



Title:	Policy Name: Film Permit Policy	
Policy Group: Your Community's Change and Growth	Policy Administrator: Community Services, Programs & Initiatives	
Resolution No. Click or tap here to enter text.	Policy Number: Click or tap here to enter text.	
Approval Date: Click or tap to enter a date.	Revision Date: Click or tap to enter a date.	

1. Policy Statement

1.1 The Corporation of the County of Prince Edward (hereafter the "Municipality") is committed to encouraging film and television production in the County, recognizing the direct and indirect economic boost to local businesses and tourism operators that this may provide. Promoting film projects is an opportunity to diversify the municipality's economy, as per Council's Strategic Priorities, build workforce related to creative industries, leverage economic relationships with the Bay of Quinte Region and create more opportunities for year-round employment.

1.2 Prince Edward County is a member of the Quinte Film Office, alongside eleven (11) jurisdictions represented by the Bay of Quinte Regional Marketing Board. This strategic partnership aims to harmonize film policies and fees to create a seamless service-oriented experience for film production companies and to pool resources to minimize duplication and unnecessary competition. As such, this policy was developed in cooperation with the Quinte Film Office.

2. Purpose

2.1 This policy provides guidance and procedures to govern the process of obtaining approval to undertake filming on properties / assets, recreation venues, waterfront settings, roads and streets, or in buildings, etc. owned or managed by the County of Prince Edward.

2.2 It also outlines rules and expectations for film productions of all sizes when interacting with municipal staff, residents, business operators, property owners and the overall community.

2.3 This policy was developed to support filmmakers (incorporated and unincorporated) and production companies in undertaking successful filming projects in Prince Edward County and the Bay of Quinte region.

2.4 It emphasizes the filmmakers' responsibilities to ensure the safety and well-being of the community.

3. Scope

3.1 A film permit is required for all commercial film productions that use municipal property or assets, which includes but is not limited to: municipally-owned heritage buildings, museums, community centres, water access points, natural watercourses, public parks and trails, boat launches, beaches and public roads.

3.2 This policy also applies to film production proposed on municipal property or assets that is initiated by unincorporated entities, such as a student or student group, or any other person or group of persons, whether the film production is for commercial profit or not. (See Section 14, Fee Waiver, regarding fees for students and student groups.)

3.3 This policy does not apply to production companies or unincorporated entities filming wholly on private property.

3.4 This policy does not apply to non-commercial productions such as news / current affairs broadcasters, weddings, funerals or sports/recreational activity videographers or social media content.

4. Legislative Authority

4.1 *Municipal Act, 2021*. [S. 391](#) By-laws re: fees and charges.

4.2 [By-Law 145-2024](#): A by-law to establish fees and charges for services, activities, information, or use of County property.

5. Definitions

5.1 "Alterations" means changing buildings, structures, properties or objects in any way, whether such change is permanent or temporary.

5.2 "Municipal Property" includes municipally-owned heritage buildings, museums, community centres, water access points, natural watercourses, public parks and trails, boat launches, beaches and public roads.

5.3 "Film production" means a commercial enterprise that creates film, television, or web content for profit. This includes feature films, television series, documentaries, music videos, and more.

5.4 "Film Permit Application" is a municipal document that provides the County with all information surrounding the proposed film production to approve the project to be filmed and/or use the municipal property. All applications are treated as a 'case by case' scenario and, as such, must be considered by certain municipal personnel depending on what the applicant is requesting.

5.5 "Film Permit" means the production company has authorization to film on municipal property.

5.6 "Location Agreement" means a legal contract between a property owner and a production company that grants permission to use a property for filming, taking photographs, or making other recordings. The agreement will cover use of the property, length of time the property can

be used for, payment, liability, filming schedule, condition of the property (before and after filming) and insurance.

5.7 "Production Company" means a company or individual producing a film project, whether incorporated or unincorporated.

5.8 "The Municipality" means the municipality of Prince Edward County.

6.0 Application

6.1 As outlined in the film permit application, the production company must provide:

- an insurance certificate,
- security deposit,
- a written description of any alterations
- a written description of any pyrotechnics or other similar special effects, such as smoke or fog machines, and
- all required fees and costs.

6.2 Relevant departments will be informed of a film inquiry by the Economic Development Officer at the time a site visit is arranged by the production company. The Economic Development Officer will also arrange the pre-application consultation with relevant municipal staff. Once an application is received, the Economic Development Officer will circulate it for approval by relevant departments and coordinate their comments and feedback. Successful applications will be approved by the Director of Community Services, Programs and Initiatives. A location agreement will be drawn up by the applicant and reviewed and signed by the Director of Community Services, Programs and Initiatives.

