

POLICIES AND PROCEDURES

Film Policy

EFFECTIVE: May 25, 2026

APPROVED BY COUNCIL

1. Purpose

- 1.1. The Township of Scugog recognizes the direct and indirect economic benefits to the community associated with the film and television industry.
- 1.2. Pre-approval of projects ensure that property within Scugog, the rights, safety and privacy of the residents of the Township of Scugog are protected, while supporting this industry.
- 1.3. This policy provides guidelines for the assessment and co-ordination of commercial filming projects.

2. Objective

- 2.1. The Township of Scugog encourages filming and photography projects within the municipality and issues permits for approved projects. This policy is intended to guide the Township of Scugog Staff to support the film and television industry in collaboration with our community.
- 2.2. Staff will work in a liaison capacity both as a representative of Scugog and the community at large. Staff recognize that they share a responsibility for the reputation of the Township.
- 2.3. Film permits will be issued only in accordance with applicable by-laws, including but not limited to By- laws governing noise, road closures, fireworks, fees and charges.

3. Definitions

- 3.1. "CAO" means the Chief Administrative Officer of the Township of Scugog.
- 3.2. "Film Liaison" means the Film Liaison for the Township of Scugog.
- 3.3. "Film Permit" means a permit and/or letter authorizing filming within the Township of Scugog.
- 3.4. "Museum" means the Scugog Shores Historical Museum.

- 3.5. “Production Company” means a company or individual conducting filming.
- 3.6. “Township” means the Corporation of the Township of Scugog.
- 3.7. “BIA” means Business Improvement Area and Business Improvement Area Board
- 3.8. “Durham Region” means The Regional Municipality of Durham

4. General

- 4.1 This policy applies to all location filming which takes place in the Township of Scugog, excluding current affairs and newscasts.
- 4.2 Photography and videography related to weddings, sports teams, and family photos do not require a Film Permit and are not subject to this policy.
- 4.3 Whether filming on private or public property, the Production Company must also apply for and receive a Film Permit and, in some cases, apply for and receive a Road Occupancy Permit from the Township prior to filming. Durham Regional roads run through Scugog and the Production Company may need an additional permit from Durham Region. The Township of Scugog must also be named on a certificate of insurance as part of the permit approval process.
- 4.4 With respect to location filming on private property, or individual businesses, the property owner or business owner is responsible for negotiating with the Production Company regarding terms and conditions and fees related to the use of the private property. However, as most film projects also impact the surrounding neighbourhood, the Production Company may be asked to issue a public notice, letter or take out an ad in the local paper to notify of film activity. All outreach activities will be discussed and agreed upon between the Production Company and the Film Liaison.
- 4.5 With respect to location filming in the downtown, BIA district, the business or property owner is also responsible for negotiating with the Production Company regarding terms, conditions and fees related to the use of the location. There are large productions and smaller independent productions and the compensation will vary depending on budget. The Film Liaison will strive to negotiate with Production Companies that have reasonable budgets to provide reasonable compensation. In addition to compensation or stipends, the Production Company may rent space in community or church halls, in restaurants and additional parking spaces all of which are subject to

hard rental fees or a reasonable compensation agreed upon between the Production Company and the business.

- 4.6 Parking, sidewalk and use of road, save and except designated private parking, is at the discretion and approval of the Township. The Township will collaborate with business owners and the Production Company to adhere to agreements and permits.
- 4.7 Depending on the nature of the request, the Film Liaison will liaise directly with the Chair of the BIA and the business owners to inform and consult on film requests as necessary and follow the details as outlined in Appendix A. As well, the Film Liaison will work to ensure agreements and permits are being adhered to. In addition, the Film Liaison will strive to secure a donation to the BIA for compensation. The donation can then be used at the discretion of the BIA Board.
- 4.8 Depending on the nature of the request and the location, the Film Liaison may also strive for small tokens of thanks by way of donation to special community groups and charitable causes.
- 4.9 The Film Liaison will work to coordinate film with the community. Filming on the same day at the same location during a special event is not permitted. The Film Liaison recognizes that Port Perry draws tourists. In the summer high tourist season, the Film Liaison will strive to avoid filming between Thursday to Sunday or on a holiday Monday, along Queen Street, between Simcoe Street and Water Street.

