



Town of Newmarket Agenda

Main Street District Business Improvement Area Board of Management

Date: Wednesday, September 18, 2019
Time: 7:00 AM
Location: Serpa Studio
Old Town Hall
460 Botsford Street
Newmarket, ON L3Y 1T1

Pages

1. Additions and Corrections to the Agenda

2. Declarations of Pecuniary Interest

3. Presentations & Recognitions

3.1 Parking Enforcement

Note: Florence DiPassio, Supervisor of Licensing and Parking and Flynn Scott, Manager of Regulatory Services, will be in attendance to provide a presentation on this matter.

3.2 Film Permit Overview

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Note: Florence DiPassio, Supervisor of Licensing and Parking, will be in attendance to provide a presentation on this matter.

The Film Policy and Film Permit Application have been attached for your information.

4. Deputations

4.1 snapd Inc.

25

Note: Daniel Ramlogan, snapd Inc., will be in attendance to provide a deputation on this matter.

5. Approval of Minutes

5.1 Main Street District Business Improvement Area Board of

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Management Minutes of August 21, 2019

1. That the Main Street District Business Improvement Area Board of Management Minutes of August 21, 2019 be approved.

6. Items

6.1 Street Events Update

6.1.1 Soofa Update

6.2 Strategic Priority Update

6.2.1 Strategic Plan Consultant

6.3 Garbage Update

6.4 Parking Update

6.5 Staff Update

6.5.1 Financial Update

6.5.2 Financial Incentive Program Staff Working Group Update

7. New Business

8. Closed Session (if required)

9. Adjournment



CORPORATE POLICY

Sub Topic:	Policy No. CORP 1-04
Topic: Film Policy	Employees Covered:
Section: Corporate & Financial Services/Clerks	Council Adoption Date: May 12, 2008
Effective Date: upon Council adoption	Date updated:
	Revision No: 4 July 2016

Policy Statement & Strategic Plan Linkages

This policy upholds the Town of Newmarket's Community Vision of being Well beyond the ordinary linking to the branches Well-equipped and managed (implementing policy and processes that reflect sound and accountable governance) and Well-respected (inspiring partnerships and cooperation with stakeholders that revolve around well-being, synergy and balanced living). The Town of Newmarket encourages and supports filming and photography projects within the municipality and issues permits for approved projects.

Purpose

The Town of Newmarket recognizes the direct and indirect economic benefits to the community associated with the film industry. The film permit application process is essential in ensuring that Town property and the rights, safety and privacy of the citizens of the Town of Newmarket are protected.

Film permits will be issued only in accordance with applicable by-laws, including but not limited to bylaws governing noise, road closures, fireworks and fees and charges.

Definitions

"BIA" means the Main Street District Business Improvement Area.

"Blimped generator" means a generator that is noise reduced.

"Director" means the Director of Legislative Services.

“Commercial Filming” use of motion picture, videotaping, sound recording, or other moving image or audio recording equipment on public lands that involves the advertisement of a product or service, the creation of a product for sale, or the use of actors, models, sets, or props, but not including activities associated with broadcasts for news programs and filming activities by persons hired by the town for specific town business.

"Film Liaison" means the staff person determined to be the Film Liaison for the Town; the Film Liaison person may depending upon the nature of the filming, be a staff person from the Parks, Recreation & Culture Department or the Public Works Services Department or the Clerk's Department.

"Film Permit" means a permit and/or letter authorizing filming with the Town.

“Minor Special Effects” means effects such as water, snow and other materials that are used in the production of filming and may impact the filming location and surrounding areas.

“Major Special Effects” means effects such as fireworks, explosions and pyrotechnics that are used in the production of filming and may impact the filming location and surrounding areas.

"Production Company" means a company of individuals conducting filming.

"Production Vehicles" mean vehicles carrying' equipment involved in filming "Town" means the Town of Newmarket.

“Town” means the Town of Newmarket.

Applicability

This policy applies to all Commercial Filming which takes place on, or significantly impacts, Town property in the Town of Newmarket, excluding current affairs and newscasts. The Production Company or individuals are required to notify the Legislative Services Department prior to filming to determine if their project requires a permit. Photography and videography related to weddings, sports teams and family photos do not require a Film Permit and are not subject to this policy. Student and non-profit film projects shall also be exempt from permit fees.