6.3 Once applications are approved by the municipality and the location agreement(s) have been executed, production may commence. The municipality reserves the right to reject a film permit application without explanation.

7.0 Public Notification of Filming

7.1 Before filming commences in any public, commercial or residential area, a letter of notification of filming must be circulated to all residents and businesses within a 250m radius around the proposed production locations in urban areas (ie within town or village boundaries) and to properties bordering rural filming locations **a minimum of seven days** prior to filming. Notification of any road closures is also required **a minimum of seven days** prior to filming.

7.2 Municipal communications staff must receive the proposed notification letter at least **five business days prior to circulation** for approval. Please refer to the template letter residents/businesses (Appendix B).

7.3 The film production notification letter must be compliant with the Accessibility for Ontarians with Disabilities Act. It must also include:

- The name of the film production company and the title of the production;
- Contact information for the location manager and assistant location manager;

- The number of filming days proposed, timelines, and rain dates;
- The parking locations of production vehicles, with specifics of the street name and surrounding parameters (i.e. two block radius).
- A list of alternative parking for residents/business owners;
- Dates for special effects, firearm usage or decorations within the proposed area;
- A specific location for public viewing, where appropriate.

7.4 Members of Council and other key municipal staff will be notified when the film permit application has been approved.

7.5 As a courtesy, the municipality would appreciate being made aware of filming on private property at least 48 hours in advance, to help manage inquiries.

8.0 Cost

8.1 The fee per film permit is located in the Fees & Charges By-Law. The film permit fee is not inclusive of any facility rentals, additional permit fees required from other departments, or municipal staff labour fees. Payment must be made in full, **a minimum of 24 hours prior** to the first date of filming.

9.0 Security Deposit

9.1 Every film project, as outlined in the film permit application, will require a security deposit. The intent of the security deposit is to encourage film productions to return municipal properties and sites to the condition in which they were found. Fees will be calculated to cover staffing costs related to clean-up. As a result, this fee will be negotiated on a case-by-case basis with staff during the pre-application meeting, depending on the requested location and proposed film activities.

9.2 The accepted form of payment for the security deposit will be either in cash or by certified cheque. The deposit may be returned to the production company if all conditions of the film permit have been met, such as cleaning up the location to the municipality's satisfaction, and any damage to property has been repaired, also to the municipality's satisfaction.

9.3 Based on the completion date outlined in the film application, the appropriate municipal staff will inspect the site(s) used. If municipal staff determine there have been damages, the film production company will be contacted and will have 48 hours to undertake any repairs. If the work is not completed to the satisfaction of the municipality, the cost of the repairs or replacement will be invoiced to the production company or taken from the security deposit. In the case of heritage-designated properties, the municipality reserves the right to choose the specialist contractor(s) and the method(s) and material(s) of repair; see Sec. 27, Decoration / Staging / Set Dressing: Heritage buildings and districts, and museums

10.0 Fee Waiver

10.1 Film Permit application fees may be waived by the Director of Community Services, Programs & Initiatives for applications submitted by a student or student groups enrolled at an

accredited educational institution and requesting municipal locations as part of an academic project. Proof of enrollment may be required.

11.0 Film Liaison Officer

11.1 For all filming that requires a film permit application, a Film Liaison Officer is mandatory. The Film Liaison Officer will be a contracted employee of the Bay of Quinte Film Office but their time on the project will be paid for by the Film Company. The role of the Film Liaison Officer is to act as an agent of the municipality to supervise filming activities within the constraints of the Film Permit. The Film Liaison Officer attends all meetings where the terms and conditions of the Film Permit Application are discussed, advises on film permit process during the planning and execution phases, attends on site during the filming occurrence, and troubleshoots any issues that are within the municipality's sphere to resolve that may arise during filming.

12.0 Changes to Film Schedule

12.1 The production company must provide written notice of any proposed changes to the film schedule **a minimum of 48 hours in advance** to residents, businesses, and the municipality. Changes will be accommodated as much as possible. Any significant deviations to the film schedule including a change in location or a change in schedule of **more than 12 hours** will require additional time for staff to review. The production company is required to include "rain dates" in their initial application in case of inclement weather. The municipality retains the right to refuse changes to the film schedule should these requirements not be met.

13.0 Limitations

13.1 The Municipality does not permit filming during weekends, statutory holidays, Remembrance Day or Truth & Reconciliation Day, unless otherwise approved. Filming in the Municipality is permitted between the hours of 7:00 am and 7:00 pm. Overnight filming, or filming proposed to take place outside of these hours, will require approval and a Noise By-Law Exemption. Approval is granted by Council; denials are appealable to the Appeals Committee.

