

 <b>M O N C T O N</b>	<b>POLICY</b>		<b>Owner Department:</b> Culture and Heritage
	<b>Film Policy</b>		
<b>Effective Date:</b> November 20, 2006	<b>Last Reviewed Date:</b> April 4, 2022	<b>City Council Approval Dates:</b> November 20, 2006 April 4, 2022	
<b>Approving Authority:</b> Moncton City Council	<b>Replaces No.:</b> 1203 City of Moncton Film Policy		
<b>1. Purpose Statement</b>			

This policy has been developed as a guide for production companies wishing to film in the City of Moncton. We recognize the cultural, tourism and economic benefits derived from filming activity, and it is the City of Moncton’s desire to provide a film friendly environment and encourage the growth of the industry.

## 2. Application

Any production company that undertakes a filming project in the City of Moncton must, prior to such undertaking, have obtained a permit which is to be issued by the City in accordance with the present policy. The policy applies to all film applications, except for current affairs and newscast.

## 3. Definitions

Applicant: Refers to the Production Company.

## 4. Policy

### GENERAL

In order to provide a “one stop shopping” experience and respond to all inquiries relating to film and television production in an efficient and effective manner, the City of Moncton shall expedite the permit process by coordinating all City department reviews and approvals.

## Film Policy

In order to achieve this goal, all requests for information, application forms, inquires, etc. shall be directed to:

Culture and Heritage Department  
655 Main Street  
City of Moncton, NB  
E1C 1E8  
Tel (506) 859-2626  
[culture@moncton.ca](mailto:culture@moncton.ca)

There is no fee for permit application processing. The Cultural Development Officer can also provide complimentary location scouting assistance to help find the "look" for a particular scene or script. It should be noted, however, that charges may be incurred in relation to the provision of additional City services and resources.

### FILMING GUIDELINES

#### 1. Permit Application Process:

Requests for approval of projects must be submitted in writing to the Culture and Heritage Department, and must include:

- a. A completed and signed *Film Permit Application (Appendix A)*.
- b. A completed and signed *Street or Sidewalk Closure Application (Appendix B)* if the vehicular flow of a street or the pedestrian flow of a sidewalk may be affected.
- c. Proof of a valid general liability insurance.

The City of Moncton reserves the right to review all scripts and to cancel any permit in the event of activities not being conducted in accordance with the Film Permit.

#### 2. Timelines:

The application should be submitted at least four (4) working days before shooting begins. Filming that include road closures and special effects with elements of potential danger or inconvenience to citizens, merchants or property, or other factors deemed by the City to constitute reason for careful evaluation of the application requires at least twenty (20) working days notice.

#### 3. Insurance:

Prior to filming, the applicant must provide proof of a valid general liability insurance of at least \$2,000,000 against claims for personal injury, death or property damage occurring upon or in or about the approved locations. The policy will include the City of Moncton as additional named insured.

**4. Considerations to residents/occupants/businesses:**

- a. Production vehicles arriving on location in or near a residential neighbourhood shall not enter the area before the time stipulated on the permit.
- b. Production vehicles shall not block, or park in driveways without the permission of the driveway owner.
- c. Cast and Crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.

**5. Noise:**

Filming must be done respect the City’s By-law for the Prevention of Excessive Noises, being By-law #H-102, as amended or replaced from time to time. The application must include the details of filming activities so the City can review any potential exemption required under the by-law.

**6. Street and Sidewalk Closures:**

Filming on a street or sidewalk in the City of Moncton may require a permit, particularly if there’s a need for street closures or intermittent traffic stoppages. Any filming on municipal streets must be discussed with the Cultural Development Officer to determine whether a permit is required.

Issuance of a *Street or Sidewalk Closure Permit* requires a minimum of twenty (20) days notice before filming. Please note that the closure of Main Street (from Lutz St to Assomption Blvd) and/or Westmorland Street (from Main St to Assomption Blvd) may require up to ninety (90) days notice before filming.

Production companies are responsible for providing certified traffic control for all street closures or intermittent traffic stoppages.

**7. Notification:**

In cases where residents and businesses may be affected by road or sidewalk closures, special effects, gunfire etc., the City will require production companies to provide a written letter of notification to residents and businesses of the events occurring in their area. A copy of the notification is also to be sent to the Cultural Development Officer.

All notices to the public must be prepared in both official languages, in accordance with the City of Moncton’s communication and official languages policies.

Notification of property owners/occupants should take place following the City’s review of the request, and no less than two (2) days prior to the planned activity.

## Film Policy

The notification shall include:

- a. Title of production and name of production company;
- b. Name of Location Manager or Production Manager and cellular telephone number;
- c. Date and times that the film company will be working in the area with a brief description of what their activity will be and details regarding parking, noise and any special effects;
- d. Name of Cultural Development Officer and telephone number.

