



The Corporation of the Township of Tiny  
Public Works Department

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| Procedure / Policy Name:<br><b>Commercial Filming on Municipal Property</b> |                | Number: <b>PW-02</b> |
| Effective Date: <b>10/02/2020</b>   | Revision Date: | Page: <b>1 of 2</b>  |

## Introduction

Municipal property is intended for shared public use, however, individuals, organizations and/or contractors may occasionally require the exclusive use of municipal property for the purposes of commercial filming.

## Objective

The purpose of this policy is to provide a standard authorization procedure to allow individuals, organizations and/or contractors to have access to and use of municipal property on an exclusive or non-exclusive basis for the purposes of commercial filming as deemed appropriate by the Director of Public Works, while protecting the integrity of the land, its intended use and the interest of the public.

## Policy

1. The Township does not have jurisdiction over private property and as such, use of private property for commercial filming is not governed by this policy.
2. The individual, organization and/or contractor (herein referred to as the “applicant”) must complete *PWF-02-01 Commercial Filming on Municipal Property Application* and submit the completed form to the Township of Tiny Municipal Office at a minimum of 10 days prior to the scheduled filming.
3. The form *PWF-02-01 Commercial Filming on Municipal Property Application* is available from the Public Works Department at the Township of Tiny Municipal Office.
4. The Application is only valid during the dates and times indicated on the Application and as approved by the Director of Public Works.
5. Event Components not indicated on the Application are not permitted and will nullify the approval of the Application if not complied with. For clarity, Event Components are those components of the proposed event listed in the Application under Event Information and may include details listed in any Schedule appended to the Application.
6. Requests for any Special Requirements set out in the Application that are needed to accommodate commercial filming are satisfied at the discretion of the Township and are to be provided by the Public Works Department to the applicant at a cost as per the current Fee By-law. Event Requirements as may be indicated in the approved Application are imposed at the discretion of the Director of Public Works and are mandatory. In-kind contributions should be requested using the *Grants to Community Organizations Policy*. Requests for by-law exemption require Council approval prior to the submission of *PWF-02-01 Commercial Filming on Municipal Property Application*.
7. The Director of Public Works will ensure that Event Components are approved by municipal departments where necessary.
8. The applicant shall have regard to and comply with any Addition Comments included in the approved Application.



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9. The applicant shall provide the Township with proof of liability insurance coverage suitable for the activities to be carried out and in the amount of \$2M or \$5M at the discretion of the Director of Public Works, or the Township's insurer. The Township shall be named or added as an additional insured to the policy for the duration of the event as per the approved Application.
10. By submitting a completed *PWF-02-01 Commercial Filming on Municipal Property Application*, the applicant confirms that bystanders and members of the public will not be filmed, photographed or recorded without having given prior written consent to the applicant for the purposes of the filming, photography or recording outlined in the application, or without having adequately signed the filming location advising of assumed consent for bystanders and members of the public residing in or passing through the filming area.
11. The applicant is responsible for any damage or alteration to any municipal property.
12. All Township of Tiny By-laws must be observed and respected by the applicant for the duration of the event, including the operation of machinery and equipment. Failure to do so may result in an immediate suspension of the approved Application and use of municipal property for the purposes of commercial filming until such time as the Director of Public Works is satisfied that work may resume in compliance with all applicable laws including Township By-laws.
13. The Application must be submitted with the set application fee as per the current Fee By-law. Requests for any Special Requirements will be provided at a cost as per the current Fee By-law. Fees can be waived/reduced at the discretion of the Director of Public Works and/or Council.
14. The Director of Public Works has the authority to deny applications received that are beyond the scope of or contrary to the objective of this policy or other Township of Tiny Policies, Procedures or By-laws.
15. The Director of Public Works will provide notice of the Application approval to the members of Council and staff, and provide notice to the public through the Township's communication platforms where deemed appropriate.