With respect to location filming on private property or individual businesses, the property or business owner is responsible for negotiating with the Production Company the terms, conditions and fees related to the use of the private property. A film permit is not required for filming taking place on/in private property. However, the Production Company or individual must still notify the Town, through the Legislative Services Department.

Authority

The Director (or designate) has the authority to approve film permits. Film Permits are issued in consultation with the appropriate staff and/or outside agency.

Procedures

Application Requirements

The Production Company must complete a Film Permit Application Package (Appendix C) and submit the package to the Legislative Services Department. Applications should be made at least forty eight (48) hours in advance of the filming activity. If a road closure of more than 24 hours is required, the application should be submitted at least 7 business days in advance to allow time for the approval process. Applications for Town Parks must be received a minimum of 7 business days in advance of filming.

Letters of notification must be delivered to residents and/or businesses 48 hours **before** the start of coning, parking or filming, whichever comes first (see application package for specific notification requirements).

Prior to the issuance of the permit, the Production Company must provide the Clerk's Department with an insurance certificate, the security deposit (if applicable) and payment of all required fees.

Timeline Examples

- For filming on a Thursday, applications must be received Monday during business hours, allowing two days for processing and issuance on Wednesday.
- Applications received after 4:00 pm will be considered as received the following business day.
- 48 hours in advance means that your permit will be ready 48 hours from the time it is received during regular business hours. If we received it 9 am Wednesday your permit will be ready by 9 am Friday. This may affect your filming start times.
- If you email an application on Thursday after 4:00 pm, you will not receive a permit until Tuesday morning.
- If you email your application on the weekend, it will be received on Monday and issued on Wednesday.
- For filming in a park on a Tuesday, applications must be received by Wednesday the week prior, 9 am Thursday morning at the latest.
- Changes to permits require 48 hours' notice to residents and businesses. If you are filming Wednesday, and decide to add a new street for parking on Tuesday afternoon, that is too short notice and your change will be denied.
- Give yourself enough time to make changes, if necessary, and still meet the 48 hour rule.
- Plan ahead; add rain dates to your application before you submit it, not after your permit has been issued. Have backup shoot dates in mind in case your application is deemed too short notice.

Applications for film permits that involve Town Roads or use of Town owned facilities are forwarded by the Film Liaison to the Director of Public Works and the Director of Recreation and Culture, or the Commissioner of Community services (or designate). Additional fees for use of Town roads and/or facilities may apply and will be relayed to the Production Company through the Film Liaison. Filming in/on Town owned facilities such as community centres are subject to the compatibility of community booking schedules and are at the discretion of the Director of Recreation and Culture.

Permits for filming in the Main Street district of the Town are subject to the approval of the BIA. Filming occurring in this district shall be subject to an additional fee as outlined in the Town and Newmarket Fees and Charges by-law.

Applications are considered on a case by case basis by the appropriate staff or authority. Any concerns are discussed and special requirements/approvals are identified (fire services approval, special effects), staff requirements are determined, and appropriation fees and security deposits are established, based on the nature of the production.

Any filming on Town roads that intersect Regional roads, or that has the potential for impact on Regional roads, will require a Road Occupancy Permit from the Regional Municipality of York. Any stoppage of traffic affecting a Regional road will require a traffic management plan to be submitted along with the application for a Road Occupancy Permit. It is the responsibility of the Production Company to contact the Regional Municipality of York for the necessary road permits. Contact information has been included in Appendix B.

Application Process

Applicants can apply for a Film Permit by completing the Film Permit Application, found on the Town website at www.newmarket.ca/filming. The application package includes production information, location permit application, insurance requirements and related fees. This package must be completed and submitted, along with any additional forms/letters/maps to the Legislative Services Department (by email or in person) prior to the issuance of a film permit.

Additional information including Filming Guidelines and Regulations, Code of Conduct for Cast and Crew, Sample Letter of Notification checklist, and relevant by-laws are available on the Town Website, under "Filming."

Fees

Fees for filming are indicated on the Film Permit Application and in the Fees and Charges by-law. Projects which are not considered to be "commercial" are not subject to permit fees.

The application fee must be submitted with the application package. After the application package and requirements are reviewed, the film permit fee will be collected and the Film Permit will be issued. The Production Company is responsible for all out-of-pocket expenses related to the use of Town roads, properties, parks or equipment and shall be given an estimate of these costs prior to permitting. Once filming begins or is about to begin, if there are any changes to these arrangements, the production company is to be notified immediately.

