

20. Special Effects, Firearms and Pyrotechnics

- 20.1 Every Production Company shall notify the Township, the Selwyn Fire Department, the police service of jurisdiction, and Peterborough County-City Paramedics if the Film Production will include weapons, firearms, imitation firearms, special effect pyrotechnics, a potentially hazardous sequence or any potentially dangerous stunts.
- 20.2 Where Film Production will involve weapons, firearms, imitation firearms, a potentially hazardous sequence or any potentially dangerous stunts, every Production Company shall:
- (a) provide the Township with written proof that they have consulted and received approval from the Police Service of Jurisdiction;
 - (b) arrange with the Police Service of Jurisdiction that a paid duty officer is on site at all times when weapons, firearms, or imitation firearms are used in Film Production or visible to the public;
 - (c) ensure that all weapons on site are in the care and charge of a designated weapons handler who is in possession of the valid licence(s) and certification(s) required pursuant to the *Firearms Act* and as mandated by the Chief Firearms Officer of Ontario;
 - (d) in accordance with the Ministry of Labour, Immigration, Training and Skills Development *Safety guidelines for the film and television industry, Guideline No. 39: Firearms*, not use a firearm where an imitation firearm would suffice; and
 - (e) do any other thing that the commanding officer of the Police Service of Jurisdiction requires by law or considers reasonably necessary for the preservation and maintenance of the public peace.

- 20.3 Where Film Production will include the use of special effect pyrotechnics, every Production Company shall:
- (a) provide the Township with written proof that they have consulted with and received approval from the Police Service of Jurisdiction;
 - (b) provide the Township with written proof of sign off by the Fire Chief acting as the Authority Having Jurisdiction;
 - (c) ensure a licensed operator is on site for the handling and discharge of fireworks and pyrotechnics who shall comply with Natural Resources Canada *Display Fireworks Manual* and the Natural Resources Canada *Pyrotechnics Special Effects Manual*;
 - (d) where the commanding officer of the Police Service of Jurisdiction deems necessary, arrange for paid duty officer(s) to attend the Film Production for the discharge of special effect pyrotechnics;
 - (e) where the Fire Chief deems necessary, arrange for paid duty fire fighter(s) to attend the Film Production for the discharge of special effect pyrotechnics; and
 - (f) do any other thing that the Fire Chief has reasonable grounds to believe is necessary to reduce the prevention of the spreading of fires or to remove or reduce the threat to life.
- 20.4 For greater certainty, Film Production shall not involve display fireworks on Township property in contravention of the Township's *Fireworks on Township Property Policy*.

21. Water Effects

- 21.1 Production Companies wishing to use fire hydrants must submit a request in writing to the Manager of Community & Corporate Services/Clerk, following the procedures outlined under the Township's *Policy for the Use of Fire Hydrants for Non-Fire Purposes (Fire Hydrants Policy)*.
- 21.2 Pursuant to the Township's *Watering Restrictions By-law*, no high-volume uses of water, including for water effects, shall be permitted except under the direction and control of the Township of Selwyn.
- 21.3 The use of water for water effects shall not be permitted during *Otonabee Region Watershed Low Water Conditions* as set by the Otonabee Region Conservation Authority, Otonabee Region Water Response Team.

22. Remotely Piloted Aircraft Systems (Drones)

- 22.1 Where Film Production involves the use of a remotely piloted aircraft system that requires a pilot certification or a Special Flight Operations Certificate (SFOC), every Production Company shall:
- (a) comply with the *Canadian Aviation Regulations*, SOR/96-433, as amended;
 - (b) ensure that the drone pilot is in possession of a valid pilot certificate required for the category of operation;
 - (c) provide the Township with a copy of the SFOC and drone pilot's certificate; and
 - (d) provide the Township with evidence of Drone Liability Insurance in accordance with section 6.1 of this Policy.

23. Animals

- 23.1 Where Film Production includes the use of animals, every Production Company shall:
- (a) comply with the Ministry of Labour, Immigration, Training and Skills Development *Safety guidelines for the film and television industry, Guideline No. 40: Animal Handling*;
 - (b) comply with the Ministry of Labour, Immigration, Training and Skills Development *Safety guidelines for the film and television industry, Guideline No. 42: Exotic Animals*, as applicable;
 - (c) identify all equipment and locations associated with animals on the site plan; and
 - (d) comply with the *Provincial Animal Welfare Services Act, 2019*, S.O. 2019, c. 13, as amended.
- 23.2 No Production Company shall intentionally harass, capture or kill wildlife in a Film Production area, unless:
- (a) the wildlife is causing or is likely to cause danger to human health or public safety; and
 - (b) in the case of provincially regulated animals, the Production Company uses a wildlife agent that holds the appropriate license or permit for the activity; or
 - (c) in the case of migratory birds, the Production Company uses a person who holds the appropriate Damage or Danger Permit under the *Migratory Birds Regulations, 2022*, SOR/2022-105.
- 23.3 Every Production Company shall use lighting products, lighting designs, and lighting practices that are certified under the DarkSky Approved program and that are designed to minimize glare, light trespass, and light pollution, including impacts on migratory birds.
- 23.4 For the purposes of section 23.3, at a minimum, lighting shall:
- (a) limit the amount of light directed upward;
 - (b) be designed and installed to minimize glare;
 - (c) avoid excessive or unnecessary lighting;
 - (d) use dimming, timers, motion sensors, or other appropriate lighting controls to reduce lighting when it is not required; and
 - (e) minimize the use of short-wavelength (bluish) light during nighttime hours.

24. Child Performers

- 24.1 Every Production Company shall comply with the *Protecting Child Performers Act, 2015*, S.O. 2015, c. 2, as amended.

25. Local Sourcing

- 25.1 Every Production Company shall make every effort to patronize local businesses and service providers throughout the course of Film Production.

26. Changes to Schedule

- 26.1 Changes to production schedule that become necessary due to unforeseen circumstances may be accommodated at the discretion of the Township.
- 26.2 It is the responsibility of every Production Company to notify the Economic Development Coordinator of changes to production schedule as soon as possible, and, where possible, prior to date(s) of filming.

27. Review and Approval

- 27.1 Upon review of an application, the Manager, Community & Corporate Services/Clerk, at their sole discretion, may impose conditions that the Production Company provide any additional information or documentation, including that the Production Company consult, or seek approval from, other municipal departments, agencies or any other relevant authority that they deem necessary.
- 27.2 The Manager, Community & Corporate Services/Clerk may issue a Film Permit if they are of the opinion that the applicable criteria outlined in this Policy have been satisfied.

28. Film Credit

- 28.1 Production Companies who are issued a Film Permit shall provide "The Corporation of the Township of Selwyn" with a film credit.

29. Suspension or Revocation

- 29.1 The Township reserves the right to suspend or revoke a Film Permit at any time if it is determined that:
- (a) the information provided by the Production Company in the application was false, misleading or incorrect;
 - (b) the Production Company has deviated from approved plans;
 - (c) the Production Company is contravening an applicable By-law, provincial or federal statute; or
 - (d) there is substantial deviation from production schedule.
- 29.2 The Township shall not be responsible for any costs due to the suspension or revocation of a Film Permit.

Related Documents:

- *Open Air Burning By-law*
- *Noise By-law*
- *Sign By-law*
- *Smoking in Public Places By-law*
- *Waste By-law*
- *Watering Restrictions By-law*
- *October 12, 2021, Council meeting – Staff Report – Fireworks Display on Township Property*
- *Fireworks on Township Property Policy*
- *Green Event Policy*
- *Policy for the Use of Fire Hydrants for Non-Fire Purposes*