



# COUNTY OF WELLINGTON POLICY AND PROCEDURE

<b>DEPARTMENT:</b>	WELLINGTON PLACE CAMPUS, WELLINGTON COUNTY MUSEUM AND ARCHIVES	<b>POLICY NUMBER:</b> MUS-2021-06-01
<b>DIVISION:</b>	COMMERCIAL FILMING POLICY	<b>EFFECTIVE DATE:</b> June 1, 2021
<b>SUBJECT:</b>	'The Corporation of the County of Wellington Commercial Film Permit Policy' Information, Heritage and Seniors Committee, June 9, 2021	
<b>AUTHORITY:</b>	County Council, June 24, 2021	

## Definitions

**'The Applicant'** refers to the relevant production company representative or the production company, who has applied to the County for a Commercial Film Permit. That person or entity has the authority to represent and bind the Film Company. That person or entity may be the filmmaker, producer, videographer, production manager, location manager, or another individual or organization that is responsible for the Film Company's operations in the County of Wellington.

**'Commercial Filming Permit'** refers to the permit applied for motion pictures, video and television filming created for profit or for sale. This permit covers all filming for sale or profit utilizing motion pictures, videotape, tape-recording, or other imaging media, including theatrical motion pictures, shorts, television programs, commercials, etc. It may be permitted after appropriate application and securing required insurance. Provided always, commercial film does not include filming that functions solely as an educational opportunity or experience for students currently pursuing relevant film and related studies.

## Policy Statement

The County of Wellington recognizes the value of the film industry, its associated activities and its economic impact in Wellington County. All film activity within County buildings or on County properties must be reported and coordinated through the Wellington County Museum and Archives office. The County endeavours to create an efficient process for the film industry while balancing the safety and convenience for residents. The County will issue permits for approved filming projects.

## **Policy Purpose**

This Policy provides assessment guidelines for the coordination of filming projects on County property to ensure the responsibilities of all parties are understood and agreed upon. Film permits will be issued only in accordance with applicable by-laws, including but not limited to by-laws governing noise, road closures, fireworks, and fees and charges.

## **Policy Guidelines for Commercial Filming**

1. The Film Permit Application Package set out in Schedule A shall be completed and submitted to the County by email at [film@wellington.ca](mailto:film@wellington.ca) at least five days prior to any filming activity. The Applicant must supply a certificate of comprehensive general liability insurance in the amount of \$2,000,000.00 per occurrence or such higher limits as the County reasonably requires depending on nature of filming. In addition, Standard Form Automobile Liability Insurance must be submitted for any vehicles owned, operated or associated with the Applicant with a liability limit of not less than \$2,000,000.00 per accident or occurrence. All such policies shall add the Corporation of the County of Wellington as an additional insured and contain a cross liability clause, a severability of interest's clause and shall not call into contribution any other insurance available to the County. In addition, such policies may not be cancelled or amended without the prior written consent of the County.
2. The Applicant must notify in writing any resident, business or building within 300 feet of the location that may or will be affected during the process of filming and a copy of the letter be provided to the County. It is the Applicant's responsibility to ensure that there is minimum disruption to residents, occupants and businesses while filming.
3. Applications are considered on a case by case basis and appropriate fees and security deposits are established based on the nature of the production.
4. The Applicant is responsible for the removal of litter and restoration of the event site. Failure to do so may result in the loss of the security deposit.
5. Any after-hours or overnight activity will require written permission from the County of Wellington and relevant municipality. The Applicant is required to respect all provincial and municipal by-laws at all times.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless written approval is received from the County or the relevant municipal authority.
7. The Applicant must, when refuse collection will be interrupted as the result of filming activity, be responsible for making alternative arrangements which are satisfactory to the County of Wellington and the affected property owners.
8. All public roads and properties used for filming or parking must be identified. A traffic control and parking plan must be provided to all relevant authorities.
9. Vehicular and pedestrian access to all properties must be maintained at all times unless permitted by the County in writing.

