



# Filming Guidelines

## Who needs a film license?

Anyone producing a film project must apply to, and receive permission from the City of Yellowknife (the City), to film on municipal lands. For a definition of filming, please refer to the Filming Agreement.

This license requirement does not apply to filming on private property or television stations preparing stories for news or current affairs programs. Similarly, it does not apply to businesses or individuals retained by the City to prepare training or promotional materials for City purposes.

Private property means real property including land, building, or any personal property other than that which is owned or held by the City.

A filming license granted by the City offers the applicant a non-exclusive license to enter and occupy the property for the purposes and on the covenants, terms and conditions set out in the filming guidelines and filming license agreement. The City reserves the right to grant to another person or persons a license or another right in respect of the property or portion thereof.

## When to apply

Applications must be completed and submitted no less than ten (10) working days prior to the proposed start of the project.

## City of Yellowknife Representative

A representative will be appointed by the City to represent the City on matters related to filming and permitting. The applicant consults with the City of Yellowknife Representative and is to proceed only in accordance with any condition, restriction or direction stipulated by that official.

## Insurance

The applicant must maintain comprehensive general liability insurance in no less than the amount of \$2 Million dollars under which the City is named as an additional insured. The City reserves the right to set an appropriate amount of liability. Cross Liability Endorsement must be included in the insurance provisions. The applicant must deliver to the City proof of the insurance satisfactory to the City.

The applicant shall be solely responsible for and shall pay any and all additional insurance,

indemnity, maintenance and security costs incurred as a result of the use of the Lands as defined in the agreement.

### Timing of filming

There are no restrictions for filming in terms of timing, provided there is no or minimal disturbance to residents. [Noise By-Law 3537](#) is in effect within city limits in Yellowknife, prohibiting loud noises between 11:00 p.m. and 7:00 a.m. If loud noises are expected during the shooting, this should be indicated on the Production Information Form, and special permission must be granted by the City.

### Filming on Streets & Road Closures

Requests for road, sidewalk, alley and lane closures for the purpose of filming are to be made at time of the application, and indicated on the Production Information Form, and will be assessed by the City on a case-by case basis.

The City is willing to close roads and sidewalks under certain circumstances for the purpose of filming. Closures affecting snow removal and waste removal services will need consideration and might require special permission from external contractors. In the case of garbage collection, the applicant will need to make arrangements with the waste removal service provider.

City staff may be required to undertake traffic control duties for any on-street filming that will affect or interfere with traffic. The City will determine if assistance from the Municipal Enforcement Division (MED) is required prior to issuing permits. All costs associated with the hiring of City staff will be paid for by the applicant.

Every road closure requires a completed [Orderly Use of Highways Permit \(Road Closure\) - form](#) to be submitted with the Production Information Form.

### Filming in City Facilities

The City has many facilities and parks that make excellent film locations. An overview with detailed rental information can be found [here](#).

A rental agreement must be in place, and fees paid before a filming license will be granted. All costs associated with the use or rental of a facility or park, including staff and security, will be charged to the applicant.

A walk through inspection will take place before and after filming to assess any damages incurred.

### City staff

If an applicant wishes to film City staff, vehicles, equipment, buildings, uniforms, etc., this must be indicated in the Production Information Form as permission for this must be granted.

Ride-alongs in City vehicles to follow and feature City staff must be requested at this time as well. Ride-alongs will require additional documentation to be completed and special approval by the relevant department.

Any film content that tarnishes the reputation of the City and its staff will not be supported and the use of personnel, vehicles, equipment and uniforms will not be allowed.

MED presence is often required for public safety, and will be determined by the City:



**The City's goal is to accommodate film projects where possible,** but production companies must remember that the City requires facilities and equipment to serve residents on an ongoing basis; therefore filming may be limited and will not be permitted if it severely impacts the City's ability to function. Previously booked events will take precedence.

- To control traffic when roads are closed temporarily or permanently;
- For any filming involving weapons that will be visible to the public whether they will be fired or not for shots involving moving camera vehicles;
- To control traffic for any stunts or special effects; or,
- When explosives are being used.

The City will determine if additional City staff is required for the purpose of the filming activities, and all costs associated with the hiring of additional city staff will be paid for by the applicant.

### **Use of Yellowknife Transit**

The City has regular and express buses available that can be rented for filming projects, either during regular service, or private charter.

All costs associated with the use of city vehicles, equipment, staff and security, will be charged to the applicant.

### **Tents and Structures**

If an applicant plans to set up tents or structures, this should be indicated on the Production Information Form, and approval must be granted by the City before set-up.

