

Ganaraska Region Conservation Authority Filming Guidelines



GANARASKA REGION CONSERVATION AUTHORITY

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This guide is intended as an aid for the Film, Television and Commercial Production Industry when considering the use of any Ganaraska Region Conservation Authority properties, including the Ganaraska Forest as a filming venue.

The Ganaraska Region Conservation Authority (GRCA) welcomes the film industry to enjoy our conservation areas and forested lands. We support the use of facilities by commercial and non-commercial film companies and photographers for moving and still photography. All filming should have regard for the rights, safety and privacy of other forest users and adjacent neighbours and be cognizant of the security and preservation of property.

Permits Information:

Use of Property/Forest Permits are required for location filming, and are authorized by the GRCA CAO Secretary/Treasurer or his/her designate.

First contact should be made with the Ganaraska Region Conservation Authority personnel, who are responsible for guiding you through the process of a successful film shoot. Initial contact is recommended at least four weeks prior to filming. Agreements need to be in place at least one week before shooting.

1/ Notifications:

The film company will be required to notify and/or gain approval of the shoot from GRCA staff and/or abutting neighbours, if applicable. Notification of affected residents must be provided at least seven days in advance of shooting and copies of notification provided to the GRCA.

2/ Revocation:

The GRCA reserves the right to revoke any permission that has been given pursuant to this policy in the event that the permission was based on any information provided by the film company that was false, incorrect or misleading at the time the permission was granted.

3/ Documentation:

- Certificate of Insurance
- Script: Documentation provided need only address scenes and film crew/cast associated with activities on lands owned by the GRCA
- Shooting schedule
- Cast and key crew members list
- List of vehicles involved (#, type, etc.)
- Special effects
- Location details (site map)

4/ Changes to Schedule:

Changes to the production schedule as a result of unforeseen circumstances must be made available to GRCA staff as soon as possible. If there has been substantial deviation from the project without prior approval, revocation of the Property Use Permit may occur.

5/ Filming Guidelines:

Filming may occur between 7 am and 11 pm, weekdays only. Weekend filming in the West section of the Ganaraska Forest is prohibited due to high user rates, unless prior written approval is received.

There should be minimal disruption to regular traffic flow at the conservation area or in the forest. Guides or detour signage must be present or posted to inform other users of the shoot and to find alternate routes to engage in their recreational activities. Alternate routes must receive GRCA approval prior to implementation.

6/ Advertising:

The film company will place an ad in two local papers, notifying people of the upcoming filming schedule and its possible effects on conservation area/forest use.

7/ Support Vehicles:

A parking plan must be submitted to the Authority for approval and all vehicles and equipment not in immediate use shall be placed in a way so as not to cause interference with other visitors/users or vehicular traffic. Production vehicles must not block driveway, roadways or emergency access to the area/forest.

8/ Clean Up:

Production crews must remediate the filming location to its original condition and clean up any filming-related items at the end of each filming day.

9/ Damaged Property:

Every effort must be made by the film production company to ensure that property is not damaged, in particular, forested areas with significant ecological or natural heritage importance. A damage deposit of \$1,000.00 will be required to this effect, to cover site remediation, if necessary, or to be returned to the production company upon satisfactory inspection of the site, post-production.

10/ Property Alteration:

No sign removal or property alteration shall occur without prior written consent from GRCA staff. If alterations are required, it is the film company's responsibility to restore those alterations to their original condition at the conclusion of filming.

11/ Consideration:

Lighting for filming should be directed away from neighbouring residences and should not interfere with safe traffic movements in the area/forest.

12/ Insurance Documentation:

A Certificate of Insurance, issued by an acceptable insurer is required, with the following conditions:

- a) General Comprehensive Public Liability in the amount of \$5 million.
- b) The Ganaraska Region Conservation Authority to be named as an additional insured.

13/ Filming in the Municipality of Port Hope or Clarington properties and roads:

Filming on municipal property may require additional approval and is the film company's responsibility to inquire and abide by the regulations of the municipality in which the production is located. All municipal by-laws shall be adhered to. Road closures must receive prior approval from the municipality (usually require 7 days advance notice).

14/ Workplace Safety:

The film company shall ensure that all Ontario Ministry of Labour regulations in regard to the provincial Occupational Health and Safety Act are followed.

15/ Special effects:

A letter of intent outlining the details of the execution of any special effects shall accompany the permit application. Pyrotechnics, explosives or fire-related effects are not permitted in the forest at any time.

16/ Fees:

A donation to the GRCA from the production company is requested for use of GRCA lands. Fees could apply with special circumstances which will be identified in advance and invoiced by the Authority to the production company within two weeks of filming completion.

17/ Credits:

The Ganaraska Region Conservation Authority shall receive a screen credit for use of lands, on the final film/video

Additional information may be required to accompany the Use of Forest Lands permit

Location Filming Additional Information Form

Title of Film/Production: _____

Type: Feature Film TV Movie TV Series Commercial

Network:

Production Company Name	
Address	
Producer (s)	
Director	
Production Manager Name/contact info.	
Location Manager Name/contact info.	
Film Location	
Dates of filming (from and to)	
Number of shooting days	
# of production vehicles	
# of crew vehicles	
Other equipment – location and activity	
Shooting on municipal property (location)	
No. Of residents affected and contacted	
Other	

Attachments/inclusions to Use of Conservation Area/Forest Permit:

- Completed application, including damage deposit
- Certificate of Insurance with inclusions as per policy
- Copies of neighbourhood notification letters (if applicable)
- Script: Documentation provided need only address scenes and film crew/cast associated with activities on lands owned by the GRCA
- Parking plan
- Shooting schedule
- Cast and key crew members list
- List of vehicles involved (#, type, etc.)
- Location details (site map)
- Letter of Intent to use special effects (if applicable)

Letter of Agreement

I have read the Ganaraska Region Conservation Authority Filming Guidelines and agree to adhere to all requirements contained herein, while shooting our production.

Name of authorized personnel (please print)

Signature of authorized personnel

Date