The Production Company may be required to pay for the services of Town staff when filming on Town owned property, such as recreation facilities or parks. The necessity for such staff and any associated costs will be determined on a case by case basis at the discretion of the appropriate staff.

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. Where required services are not being provided by the Town, the applicant shall be required to pay the service provider directly.

Security Deposit

A security deposit shall be required prior to the issuance of a film permit as stipulated on the permit application. This deposit shall not be returned until all invoices, charges and claims have been cleared. Security deposits can be paid by credit card or a certified cheque, made out to the Town of Newmarket. The amount required for the security deposit is determined based on the nature of the project and the amount of special effects used during production (see Film Permit Application Package).

Insurance Requirements

All companies filming in the Town of Newmarket must present to the Film Liaison, prior to permit issuance, a certificate of comprehensive general liability insurance in the amount of \$3 Million per occurrence or such higher limits as the Town of Newmarket reasonably requires depending on the nature of filming. In addition Standard Form Automobile Liability Insurance must be submitted for any vehicles owned, operated or associated with the Production Company with a liability limit of not less than \$2 million dollars per accident or occurrence. All such policies shall add the Town of Newmarket 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 Town of Newmarket. In addition, such policies may not be cancelled or amended without the prior written consent of the Town of Newmarket.

Restrictions and Limitations

Restrictions on hours/days for filming: Permits authorizing filming in areas zoned residential between 11:00 p.m. and 7 a.m. will not be approved unless all affected residents have been notified in advance. Depending on the potential impact on the area, written consent may be required by the majority of affected residents.

Location: Location filming in areas zoned residential will be limited to 2 occasions per year for each residential block unless a majority of affected residents (as determined by the Film Liaison) consent to additional filming. Written approval must be provided for additional occurrences and all notification procedures are to be followed to the satisfaction of the Film Liaison. The amount of filming in other areas may also be limited as determined by the Film Liaison in consultation with Ward Councillor(s).

Notification

Community: The film company must provide written notice of filming a minimum of 48 hours in advance to affected residents/occupants and businesses, or as instructed by the Film Liaison. The notification must include the duration and location of filming and information about planned special effects, road and lane closures, sidewalk usage without obstructing pedestrians and the

time that cones will be placed on the street to restrict parking. Filming that takes place in residential areas will require the written consent of the majority of the affected residents under the following circumstances:

- Filming takes place between 11 :00 p.m. and 7:00 a.m., Sundays or on Statutory Holidays.
- Equipment (lighting and generators) is oriented towards neighboring residences during overnight filming.
- Filming on a residential block has already occurred twice in the calendar year.

Councillors: Councillors will be notified by the Film Liaison of filming in their respective wards once the permit application is received.

BIAs: When necessary, the Film Liaison will notify the Business Improvement Area (BIA), advising them of the duration and location of filming, and any information about special effects, road and lane closures, sidewalk usage, and the time cones will be placed in the street allowance. Notification will include the name of the production manager, title of the production, and a contact telephone number.

Consideration to Residents/Occupants/Businesses

Residents, occupants and businesses should be free from any negative environmental conditions resulting from filming including spill-over lighting, exhaust fumes or noise that affect their ability to remain at their property or conduct their business, unless they have been contacted and do not express any objection.

Lighting: Lighting for filming should be oriented away from neighbouring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic. Night filming involving intensive lighting between 11 p.m. and 7 a.m. requires written approval by a majority of affected residents.

Noise: The production company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.

Generators: All generators used on streets in residential areas or in Town parks will be "blimped" generators unless otherwise approved.

Traffic

No interference with pedestrian or vehicular traffic is to occur without being noted on the permit. Every opportunity is to be taken to ensure that access, either vehicular or pedestrian, is not restricted to persons with disabilities.

Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.

All moving vehicles must comply with regulations governing traffic in Town parks/properties unless otherwise noted on the permit.

Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions unless directed otherwise by a Paid Duty Police Officer.

Traffic Stoppages

Intermittent traffic stoppages to a maximum of 5 minutes, unless stated otherwise, shall be under the supervision of a Paid Duty Police Officer. The Film Liaison will arrange for the Public Works Services Department to cover, alter, remove and/or reinstall traffic or street signs as may be necessary.