14.0 Parking

14.1 Any parking required for film activities will be subject to a rental fee, as per the [Fees & Charges By-Law](#). The parking fee is based on a daily rate. Any public parking areas rented for filming in commercial areas must also include alternative parking options for business owners and shoppers, to reduce negative impacts. Alternative accommodations for persons with disabilities must also be implemented.

14.2 Relocating vehicles by tow to accommodate a film project will only be permitted if the production company agrees to the "friendly tow" concept, meaning vehicles parked in the allotted production parking will be towed away at the expense of the film company, and any damages to the vehicle will also be at the production company's expense.

14.3 Cast and crew parking must be managed in a separate designated area and managed throughout the film production.

14.4 The production company may not interfere with pedestrian or transportation traffic unless approved in the film permit application.

14.5 Production company vehicles may not block fire hydrants, emergency services routes, accessible ramps, bus stops or pedestrian crossways unless alternative routes have been provided and approved. Likewise, production company vehicles may not block residential driveways unless previously arranged with the property owner / resident. Should emergency access be required, access must be granted immediately.

15.0 Sidewalk & Road Closures

15.1 A sidewalk or road closure or intermittent traffic control requires a Road Closure permit or Encroachment permit. This application must be submitted **15 business days in advance** of the first day of filming. An OTM Book 7 Traffic Control Plan is required to indicate the road closure signage that will be used. For any partial closures and intermittent traffic control, a Paid Duty Officer (PDO) is required to be on site. Please note that having confirmed PDOs on site does not grant approval for special effects or the use of firearms on set.

16.0 Traffic

16.1 The production company must have traffic signs informing the public that the space is in use and to expect traffic delays. Any traffic stoppages must be supervised by an assigned an Ontario Provincial Police (O.P.P.) officer.

16.2 Production companies are responsible for listing in their application all traffic and street signs they would like to cover, alter, or remove. It is the production company's responsibility to pay to add, remove, or alter traffic signage. All signage must be restored to its original state at the end of approved filming. Signage to redirect traffic, etc. is the responsibility of the production company.

17.0 Emergency Access

17.1 When the Film Permit Application complete with site maps has been submitted for each location, emergency access routes must be identified as well as maintained throughout the film occurrence. Plans must reference standards in the Ontario Building Code and the [Emergency Service to Properties on Private Roadways Bylaw 3121-2012](#) to ensure access widths, turn around distances, and other considerations are included in the emergency response plan. In the event of an emergency, access will be granted to Emergency Response Vehicles and Team immediately.

18.0 Pyrotechnics and Other Special Effects

18.1 Where there is the planned use of pyrotechnics or other special effects, the film production company shall ensure a licensed operator is on site for the handling and discharge of fireworks and pyrotechnics. The licensed operator shall comply with NRCan "Display Fireworks Manual" and NRCan "Pyrotechnics Special Effects Manual."

18.2 The production company must provide a plan to the Prince Edward County Fire Services **at least 15 business days in advance** for approval. The licensed operator is responsible for all risk associated to their discharged fireworks / pyrotechnic.

18.3 The permit application should include any planned use of pyrotechnic devices, fireworks, fire hydrants, flammable materials, fog or smoke machines, etc., as well as dates, times and locations, and a full description of their intended use. The production company must be prepared for the municipal Fire and Rescue officials to impose conditions for using specific materials.

18.4 Emergency services contracted by the production company must be onsite during any filming using these effects, to direct traffic stoppages, and to control traffic.

19.0 Noise Exemptions

19.1 Productions must adhere to noise by-laws; any exemptions must be approved in advance and require the production company to submit an application to By-Law enforcement requesting an exemption. A request for the exemption will include the following:

- (a) The name of the Film Production Company and individual requesting the exemption
- (b) The nature and purpose of the filming activities taking place
- (c) The location where filming activities will take place
- (d) The specific date(s) and time period(s) to which the exemption applies
- (e) The fee prescribed in the Fees and Charges By-law
- (f) Any other information deemed necessary by the municipality for the proper review and evaluation of the application for exemption.

19.2 In accordance with [Noise By-Law 143-2022](#), generators may operate between 7am and 11 pm provided they are equipped with the originating muffling device or its equivalent in good working order and in constant operation.

20.0 Lighting

20.1 Lighting should be out of direct sight line with residential neighbourhoods and not distract or interfere with oncoming traffic. Night filming must be accompanied by proper shading of impacted residential space.

