



100 John West Way,  
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Aurora, ON L4G 6J1  
Phone: 905-727-1375

## TOWN OF AURORA

### Temporary Road Closure Application & Policy for Filming

#### SCHEDULE "D" TO BY-LAW 4750-05.T

#### POLICY ON TEMPORARY ROAD CLOSURES FOR FILMING ON LOCATION

##### Application:

The Council of the Town of Aurora recognizes the value of the film industry in Ontario, and wherever possible will cooperate with the filming industry when it wishes to film in the Town. This policy will apply to any film company wishing to film in the municipality whether on Town roads or private property.

##### Application Procedure:

1. Prior to filming approval, the following documentation must be submitted to the Town Clerk via Access Aurora Customer Service, 1<sup>st</sup> Floor at least 4 weeks prior to the event:
  - filming permit application
  - hold harmless agreement/liability disclaimer
  - certificate of insurance
  - parking control plan
  - administrative fee in the amount of \$409
  - road inspection fee in the amount of \$250
  - deposit of a certified cheque in the amount of \$3,369 for damages/clean up
  
2. The application form will be circulated to the following officials and agencies for comments:
  - Members of Council
  - Chief Administrative Officer
  - Director of Operational Services
  - Director of Community Services
  - Fire Chief
  - York Regional Police
  - Alectra (if necessary)
  - Region of York
  - Go Transit (if necessary)



## TOWN OF AURORA FILMING PERMIT APPLICATION

PROJECT TITLE: _____
CONTACT: _____
FILM COMPANY: _____
ADDRESS: _____
TELEPHONE : _____ FAX: _____
E-MAIL: _____

FILM LOCATION: (please provide map of location)
LOCATION _____
DATE(S) FROM: _____ TO: _____
TIME (start) _____ (finish) _____

LOCATION OF PRODUCTION VEHICLES: (plan to be attached)
DATE(S) FROM: _____ TO: _____
TIME (start) _____ (finish) _____

SPECIAL INSTRUCTIONS: Provide a brief description of the scene. Attach a sketch when necessary. _____ _____
PRODUCTION TYPE: _____
NUMBER OF PRODUCTION VEHICLES AND TYPE: _____
NUMBER OF CAST AND CREW: _____
TRAVELING SHOTS ON (name roadways) _____
INTERMITTENT TRAFFIC STOPPAGE UNDER POLICE SUPERVISION: _____ _____
RESIDENTS/BUSINESSES TO BE NOTIFIED (please attach letter of notification): _____ _____

### PERSONAL INFORMATION COLLECTION NOTICE

Personal information on this form is collected under the authority of the *Municipal Act*. The information on this form will be used by the Town to administer temporary road closure permits under Town By-law Number 4750-05.T. Questions about this collection of personal information should be directed to the Manager of Customer Service, Town of Aurora, 100 John West Way, Box 1000, Aurora, ON L4G 6J1