Parking and/or Standing

Production vehicles must not block fire hydrants or be parked in fire routes or within 9 metres of an intersecting street or impede any emergency response vehicles and must also adhere to any other requirements specified on the permit. A full list of the specific parking prohibitions is available.

In Town parks, production vehicles and equipment must not block driveways or other access/egress ramps. Production vehicles must leave at least two feet clearance on either side of a driveway, ramp, or other accesses/egresses/ingresses. In all other circumstances, vehicles cannot block driveways or other access ramps without the approval of the owner.

No production equipment/vehicles are to be within 30 metres of a bus stop, a pedestrian cross-over or a signalized intersection unless otherwise noted on the permit.

It is up to the film company to make alternate parking arrangements for residents in possession of a valid street parking permit in areas where vehicles are displaced by filming. Relocating vehicles by towing to accommodate filming or parking is not permitted.

Production vehicles must leave at least 0.7m clearance on either side of a driveway, ramp, other accesses/ egresses or ingresses

Production vehicles must not block parking lot access/egress ramps and accessible parking for persons with disabilities.

A production company may be able to reserve parking in Municipal Parking lots (see Appendix A). For information about parking rates and availability, please contact the Film Liaison.

Identification of Production Vehicles

All vehicles carrying equipment involved in the production will be issued a copy of the film permit to display on their dashboard. It is the responsibility of the production company to determine in advance the number of production vehicles requiring such a permit

Filming Activities and Relationship to Police/Fire/Ambulance

Paid Duty Police Officer are required as determined by the Film Liaison for such things as permit compliance, use of prop guns, intermittent traffic stoppages and traffic control and/or when required to direct pedestrian or vehicular traffic including those instances involving city parks/properties. A copy of the permit is to be supplied to the Paid Duty Officer on duty. All costs associated with these requirements are the expense of the applicant

It is the responsibility of the Film Production Company to notify the Central York Fire Services in advance (in writing) when the use of flammable liquids/materials is being planned. The notice must provide details of how the materials will be used. Central York Fire Services may require a permit application from an authorized Pyro technique Technician and may impose conditions regarding the use of these materials. Any conditions will be included as part of the Film Permit. When applying for a Film Permit, the production company must indicate any special effects and pyrotechnics being used.

Appropriate Paid Duty Police Officers are required for the detonation of pyrotechnic special effects. A blast analysis may be required and additional time is needed to arrange for this activity. Qualified Emergency Medical Services personnel (paramedics) must be on site during the filming of dangerous situations such as special effects, stunts, and /or detonation of pyrotechnics, as determined by the Film Liaison.

Disruption to Residents/Occupants/Businesses

It is the Production Company's responsibility to ensure that there is a minimum of disruption to residents, occupants and businesses where filming occurs

Code of Conduct

It is the responsibility of the production company to ensure that their staff operate in a safe and professional manner in the course of their duties and adhere to the Town of Newmarket Code of Conduct for Cast and Crew. The Code of Conduct will be posted on the Town website for Production Companies, residents and businesses to review.

Monitoring

The Production Company must keep a copy of the Film Permit on site at all times. At the commencement of the scheduled shoot, the Film Liaison (if deemed necessary) will oversee the activities of the Production Company and will act as the Town's contact person. The Film Liaison is responsible for monitoring the Production Company on site, and has the authority to revoke the Film Permit if the Production Company does not adhere to the Film Permit, or to grant last minute on-site requests.

The Production Company must place signs in public access areas or in heavily trafficked areas to inform the public that the area is being used for filming and delays may occur. Any such delays must not exceed five (5) minutes unless prior approval has been arranged.

Clean Up

Production crews 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 Film Liaison or other arrangements are made with an operating Division of the Town and noted on the permit, in which case the production company will be billed accordingly. Materials and debris are not to be washed into catch basins.

Safety and Regulations

Interior safety signs in buildings must not be covered, (e.g. fire exit signs) unless expressly agreed to by the property manager/owner. All production companies must adhere to the Ontario Ministry of Labour Safety Guidelines for the Film & Television Industry in Ontario, 4th Edition - January 1999. Copies of the Ontario Ministry of Transportation's Ontario Traffic Manual Series (OTM) are available for download from the Ontario Ministry of Transportation.