21.0 Decoration / Staging / Set Dressing

21.1 Any additions or alterations to municipal property, buildings or assets must be discussed and approved as part of the permit application and every effort must be taken to not inflict damage on public infrastructure.

21.2 All alterations or additions must also be removed unless otherwise negotiated. Donation of decorative structures must be approved as part of the film permit application. Items left behind without this approval will be seen as a breach of agreement, which will result in losing the

security deposit. Additional fees related to the removal and/or disposal of abandoned items will be billed back to the film production company.

Public Spaces:

21.3 The production company may set dress public spaces with permission from the municipality. Dressing that can be used to “cover” or “mask” public infrastructure rather than alter or remove it is preferred. Trimming or cutting any vegetation on public property is prohibited unless permission has been granted in advance of filming occurrence. Any public signage (wayfinding signage, traffic and street signage, building signage, etc.) may not be removed without permission. If permission to remove signage is granted, the municipality may choose to assign staff to complete this work, and to bill staff hours back to the production company.

Heritage Buildings, and Museums:

21.4 Production companies shall consult the Municipality before making an application if the proposed film project involves any of the following: designated heritage buildings and all buildings within the [Picton](#) and/or [Wellington Heritage Conservation Districts](#) (HCDs).

21.5 Any proposed temporary alterations to the exterior of designated heritage buildings, or private buildings, signage or assets in the Picton and/or Wellington Heritage Conservation Districts (HCDs) must be described in the film permit application.

21.6 Please note that the Ontario Heritage Act and [County By-law No. 3286-2013](#) prohibit permanent exterior property changes within the Picton Main Street Heritage Conservation District—including alterations, new construction and demolition—unless a [heritage permit application](#) has been approved by Council for changes deemed to be “major” or by Planning Staff for changes deemed to be “minor.” If proposed alterations or changes are permanent, the building owner must apply for a heritage permit.

21.7 Any damage to a municipally-owned heritage-designated building, whatever the cause, must be repaired by a contractor approved by the Municipality, which may select a heritage specialist.

Museums containing historical artefacts

21.8 Where a municipal property is a museum containing historical artefacts, the municipality will designate a museum employee to be present at all times during filming activities to ensure the protection of the heritage building and the museum artefacts, to ensure adherence to the conditions of the film permit, and to look out for any unanticipated impacts from filming activities.

21.9 The production company’s agents, independent contractors and/or suppliers must not handle or move any furniture or other objects and/or artefacts without first consulting the museum employee. No changes will be made to the space except within the terms of the film permit, or objects moved, without the agreement of the municipal employee. The employee may handle or move historical artefacts on behalf of the production company, or the employee may

request the assistance of the production company employees, agents, independent producers, contractors, and suppliers to handle or move the artefacts.

21.10 Production companies should be aware that it is not always easy in the museum environment to distinguish between artefacts and everyday objects, and that only the museum employee can assess the fragility or value of an object. Production companies should also be aware that fog and smoke machines can cause damage to artefacts, depending on their type and location on the film set; therefore, the proposed use of these machines must be included in the film permit application for consideration by museum staff in advance of filming.

21.11 If filming activities include museum artefacts under the municipality's care, this must be requested and approved as part of the permit application.

21.12 The production company agrees to promptly repair any damage to the property caused by the production company, its employees, agents, independent producers, contractors, and suppliers or, if stipulated by the Municipality, to pay for the repair to be carried out by a specialist heritage contractor approved by the Municipality.

22.0 Flags, Insignia and Regalia:

22.1 Use of flags, insignia or regalia from another country or culture will require permission and must be included in the film application.

23.0 Shooting Locations Credit

23.1 The Municipality requests a screen accreditation as a shooting location and will provide an appropriate logo.

24.0 Use of Drones / Aerial Footage

24.1 Drone usage, including a detailed description of the proposed flight path, date and time, must be indicated within the film permit application along with proper documentation, such as the name and licence of the drone operator, and the drone / UAV insurance.

24.2 Drone operators shall be licensed, insured and comply with all regulatory restrictions.

24.3 Drones must not cause a nuisance and are not permitted to fly over large public crowds. Due to the proximity of 8 Wing/CFB Trenton and CFD Mountainview airfield, with active flight zones and air force operations, there are height restrictions and additional requirements for approval for drone filming activities. Please note that this may impact approval timelines.