### **8. Parking:**

All vehicles associated with the production unit shall be parked in a legal manner to permit access by emergency vehicles. The Cultural Development Officer can assist with finding suitable parking for film vehicles within the City of Moncton.

### **9. Civic Properties:**

The City of Moncton owns many buildings and properties that could be made available to production companies. These include parks, trails and various municipal facilities. Use of these buildings and properties will require prior approval by the City. Security and rental fees may apply

### **10. Parks:**

No tree removal or pruning of trees and plant materials will be permitted without approval of the City. No tree, shrub, flower, moss, grass, footpath or natural object will be destroyed or removed without permission. All sites must be returned to their original condition; otherwise the production company will be billed for cleanup services or restoration.

### **11. Public Art, Statues and Monuments:**

The use of public art, statues, monuments or other community icons requires specific approval by the City and must be described in the *Film Permit Application (Appendix A)*.

### **12. Stunts and Special Effects:**

Use of firearms, explosives, flash powder, detonators, flammable liquids, and the filming of dangerous stunts must be stated clearly in the *Film Permit Application (Appendix A)* and will require the appropriate approval from the RCMP and/or the Fire Department. All costs associated with these requirements and related clean-up are at the expense of the Production Company or applicant.

### **13. RCMP:**

Policing for the City of Moncton is under the jurisdiction of the RCMP. The City will coordinate all RCMP requirements, including filming involving gunfire, vehicle crashes and traffic control and disruption through the permitting process.

#### **14. Fire Department**

The City of Moncton has its own Fire Department. The City will coordinate all Fire Department requirements through the permitting process.

#### **15. Filming with Drones (unmanned aerial vehicles)**

The use of drone for filming in the City of Moncton must follow Transport Canada's regulations.

<https://www.tc.gc.ca/en/services/aviation/drone-safety.html>

#### **16. Clean-up:**

Production crews must clean the location at the end of each day to ensure the area is returned to its original condition. Materials and debris are not to be washed in catch basins.

#### **17. Credits:**

The City of Moncton may request a film credit whenever a substantial amount of filming is done in the City.

## **5. Administration and Contact**

**City Clerk's Office**

**655 Main St., Moncton, NB E1C 1E8**

**Telephone: 506.853.3550**

**Email: [info.clerk@moncton.ca](mailto:info.clerk@moncton.ca)**

**APPENDIX A – Film Permit Application**



**City of Moncton**  
 Culture and Heritage Department  
 655 Main Street, Moncton, NB, E1C 1E8  
 Tel (506) 859-2626  
[culture@moncton.ca](mailto:culture@moncton.ca)

<b>FILM PERMIT APPLICATION</b>		
Title of Production		Type of Production
Production Company		
Production Contact	Telephone	Fax
Address		
Location of Film: <input type="checkbox"/> Street <input type="checkbox"/> Park <input type="checkbox"/> City Property/Buildings <input type="checkbox"/> Private Property <input type="checkbox"/> Other (Include schedule and list of filming locations with this application)		
Street/Sidewalk Closure: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, complete <i>Street or Sidewalk Closure Application (Appendix B)</i>		
Date(s) of Filming	Number of Staff on Site	
Types of Vehicles and Parking Requirements		
Special Effects and Stunts <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe briefly: _____ _____ _____		
Budget Total Production Budget: _____ Total Spent in Moncton: _____		

**APPENDIX A – Film Permit Application (Cont'd)**

City Employees Required (Specify)

Location Manager

Phone

Production Manager

Phone

**INDEMNITY:**

The applicant agrees to indemnify and save harmless the City of Moncton, its elected and appointed officers, agents, servants, and employees from and against all liability, claims, damages, losses, costs, actions, causes of actions, suits, proceedings expenses and demands of every kind, description, and nature whatsoever, including legal fees and disbursements, arising out of or in any way connected with the issuance of this permit or with the use of City of Moncton properties pursuant to this agreement. This permit may be revoked at any time.

I hereby acknowledge receipt of the City of Moncton Film Policy and agree to operate within the terms and conditions as outlined in such.

Name of Applicant: \_\_\_\_\_

Title of Applicant: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## APPENDIX B – Street or Sidewalk Closure Application

Title of Production: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Person After Hours: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Type of Closure:     Street     Sidewalk     Full     Partial

Street Name: \_\_\_\_\_

Side of Street:     North     South     East     West

From Street or Civic #: \_\_\_\_\_

To Street or Civic #: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
YYYY-MM-DD                                  YYYY-MM-DD

From: \_\_\_\_\_ To: \_\_\_\_\_  
(am/pm)    (am/pm)

Reason for Closure: \_\_\_\_\_

Diagram: \_\_\_\_\_



Name of Applicant: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

Additional Comments (City Use Only)

Send to: Public Works Dispatch, Traffic, Utilities, Revenue, Fire Dept., Codiac Transit, Codiac RCMP, Moncton Ambulance Service