### **Special effects**

Permission for any special effects, weapons, explosives, stunts, must be requested on the Production Information Form, and permission must be granted by the City. On site City staff is usually required during these events.

### **Impact on residents**

The applicant must promote and maintain good relations with the public in general, and take reasonable steps to ensure minimal disruption to the public during filming. At its sole expense, the applicant is responsible for distributing a notification letter to residents and businesses directly impacted by the closure of a street, alley or sidewalk, including road detours and parking changes, or being subjected to the lights and/or noise of the film crew on set.

A draft of the notification letter must be submitted with the Production Information Form for approval by the City. The City will identify the area in which

residents should be notified. Impacted residents and business must be notified at least three days prior to filming.

The applicant is responsible for making suitable and adequate arrangements with members of the general public where the normal rights, privileges or interests of the public may be negatively impacted by the filming activity.

### **Signage**

The applicant is responsible for placing sign(s) on the sidewalk in the area advising public that filming is taking place.

### **Recycling Expectations**

The City is committed to dealing with its waste responsibly and asks the same from its residents and partners. Applicants must leave locations clean and garbage free, and recycle appropriately. If disposable plates must be used, applicants are asked to opt for compostable plates and cutlery, and to dispose of them in a green bin.

### **Filming Guidelines and Other Permits**

The applicant will conduct filming strictly in accordance with the terms, conditions and requirements set out in these guidelines and any and all statutes, by-laws, permits, licenses or approvals, or recommendations and directions made by the City of Yellowknife Representative subsequent to the agreement, that apply to the Filming.

The applicant is responsible for obtaining all permits the City may require and any and all permits, licenses or approvals that may be required by law from the City, territory or Canada as applicable. A filming license from the City does not imply any permission or exemption from other regulations.

### **Credits**

Notwithstanding that the City has no copyright interest in any photography or recording made pursuant to this agreement, and notwithstanding that the applicant will not be obliged to make use of any photography or recordings made, the applicant agrees that if such photography or recordings are used in final production, the location will be identified in the final credits or where recordings are

used with the phrase: Filmed in the City of Yellowknife, Northwest Territories.

The applicant is responsible for obtaining the approval in writing of the City prior to use, publication, reproduction or display of any intellectual property of the City, including without limiting its name, trademark, official marks or copyrights material.

### **Use of Logo**

Use of the City's logo requires permission from the City. To obtain approval, the applicant must request approval in the Production Information Form, and outline how they intend to use the logo along with a visual proof of the specific application.

The applicant agrees to reproduce the Logo as provided and for no other purpose, without the express written authorization of the City. The applicant shall not sub-licence the logo, without the express written consent of the City.

The applicant agrees that by granting permission to use the logo, the City assumes no liability whatsoever in respect of the sale, advertisement or use of goods and/or services which may be branded with or sold in association with the logo. Furthermore, the applicant agrees to assume full responsibility at law or otherwise, for the products and/or services offered and/or sold by the applicant to third parties in association with the logo.

### **Condition of Property**

The applicant accepts the property in the condition upon entering and will not call upon the City to do or pay for any work or supply any equipment to make the Lands more suitable for its proposed use.

At the end of the term of the License Agreement, the applicant will leave the Property in substantially the condition in which it existed at the start of the term, except for any alteration of the Property specifically authorized by the City in writing.

The applicant must reimburse the City for any damage or loss which occurs to the Property or any building or structure on it, in connection with their use under the filming license. The City may repair any damage or loss so that the property is in the condition in which it existed immediately before the damage or loss occurred, at the expense of the applicant. The expense incurred by the City in making any repair, plus an amount equal to 15% on account of overhead incurred by the City, is a debt due and owing by the applicant to be paid within fifteen days after delivery of an invoice by the City.

Should it be necessary to engage municipal services in relation to the filming, the applicant agrees to pay in advance the City's estimated costs of providing such services, subject to adjustment after the services have been provided.

### **Promotional content**

The applicant agrees to City staff taking photo's behind the scene and during filming, with the purpose of sharing content on the City's social media accounts and on the filming page portion's website.

In the final stages of production, the applicant agrees to provide the City with a trailer or short promo video of the project to be posted on the City's website or on social media. The City is not obligated to use any of the material provided by the applicant.

### **Fees**

Rental information of parks and facilities can be found [here](#).

For all other applicable fees, please refer to the [Fees and Charges By-law 4436](#).

Updated: February 21, 2017

**All requests for filming can be coordinated through the Department of Communications & Economic Development, contact:**

Nalini Naidoo, Director, Communications & Economic Development

Tel. 867-920-5660 | Email: [communications@yellowknife.ca](mailto:communications@yellowknife.ca)