5. Procedures

Permit Issuance

- 5.1 A Film Permit is required for all projects. Film Permits are issued by the Communications and Strategic Projects Department after review by other affected staff and outside organizations.

Application Requirements

- 5.2 The Production Company must complete a [Film Permit Application](#) and submit it to the Department. A permit will not be issued without a completed application.
- 5.3 Applications for filming projects that involve Township roads and sidewalks including parking of large vehicles, A-frame signage and pylons will require a [Road Occupancy Permit](#), The Road Occupancy

Permit will be reviewed by the Film Liaison and forwarded to Public Works and Recreation for approval. If the Film Liaison is unable to accommodate the application due to resource or time limitations, responsibility for review and approval of the application will be delegated to the Director of Public Works and Recreation or designate. Elements of the film request may require Paid Duty Officers to assist with traffic. Paid Duty Officers will be booked by the Production Company.

- 5.4 Permits for filming at Township-owned facilities and properties are subject to the compatibility of community booking schedules, and at the discretion of the Film Liaison and the facility's management. In addition, the Township reserves the right to review all film scripts and, acting reasonably, and may reject any application.
- 5.5 Approved Film permits and any associated Road Occupancy permits will be circulated to By-law and Fire and Emergency Services.
- 5.6 Filming in the area of the Municipal Office shall be permitted only with the approval of the CAO.

Application Process

- 6.1 Applications are considered on a case-by-case basis by the Film Liaison. Any concerns are discussed, and special requirements/approvals are identified (such as police/fire approval for certain special effects); staff requirements are determined, and appropriate fees and security deposits are established.
- 6.2 The Director of Public Works and Recreation or his/her designate, in consultation with other staff as appropriate, is responsible for approving applications as they relate to the use of facilities and roads. Should a road closure of more than 24 hours be requested, approval from the Mayor and CAO is required.
- 6.3 The Film Liaison will contact the Production Company with information on the facility and costs.
- 6.4 If the Production Company wishes to proceed with filming, Film Liaison will process the Film Permit, outlining the filming conditions and the Township requirements.
- 6.5 All applications need time for processing. Ideally, film requests should be made fourteen (14) business days in advance of filming. If filming activity requires a Road Occupancy, road lane reductions, paid duty officers, additional coordination time if in the downtown or special

effects, we ask that at least twenty (21) business days be given for permit and notification processing. A road closure of more than 24 hours requires Mayor and CAO approval.

Fees

- 7.1 Prior to the issuance of the permit, the Production Company must provide the Film Liaison with an insurance certificate, a security deposit (if applicable) and payment of **all** required fees and donations.

Appendix “A” Requirements for Filming in the

Downtown Port Perry Business Improvement Area (BIA)

The Film Liaison will connect the Production Company with the Downtown Port Perry BIA and provide advance notice or host a preliminary meeting to discuss large film permit requests with the BIA if they affect multiple businesses and include intermittent traffic stops or road closures within the BIA. Compensation for film production in the BIA shall be negotiated by the Production Company and BIA, in consultation with the Film Liaison.

Filming will run no longer than five consecutive days. Pre-production, film and breakdown days, as outlined in the production schedule, will be billed at \$500 per day. The sum of five hundred dollars (\$500) will be paid by the film production company to Port Perry BIA for each day of on-street film activity taking place within the perimeter of the business area. Filming that requires road and sidewalk occupancy or closures will only be allowed from Monday to Thursday within Port Perry’s Business Improvement Area. Filming on dates that conflict with pre-scheduled events, holidays, or seasonal celebrations will not be allowed. A Road Occupancy permit is required for intermittent traffic stoppages or closures on either the road or the sidewalks.

There will be no filming in the BIA area during December. No filming is permitted on Thursday and Friday, leading to a long weekend/holiday.