Indemnification/Save Harmless

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

Compliance

Despite the issuance of a permit, the Production Company 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.

Dispute Resolution

In the event that the appropriate staff, the Film Liaison, the BIA and/or the production company cannot come to a resolution on an issue before, during or after filming, the decision of the Town of Newmarket Director of Legislative Services (or designate) shall be final and binding.

Acknowledgement

The Production Company may provide a screen credit to the Town on the final film/video.

Appendices

Appendix A: Municipal Parking Lots

Appendix B: List of Contact Information

A. Municipal Parking Lots

Municipal parking, if space is available, can be reserved in the following lots:	Location (location maps available upon request)	Approximate Capacity (standard parking stalls)
Downtown – P1	Timothy Street (between Cedar Street and Doug Duncan Drive.)	16
Downtown – P2	Cedar Street	8
Downtown – P3	Doug Duncan Drive (North end)	238 ±
Downtown – P4	Timothy Street (Old Town Hall Entrances)	7
Downtown – P7	Timothy Street (between Cedar Street and Doug Duncan Drive)	10
Magna Centre	800 Mulock Drive	460 ±
Ray Twinney Community Centre	100 Eagle Street West	920 ±
Hollingsworth Community Centre	35 Patterson Avenue	88
George Richardson Park (GRP LOT 1)	195 Bayview Parkway	82
George Richardson Park (GRP LOT 2)	215 Bayview Parkway	35
George Richardson Park (GRP LOT 3)	225 Bayview Parkway	55
George Richardson Park (GRP LOT 4)	500 Bayview Parkway	95

Conditions for reserved parking:

- Film company to provide all necessary pylons, tape, and supervision during period of reservation
- Lots are reserved on a daily basis only
- Parking fees may apply

B. Contact Information

List of Contact Information

Town of Newmarket mailing address:

395 Mulock Drive
PO Box 328, Stn Main
Newmarket ON
L3Y 4X7

Legislative Services Department

Attn: Film Liaison - Florence DiPassio
395 Mulock Drive
PO Box 328, Stn. Main
Newmarket, ON L3Y 4X7
905-895-5193 ext. 2206
905 953-5100 (fax)
fdipassio@newmarket.ca

Central York Fire Services

ATT: Fire Prevention Officer
905 895-9222
905 895-1900 (fax)

York Regional Police

ATT: Paid Duty Coordinator
(905) 830-0303
Fax: (905) 895-7264

Region of York

ATT: Transportation Services Department
1-877-464-9675 ext. 75700
Fax: 905-895-3047
permits@york.ca



Town of Newmarket
395 Mulock Drive
PO Box 328, STN Main
Newmarket, ON L3Y 4X7
info@newmarket.ca

Film Permit Package

The Film Permit package contains the following documents:

- Filming Guidelines and Regulations
- Film Permit Application Form
- Film Permit Application Form – Schedule ‘A’ – Hold Harmless Agreement
- Film Permit Application Form – Schedule ‘B’ – Responsibilities of the Film Company Authorization Page
- Fee Schedule
- Letters of Notification Checklist

The Film Policy and associated maps can be found on the Town of Newmarket website at www.newmarket.ca/filming



Town of Newmarket
 395 Mulock Drive
 PO Box 328, STN Main
 Newmarket, ON L3Y 4X7
info@newmarket.ca

Filming Guidelines and Regulations

NOTE: The Filming Guidelines and Regulations is a summary of filming regulations, for your convenience. The complete Film Policy is available on the Town of Newmarket website or at the Legislative Services Department.

Notification

- All effected residents and businesses (as determined by the Director or Designate) must be notified by the Applicant, **in writing** as follows;
 - (a) Filming: No Special Effects: **48 hours** in advance of the duration, location and subject matter of the filming.
 - (b) Filming: Minor Special Effects: **7 days** in advance of the duration, location and subject matter of the filming.
 - (c) Filming: Major Special Effects: **14 days** in advance of the duration, location and subject matter of the filming.

All letters of notification to other involved parties (Fire Department, Police, etc.), shall be copied to the Film Liaison.