25.0 Insurance

25.1 The Municipality requires proof of insurance before filming commences.

25.2 The following are the requirements to be provided to the production company's Insurance Company of choice for the Certificate of Insurance (COI) to accompany the film permit application:

- a minimum of \$5 million Commercial General Liability per Film Production, which may be subject to change depending on the size and scope of the production.
- The Corporation of the County of Prince Edward listed as the Certificate Holder
- Other parties as required listed as Additionally Insured
- 15 Days Written Cancellation Notice
- A description of the film occurrence, date and location
- Depending on the location(s) requested, additional insurance commensurate with the value of the potential risk may be required

25.3 The Municipality has the right to determine the type and level of insurance required based on an assessment of the amount of risk involved outlined in the application when considering the use of heritage properties, museums and community spaces (i.e. community centres and arenas). Insurance documentation must be provided as part of the application.

25.4 In the event of a film permit application from enrolled students, applicants will be required to provide a letter from the academic institution confirming their insurance extends to the production and meets the above requirements.

26.0 Clean Up

26.1 The production company is responsible for cleaning up all locations used while minimizing noise and disruption. After production, the location(s) must be returned to the municipality as they found it.

26.2 All garbage and other waste products must be disposed of at the production company's expense.

26.3 Failure to clean up will result in losing some or all of the security deposit.

27.0 Compensation for disruption

27.1 The Municipality will not compensate businesses and residents for disruption or inconveniences caused by the production company. Any compensation for private entities will be negotiated between the two parties and will not involve the Municipality.

28.0 Fees & Charges By-Law 145-2024

28.1 Fees for filming are indicated as part of the Film Permit Application process, as outlined in the [Fees and Charges By-Law](#).

29.0 Compliance

29.1 The production company must comply with all legislation, by-laws, and other conditions/municipal policies listed on the permit. Failure to comply may result in a permit's cancellation.

Appendix A - Application Form

Name of Film Company:

Address:

City/Town:

Province/State:

Postal/Zip Code:

Fax:

Name of Location Manager:

Name of Assistant Location Manager:

Primary Phone Number:

Primary Phone Number:

Secondary Phone Number:

Email Address:

Email Address:

Filming Start Date:

Start Time:

Filming End Date:

End Time:

Rain Date(s):

Production Title:

Production Type:

- Feature film
- Music video
- TV series
- Documentary
- Commercial
- Other _____

Requests:

- Intermittent Traffic Stoppages
- Sidewalk Encroachment
- Travelling Camera
- SFX/Explosions (including pyrotechnics, smoke or fog machines)
- Road/Lane Closure
- Night Filming
- Heritage Location

Number of Cast:

Number of Crew:

Number of Vehicles:

Film Requirements Checklist:

- Film Permit Application
- Certificate of Insurance
- Site Maps (one per location, indicate emergency access)
- Parking plan
- Right of Way Permit Application
- Additional Licensing (drone license, boom operator license, etc. with corresponding insurance, if applicable)
- Noise By-Law Exemption request (if applicable)
- Pay Duty Officers confirmation
- Resident / Business Notification Letter
- Facility Rentals
- List of production vehicles and licence plate numbers
- Any additional Permits as required

Please list any sustainability measures your production will incorporate to reduce environmental impact:

Please note: The municipality is interested in tracking the economic impact of film productions and will be asking for an estimate of local procurement, accommodations and food and beverage services at the end of filming.

Are you a student at a Canadian high school, college or university?

- yes
- no

- New applicant
- Additional request (reference another permit #) _____

Appendix B - Letter to residents/business owners (Template)

Production Name

(street address in use for film)

Reoccurring Filming Notification

(Date to be delivered to recipient)

To Residents & Businesses:

In collaboration with the County of Prince Edward and the Bay of Quinte Film Office, we're pleased to share that we will be filming scenes for an upcoming project in your neighbourhood.

(interior/exterior) scenes will be taking place at (location address). From (start date to end date also indicate prep & wrap up dates if applicable) between the hours of (blank).

Production equipment and vehicles will be located on (all street address that will be used for filming). Expect vehicles to arrive at (time) and leave the area at (time) throughout filming days as mentioned above.

Alternative parking locations for residents, owners and patrons are located (here). If there are any parking-related inquires contact (film company locations dept).

During this shoot, we will be using (pyro-technics, generators, fireworks, etc)

Cones or blockades will be placed on (date & time). Any traffic stoppages will be listed on the municipality's website and shared via news release. Stoppages will be controlled and supervised by Ontario Provincial Police service (O.P.P).

If you wish to view the filming, you are invited to

For more information or inquires, please contact production officer/manager at:

(contact information for location manager and assistant manager of film company)

Thank you for supporting Prince Edward County's arts and creative industries!