Film Liaison staff will, upon request, provide the film production company with a list of local suppliers and service providers and encourage the film production company to use them wherever possible. It is also the

responsibility of the Township Film Liaison to contact the Downtown Port Perry BIA and inform them of the film schedule and any pertinent information about the film project.

The Film Liaison will request that the Film Production Company connect with individual businesses by notice and/or in person, prior to a project, to discuss impacts or request the use of a location. Those business owners will negotiate compensation directly with the Production Company for the use of the location. To ensure all businesses are fully informed, the BIA will email the Notification of Film, sent by the Township and Production Company, to the full member base. Compensation will be provided by the film production company for changes to windows and use of storefronts. If the volume of film activity is expected to impede daily foot traffic and patronage, the business may also negotiate loss-of-sales compensation by providing the location manager with the similar day's sales figures from previous years.

The Film Liaison will monitor all film activity to ensure it follows the agreed-upon and approved permit use. Any changes or amendments to approved film permit activity that impact the BIA, including, but not limited to, significant time or schedule changes, location impacts, or the addition or extension of road closures, will be communicated by the Township Film Liaison for consideration and further approval by the Township.

Businesses within the BIA will notify the Film Liaison if approached by a film production company or if they become aware of a film request within the BIA. The BIA will support and promote the Township of Scugog as a film-friendly town and will share in providing excellent customer service to visitors to film and film tourism.

***New* Appendix “A”**
Requirements for Filming in the
Downtown Port Perry Business
Improvement Area (BIA)

The Film Liaison will connect the Production Company with the Downtown Port Perry BIA and provide advance notice or host a preliminary meeting to discuss large film permit requests with the BIA if they affect multiple businesses and include intermittent traffic stops or road closures within the BIA. Compensation for film production in the BIA shall be negotiated by the Production Company and BIA, in consultation with the Film Liaison.

Filming will run no longer than five consecutive days. Pre-production, film and breakdown days, as outlined in the production schedule, will be billed at \$500 per day. The sum of five hundred dollars (\$500) will be paid by the film production company to Port Perry BIA for each day of on-street film activity taking place within the perimeter of the business area. Filming that requires road and sidewalk occupancy or closures will only be allowed from Monday to Thursday within Port Perry’s Business Improvement Area. Filming on dates that conflict with pre-scheduled events, holidays, or seasonal celebrations will not be allowed. A Road Occupancy permit is required for intermittent traffic stoppages or closures on either the road or the sidewalks.

There will be no filming in the BIA area during December. No filming is permitted on Thursday and Friday, leading to a long weekend/holiday.

Film Liaison staff will, upon request, provide the film production company with a list of local suppliers and service providers and encourage the film production company to use them wherever possible. It is also the responsibility of the Township Film Liaison to contact the Downtown Port Perry BIA and inform them of the film schedule and any pertinent information about the film project.

The Film Liaison will request that the Film Production Company connect with individual businesses by notice and/or in person, prior to a project, to discuss impacts or request the use of a location. Those business owners will negotiate compensation directly with the Production Company for the use of the location. To ensure all businesses are fully informed, the BIA will email the Notification of Film, sent by the Township and Production Company, to the full member base. Compensation will be provided by the film production company for changes to windows and use of storefronts. If the volume of film activity is expected to impede daily foot traffic and patronage, the business may also negotiate loss-of-sales compensation by providing the location manager with the similar day’s sales figures from previous years.

The Film Liaison will monitor all film activity to ensure it follows the agreed-upon and approved permit use. Any changes or amendments to approved film permit activity that impact the BIA, including, but not limited to, significant time or schedule changes, location impacts, or the addition or extension of road closures, will be communicated by the Township Film Liaison for consideration and further approval by the Township.

Businesses within the BIA will notify the Film Liaison if approached by a film production company or if they become aware of a film request within the BIA. The BIA will support and promote the Township of Scugog as a film-friendly town and will share in providing excellent customer service to visitors to film and film tourism.