10. All vehicles must comply with appropriate traffic regulations unless permitted otherwise by the County in writing.
11. Through traffic may be stopped for no longer than three minute intervals.
12. The Applicant shall have Paid Duty Police Officers on site to direct traffic which is stopped for any length of time in any direction, for travel shots or road closures.
13. Adequate signage to guide motorists or the public around the site will be supplied, erected and maintained, as directed by the relevant municipal authority.
14. No permanent or temporary fixtures or road signs may be covered, removed or altered in any way without the written approval from the relevant municipal authority. Any required maintenance and the repair of any public roadway or property as a result of damage incurred from the Applicant will be at the expense of the Applicant.
15. The Applicant must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition, unless otherwise approved by the County, at the Applicant's sole cost and expense.
16. The Applicant must at all times comply with local regulations regarding parking in restricted areas or near fire hydrants unless otherwise specified by the County or relevant municipal authority.
17. The Applicant is responsible for notifying the local Fire Department and Wellington County O.P.P. of the use of any special effects such as pyrotechnics, flammable materials, gunfire, or vehicle chases and complying with all requirements related to same at the Applicants sole cost and expense including but not limited to having qualified emergency medical services on site.
18. The Applicant shall pay such Fees and Security Deposits as set out in Schedule B, as the County amends from time to time as per the County's sole discretion. The Application fee must be submitted with the Application. After the Application is reviewed, any additional Fees and Security Deposits shall be paid before the Film Permit is issued. The Applicant is responsible for all out-of-pocket expenses related to the use of municipal roads, properties, parks or equipment.
19. Emergency services personnel may be required to be contacted prior to filming or to be on site during filming. All costs associated with these requirements are the responsibility of the Applicant. The Applicant shall be required to pay the service provider directly.
20. Use of hydro services, water trucks, etc. may require inspection by the County or relevant municipal authority.
21. In the interest of community standards, the County of Wellington reserves the right to refuse to issue a permit to the Applicant if, the project does not comply with best practices, standards, guidelines and policy, municipal and/or County by-laws, Provincial or Federal Laws or if the project may be considered socially sensitive or distasteful to the general public.

22. It is the responsibility of the Applicant to ensure their staff operate in a safe and professionally.

23. The Corporation of the County of Wellington requests to be recognized in any credits that are produced for the film and requests a copy of the film and/or film shoot.

24. The Applicant shall indemnify and save harmless the County from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the County as a result of or in connection with the operations of the Applicant and the said use of location(s) by the Applicant, including its employees, contractors, agents or representatives; and specifically, the County will not be responsible for any liability arising from these activities with respect to the advertising or any copyright or trademark infringements.

25. Despite the issuance of a permit, the Applicant shall ensure that it and its staff and agents comply with all applicable legislation and by-laws in addition to the conditions provided on the Film Permit. Failure to comply with such requirements may result in the revocation of the Film Permit, even if no specific terms on the Film Permit are breached. The Applicant must comply with all of the County and bylaws and those of the relevant member municipality where filming takes place.

26. The Applicant shall comply with this policy at all times including all schedules hereto. The Applicant shall additionally comply with all requirements set out in Schedule C where the filming is at the Wellington County Museum and Archives Site.

**Schedule A**



The Corporation of the County of Wellington Commercial Film Permit Application

Type of Commercial Film Production:

- Feature Film
- Music Video
- TV Series/Movie
- Commercial
- Reality TV
- Educational/Documentary
- Other, Explain: \_\_\_\_\_

Production Title:

The Applicant/Production Company:

Telephone:

Address:

Province:

Total # Cast/Crew:

Email:

City:

Postal Code:

Location Manager:

Cell:

Location Dept. Telephone:

Email:

Assistant. Location Manager:

Email:

Phone Number/Cell:

Film Location and Dates (Exemptions to Noise By-law may be required):

LOC #1:

