

HALIFAX

FILM GUIDELINES

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1. FILMING IN HALIFAX REGIONAL MUNICIPALITY

Halifax Regional Municipality (HRM) 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
PO Box 1749
Halifax NS, B3J 3A5
(not 'HRM') as Additionally Insured and containing a Cross Liability clause
must be submitted to the Film Liaison prior to the start of filming.

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

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.

Film productions within HRM 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, HRM 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.

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 or traffic impact
- Light or noise impact
- Special effects to be used such as gunfire, rain or fog effects, 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 7am and 11pm
- Production vehicles must not be arriving or leaving a residential location after 11pm
- 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 11pm 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 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

Halifax Regional Municipality will review requests for aerial filming on an individual case by case basis. Aerial filming requests are welcomed by the Film Liaison.

8. ROAD AND SIDEWALK OCCUPANCY OR CLOSURE

Filming on a street or sidewalk in the region may require a permit, particularly if there is a need for street 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.

Street or sidewalk closure permits are issued by Right of Way Services in consultation with Traffic Management. Permits ensure appropriate conditions including signage; traffic control and closure times are met. Major changes to the requested filming date or time may require a new permit to be issued.

Issuance of a street closure permit requires a minimum of **five (5) business days notice prior to filming**. All businesses and residents affected by the closure must be notified prior to issuance of the permit. Copies of this written consent must be forwarded to Right of Way Services and to the Film Liaison.

All filming must comply with the Motor Vehicle Act, Temporary Workplace Traffic Control Manual, all relevant provincial laws and municipal ordinances and By-laws.

Fees are to be remitted to an HRM Customer Service Centre (either Alderney Drive or Bayers Road). Cash/cheque/debit/credit is accepted. Under certain circumstances, a performance security deposit of \$1,000 minimum may be required. The deposit will be refunded if the property incurs no damage and is sufficiently returned to its original state by the production company.

Production Companies must contact the Film Liaison for direction regarding the permit process, additional information regarding street status, construction, and to discuss other traffic management issues. Production Companies must contact 3-1-1 to speak with municipal service representatives to begin their request. 3-1-1 can be dialed from anywhere within the municipal boundary. You can also contact 3-1-1 outside of the municipal boundary by dialing 902-490-4000, or by email (<https://www.halifax.ca/home/311>).

8.1 PRODUCTION VEHICLES AND PARKING

The Film Liaison can assist with finding suitable parking for film vehicles within the municipality. The Traffic Services Division ensures the parking enforcement contractor is aware of filming in specific locations as it relates to vehicles parked at acceptable on-street locations. Cost will vary.

Parking Enforcement requires the street name and civic number of the parking location, the duration, the number of production vehicles, and the number of extra duty police officers on site. Production vehicles parking on municipal streets need to be identified by placing a sign in their windshield noting the name of the film, the locations manager, and contact number.

Crew cars are generally not included in the production vehicles list. Parking is permitted in designated locations as determined by Parking Enforcement and the Traffic Services Division.

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 7am. 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 with 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, Access-A-Bus, the Halifax-Dartmouth-Woodside harbour ferry service, Community Transit to outlying areas, and charter/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 charter 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 in advance of any filming** in the municipality that will require the use of pyrotechnics. They will need the specifics of the pyrotechnics use and will determine if a permit is required.

A permit is also required if a tent larger than 10' by 10' is being used for filming. 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 be 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	Full or partial road closure	\$200
Parks	Application fee	\$15
	Commercial	\$150/day
	Non-Profit/Low Budget	\$75/day
	Electrical access	\$15/day
	Lights usage	\$15/hr all sites
	Keys sign out fee	\$25/per key
Halifax Regional Police	Constable*	\$63.79/hr (minimum 4 hours)
	Sergeant*	\$75.92/hr (minimum 4 hours)
	Police Car*	\$75/day
	Police Motorcycle*	\$50/day
Halifax Transit	On-site Supervision	\$150 (required with every bus rental)
	Charter of ferry	\$500/hr (min. 4 hours)
	Bus with Operator	\$96/hr (requires a site supervision with every rental)

* A 3% Administration fee will be added to this cost.