## RESPONSIBILITIES OF THE ORGANIZERS

1. Permission for location filming, except for current affairs and newscasts, on streets or property in the Town of Aurora will be authorized by the Legal & Legislative Services Department. Any approval for road closure will be at the discretion of the Director of Operational Services (or his designate).
2. The Legal & Legislative Services Department will be advised of all scheduled location filming not less than 4 weeks in advance of filming, in order for approval to be issued.
3. Location filming on streets in urban areas will be limited to two occasions per year (minimum 1 day, maximum 5 days) for each residential block.
4. All generators used on streets in residential areas shall be silenced.
5. Affected residents and businesses must be notified in advance of the duration and location of the filming, including any planned interference with pedestrian or vehicular traffic. It is the responsibility of the Legal & Legislative Services Department to advise the appropriate officials of any filming activity.
6. The maximum number of production vehicles, clearly identified, allowed by permit on streets will not exceed 12. Where parking is limited for a certain location, the number of vehicles will be limited to the discretion of the Director of Operational Services.
7. Any equipment and vehicles not in use shall be placed in such a manner so as not to cause interference to pedestrians or vehicular traffic.
8. Production vehicles or equipment must not block fire hydrants, stop signs, traffic signals, driveways, sidewalks and must park in accordance with the Town of Aurora parking regulations and the Highway Traffic Act. All safety markers must be placed in accordance with the Manual for Uniform Traffic Control Devices.
9. Lighting for filming shall be oriented away from neighbouring residences and should not interfere with the safe operation of traffic movement and pedestrians.
10. Production crews will clean the filming location at the end of each filming day to the satisfaction of the Director of Operational Services. If in the opinion of the Director of Operational Services the location is not properly cleaned, the Town shall undertake to do the work and the associated costs shall be deducted from the applicant's deposit and, if in excess of the deposit, the applicant shall pay the balance forthwith on the receipt of the invoice, before filming can resume. A certified cheque payable to the Town of Aurora in the amount of \$3,369 shall be deposited with the Town to cover any costs associated with clean up of Town roads after or during filming.
11. The applicant shall pay the cost of providing all signs, barricades, or other traffic control devices that may be needed for proper traffic control, as deemed by the Director of Operational Services, or the York Regional Police.
12. A traffic control plan shall be submitted to the Director of Operational Services for approval. Such plan shall include limits of the proposed road closure, and location and description of traffic control signs, and barricades.
13. Any filming on the road or travelling shots on a road must be controlled by the police, and no stopping of traffic may exceed 3 minutes, unless special arrangement have been made with the Town to detour traffic, and the affected residents have been notified.
14. The applicant shall, at his expense, engage such numbers of paid off duty police officers as may be directed by the Director of Operational Services.
15. The applicant shall pay the cost of any Town staff that may be required on location as deemed necessary.
16. The applicant shall comply with any other conditions or guidelines as deemed necessary by the Town Clerk or Director of Operational Services.

17. The applicant shall provide a Certificate of Insurance in the amount of \$2,000,000 naming the Town of Aurora as additional insured. The General Comprehensive Public Liability insurance shall contain a cross liability/severability of interest clause which is defined as follows:  
“The insurance afforded by this policy shall apply in respect to any claim or action brought against any one insured by any other insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. Any breach of a condition of the policy by any insured shall not affect the protection given by the policy to any other insured and shall not operate to increase the limit of liability under this policy.”
18. The applicant shall provide a hold harmless agreement/liability disclaimer with the application, which shall indemnify the Town, at all times, against all claims, demands, actions, suits or other legal proceedings by whosoever, that may be brought against the Town with respect to any loss, damage or injury to any person or property arising as a result of the Town issuing a permit for the use of any Town roads.
19. The Town Clerk shall refer the application to Council if the Town receives objections to the proposed road closure and for any other reason the Clerk deems appropriate.
20. The Town Clerk may withdraw the permit at any time for non compliance by the applicant with any terms of this policy.
21. Filming on Town of Aurora property includes:
  - a) requests to film at community centres and Town owned facilities;
  - b) requests to film at the Town Hall;
  - c) requests to film in parks.
22. Requests to film at community centres and Town owned facilities:  
The Town Clerk will submit all requests to film or to park production vehicles at a community centre or other Town owned facility to the Director of Community Services at least ten working days prior to the date of use. Any approval including fees will be at the discretion of the Director of Community Services.
23. Requests to film at Town parks:  
The Town Clerk will submit all request to film at any Town parks to the Director of Operational Services at least ten working days prior to the date of use. The applicant will be required to comply with all of the provisions similar to filming on Town roads as outlined in this policy. Any approval including fees will be at the discretion of the Director of Operational Services. Fees for commercial filming in Town parks will be based on the four defined permit classes as follows:
  - Class 1 Use of hand held cameras, no additional services required, no fee.
  - Class 2 Half day usage, no supervision, no roped off areas, fee \$250.
  - Class 3 Parking and provision of on site location for production vehicles and equipment, i.e. trailers, light towers, generators etc, fee \$250 per day.
  - Class 4 Filming that in addition to services required in Class 2, requires closure of or restricted access to a municipal park or the assistance of Leisure Services Dept. staff, fee \$500 per day plus associated expenses.

## SCHEDULE "E"

### Fees

1.	Parades and Processions events	\$409
2.	Street parties and Social/Community Events	NONE
3.	Athletic Events	\$643
4.	Filming	\$409

Note: These fees are only for the road closure permit. Additional fees may be charged by the Town for any additional services that may be required for the event.