Film Date(s):

Times:

LOC #2:

Film Date(s):

Times:

LOC #3:

Film Date(s):

Times:

Description of Filming Activities:

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Special Effects (Describe any special effects such as pyrotechnics, flammable materials, gunfire or car chases to be used):

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Parking/Roads:

Number of vehicles/equipment to be parked on County property

Trucks: \_\_\_ Cranes: \_\_\_ Picture Cars: \_\_\_ Vans: \_\_\_ Crew Cars: \_\_\_ Trailers/motorhomes: \_\_\_ Other: \_\_\_

Check all that apply:

Intermittent Traffic Stoppages \*Paid Duty Officer Required

Road Closure Required

Travelling Shots \*Paid Duty Officer Required

Location of Basecamp:

Location of Crew Parking:

Which local business/industries have you/will you engage while in the Wellington County community? Please list all that apply in the space below. As well, the Corporation of the County of Wellington requests a report regarding the economic impact of the Applicant’s presence in the community to be submitted upon filming completion.

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\*NOTE: A traffic control and parking plan must be submitted.

By filing and signing this Permit Application the Applicant and the Production Company agrees to all terms and conditions set forth by the Corporation of the County of Wellington and agrees to assume all costs for damages and/or restoration.

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Company Representative

Date

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Documents Filed with Application:

Proof of Insurance

Traffic Control

Copy of Notification Letter

Initialed Copy of Policy

DISCLAIMER: The personal information on this form is collected pursuant to the Municipal Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990 for the purpose of the administration of film permit applications. Questions regarding this collection should be directed to the Manager of Privacy and Information, County of Wellington, 519.837.2600 x 2522.

## Schedule B

### FEES AND CHARGES

Fee for film production on County of Wellington property:

Permit Fee:	\$500.00 + HST.
Security Deposit:	\$3,000.00 for 1-3 days (Add \$1,000 for each additional day)

This deposit shall not be returned until all invoices, charges and claims have been cleared. Any structures, grounds, landscape features or artifacts damaged as a result of the activities of the film production will be restored to the condition that existed prior to the occurrence of the damage to the County of Wellington's sole satisfaction. Where damage has occurred, a letter detailing the extent and cost of repair or restoration will be sent to the Applicant and a request for payment will be made. The Applicant may prefer to pay for the work and have the certified security deposit cheque returned. Should the Applicant refuse to pay for the damages outlined in the letter, the certified security deposit cheque will be cashed and the subsequent repair undertaken by specialists supervised by the site. Any monies owing or remaining from the security deposit cheque will be processed accordingly. Where this is not possible, the County of Wellington will be compensated. Appraisals and restoration work will only be undertaken by the specialists approved by the site supervisor. The Applicant and the Applicant's Insurer, should be aware that some subject properties are historic sites, in some cases National Historic Sites, and are subject to a higher standard of care and preservation than may normally be the case.

Fees for film production specifically at The Wellington County Museum and Archives:

Booking hold fee:	\$200 Per day + HST.
Filming Rates/Fees:	\$500/Hour* + HST.
	OR
	\$3,500 + HST. Per day, based on an 8 Hour Day.

\*inclusive of \$200/hr staffing fees.

The County reserves the right to act with discretion the fees in accordance with the scope, crew size, and resources required from the County.

21. Additional fees will be incurred should the closure of the Wellington County Museum and Archives Historic Site be required for the Applicant. As well, additional fees may be incurred at the discretion of the Wellington County Museum and Archives for the rental of halls or the need for additional staffing or resources. Due to the popularity of the site, a booking hold fee of \$200 will be required upon booking. Fees for additional days/hours will be invoiced and are due no later than two weeks from when the final invoice is received. The booking fee will be reflected in the final invoice.

## Schedule C

### Wellington County Museum and Archives Policy Guidelines for Commercial Filming



#### The Wellington County Museum and Archives

0536 Wellington Rd 18

Fergus, ON N1M 2W3

T: 519.846.0916 x5221

TF: 1.800.663.0750 x5221

F: 519.846.9630

E: [film@wellington.ca](mailto:film@wellington.ca)

The Wellington County Museum and Archives is a designated National Historic Site owned and operated by the Corporation of the County of Wellington. The Wellington County Museum and Archives is a designated National Historic Site of Canada owned and operated by the Corporation of the County of Wellington. Originally the Wellington County House of Industry and Refuge, the former working farm is dominated by a large, two-storey Italianate-style stone building situated grandly on a hill at the Wellington Place Campus. This site, its buildings and grounds, are enjoyed by the public year round. The County welcomes filming at this culturally and architecturally significant heritage site and these guidelines are to ensure every effort is made to accommodate visitors and their safety.

All associated Wellington County Museum and Archives buildings, objects and artifacts, gardens, trails, and surrounding property, must be considered priceless and irreplaceable, and be carefully protected at all times.

The 1877 Heritage Barn, including stables, and paddock area may be available for filming and at the discretion of the Wellington County Museum and Archives with supervision to ensure nothing is damaged. Certain areas such as the granary, silo, poultry house, and root cellars, depending on the project, may be available at the discretion of the Wellington County Museum and Archives.

Should any type of disturbance be possible during the course of commercial filming, the Applicant must notify neighbouring buildings prior to arrival on site.

The Wellington County Museum and Archives has discretion regarding the use of the buildings and associated property, as well as the application of these guidelines. There will always be a staff member on site for the production during prep/strike and the duration of filming as noted in the application. It is critical that cleanliness must be maintained during and after filming. Fire route exits from buildings must be maintained at all times.

#### Guidelines for Commercial Filming at The Wellington County Museum and Archives

##### Art Department, Set Dressing and Props

- Exhibits and their associated objects or artifacts, may remain in place as visual interest only, and may not be used for practical purposes. They must be treated with consideration and respect. It will be up to the Wellington County Museum and Archives discretion to remove or handle any and all exhibit components at the written request of the Applicant.

- Use of candles or fire of any variety will always require additional fire safety arrangements and be at the discretion of the Wellington County Museum and Archives and the local fire department.
- Large furnishings in spaces such as the exhibit rooms must remain in their respective locations to minimize damage to these objects or artifacts.
- Objects cannot be hung from or affixed to interior/exterior ceilings or walls. It is up to the discretion of Wellington County Museum and Archives to allow draping or wrapping in these areas with prior consent.
- Care must be taken to prevent excessive interior temperature fluctuations.

### **Camera Department**

- Camera cranes are permitted on the property of the Wellington County Museum and Archives granted all health and safety measures are closely followed and must not impede Pedestrian or vehicular traffic at entrances/exits.
- Camera cranes for interior filming are up to the discretion of the Wellington County Museum and Archives.

### **Construction Department**

- Extensive set construction and alteration of the site which may cause damage to the buildings or property is not permitted.
- Any construction or painting is at the discretion of the Wellington County Museum and Archives.
- Construction or painting in situ is not permitted in the Heritage Barn.
- The removal of any fixtures is up to the discretion of the Wellington County Museum and Archives.
- No adhesives may be used to affix floor or other coverings.

### **Interior**

- Wellington County Museum and Archives must be consulted in advance about all cabling routes and equipment access, especially under rain or snow conditions.
- Protective mats must be placed under all production associated equipment, stands, and cases and along all cable routes. Equipment staging areas must be planned in consultation with Wellington County Museum and Archives.
- Lighting must not be aimed at or placed near paintings, prints, textiles. Temporary screening will be required near light-sensitive furnishings.
- Architectural features i.e. piers, pillars, railings, etc. are not permitted for adaptation as stands or supports for equipment.
- Roof access is at the discretion of the Wellington County Museum and Archives.

### **Exterior**

- Scaffolding may be erected with suitable protection of the landscape, in consultation with the Wellington County Museum and Archives.

### **Locations Department**

#### **Prep**

- Floors and carpets must be protected i.e. duramats, blankets, throughout the set areas and along any equipment/personal travel routes. Doorways, walls and furnishings must also be protected

i.e. corrugated cardboard, bubble wrap, moving blankets. There will also need to be frequent adjustments and assessments during filming to ensure continuous coverage.

- Equipment staging areas must be planned in advance, in consultation with the Wellington County Museum and Archives.
- Pool noodles are an ideal way to protect cables on staircases

#### **Access and Accommodation**

- Production vehicles described in the approved application will be allowed on site. A parking area will be designated for all production vehicles. Personal vehicles of production team members must park only in the designated parking lots available at the Wellington County Museum and Archives. Parking cannot take place or block access roads to the Wellington County Museum and Archives, or other buildings located at the Wellington Place Campus.
- The Applicant must place signs in heavily trafficked public access areas to inform residents that the area is being used for filming and delays may occur or access may be limited during the duration of filming/photography. Any such delays must not exceed three minutes unless prior approval has been arranged.
- Public washroom usage is at the discretion of the Wellington County Museum and Archives. In some circumstances, the Applicant may be required to supply their own washroom facilities.

#### **Catering**

- The Aboyne Hall and Kitchen at the Wellington County Museum and Archives may be available for the use of the Applicant's chosen catering services, if previously booked. The use of Aboyne Hall and Kitchen will be subjected to additional rental fees. Advanced notice must be provided.

#### **Fire Safety**

##### **With Regards to Special Effects**

- Smoke effects, fireworks, and explosion effects are not permitted inside the Wellington County Museum or Archives buildings. These effects are only permitted outdoors with written consent from the appropriate authorities and all related bylaw compliance is followed. Prior to production, a copy of this expressed consent must be provided to the Wellington County Museum and Archives for their records.
- Gun shots for action sequences or scenes will require advanced written approval from relevant municipal authorities as well as the Wellington County Museum and Archives.

Appendix A – Film Production Contacts in Wellington County

**Township of Centre Wellington**

Deb Dalziel,  
Tourism & Destination Coordinator  
T: 519.846.9691 x380

**Town of Erin**

Lavina Dixit,  
Senior Communications Officer  
T: 519.855.4407 x239  
E: lavina.dixit@erin.ca

**Township of Guelph /Eramosa**

Deanna Pellizzer,  
Licensing Administrator  
T: 519.856.9596 x140  
E: dpellizzer@get.on.ca

**The Township of Mapleton**

Aly Cripps,  
Economic Development & Marketing Coordinator  
T: 519.638.3313 x042

**Wellington Place Campus:  
Wellington County  
Museum and Archives**  
0536 Wellington Rd 18  
Fergus, ON N1M 2W3  
T: 519.846.0916 x5221  
TF: 1.800.663.0750 x5221  
E: wcma@wellington.ca

**Wellington County  
MUSEUM & ARCHIVES**

**The Corporation of the  
County of Wellington**  
74 Woolwich Street  
Guelph, ON N1H 3T9  
T: 519.837.2600  
T: 1.800.663.0750  
Roads Department T:  
519.837.2601 or  
1.866.799.4166  
Wellington County OPP T:  
519.843.4240  
**EMERGENCIES 911**

**County of Wellington  
Administration Centre:**  
74 Woolwich Street  
Guelph ON N1H 3T9  
T: 519.837.2600  
TF: 1.800.663.0750

**Town of Minto**

Belinda Wick-Graham,  
Business & Economic Manager  
T: 519.338.2511 x241

**Township of Wellington North**

Dale Small,  
Economic Development Officer  
T: 519.848.3620 x4234  
E: ecdev@wellington-north.com

**Township of Puslinch**

Courtenay Hoytfox,  
Municipal Clerk  
T: 519.763.1226 x227