Production Vehicle Parking

- The maximum number of production vehicles, clearly identified, allowed by permit on streets in residential areas shall not exceed six (6). Only technical production vehicles are permitted to be parked near the film location. All remaining base camp vehicles, crew vehicles, and transportation shuttles must be parked off the main street and / or parked in a lot during filming. It is the responsibility of the production company to secure parking for non-production vehicles. Please contact the Legislative Services Department for suggested locations. **A copy of the filming permit must be prominently displayed in the windshield of all production vehicles.**
- All equipment and vehicles not in use must be parked in such a manner as not to cause any interference to pedestrians or vehicular traffic. The use of traffic delineators at the front and back of parked production vehicles in dark or low visibility situations is strongly encouraged.
- Production vehicles must not block fire hydrants, driveways and access / ingress ramps.
- A maximum of two (2) parking spaces on Main Street may be occupied by Production Company, during filming or pre/post production. Additional parking spots can be requested, based on availability. Please contact the Film Liaison if you have questions about parking or would like information about parking in municipal parking lots (see Municipal Parking Lot List).

Noise/Lighting

- All generators used on streets in residential areas will be “blimped” generators unless otherwise approved.
- Filming in Residential areas shall be restricted to hours between 7:00 a.m. and 11:00 p.m. unless the majority of affected residents, having been duly notified in writing, give their consent in writing, and a noise by-law exemption (if necessary) has been received.



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info@newmarket.ca

Filming Guidelines and Regulations

- Lighting for filming shall be oriented away from neighbouring residences and should not interfere with the safe operation of traffic movement.

Traffic/Road Signage

- The applicant shall reimburse the Town for any costs incurred as a result of the filming prior to the deposit (certified cheque or letter of credit) being released following the filming, such as damages to roads or signage, cleanup of debris and trash from the site, etc.
- The applicant shall place signs in public access areas and in areas of heavy traffic to inform people that the area is used for filming and delays may occur. Any such delays must not exceed 5 minutes, unless agreed upon in advance.
- The applicant shall pay the cost of providing all signs, barricades, delineators and other traffic control measures. No barricades will be placed on a street or road unless authorized by the Town.
- Film crews shall not remove, cover or alter any Town street signs or seasonal floral displays. The Township will complete any alternations or removal of signs or floral arrangements as may be deemed necessary by the Production Company. All costs associated with the above requirements will be at the expense of the Production Company.
- A traffic control plan shall be submitted to the Legislative Services Department for approval, such plan to include:
 - limits of proposed road closure(s)
 - location and description of traffic control signs and barricades.
- Where a full road closure is required, a road occupancy permit must be obtained.
- Filming must be organized to minimize the disruption to traffic and be scheduled for during off-peak periods. **Emergency Vehicle Access to be maintained at all times.**
- Traffic control associated with the filming shall be under the complete authority of the York Regional Police ("YRP") and at the applicant's expense. The applicant shall provide proof that Paid Duty Officers have been engaged. Applications for Paid Duty Officers must be submitted online to York Regional Police at <https://paidduty.yrp.ca>. YRP requires that all applications must be submitted two weeks prior to the required date. Inquiries or questions may be directed to 905-830-0303.

Special Effects/Cleanup

- Please contact Central York Fire Services to advise in advance, in writing, when the use of pyrotechnic devices, firework or flammable or combustible liquids or materials is being planned. The notice must provide details of how the materials will be used and an inspection by the CYFS may be required. Central York Fire Services may require a permit application from an authorized Pyro technique Technician, and may impose conditions regarding the use of these materials. Any conditions will be included as part of the Film Permit. Paid duty firefighters may be required for such things as the detonation of pyrotechnic special effects.
- Upon completion of filming, the applicant is responsible for clean up immediately. It is expected that location cleanup will also occur on a daily basis. If additional cleanup is required, the Public Works Department will complete it, and the applicant will be billed for the labour and supply costs.



Town of Newmarket
395 Mulock Drive
PO Box 328, STN Main
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info@newmarket.ca

Filming Guidelines and Regulations

Filming on Regional Roads

When roads under the jurisdiction of the Regional Municipality of York are used, approval must be obtained from the Region of York (telephone number 905-830-4444). The Town will request a copy of the application from the Region for information.

Schedule of Changes

In the event that changes to the production schedule become necessary as a result of unforeseen circumstances (weather, actor availability) all effected residents and businesses must be immediately notified in writing, and a copy of the notice must also be submitted to the Director /designate.

The Director /Designate may withdraw permission to film at any time for noncompliance by the applicant with this policy.

NOTE: The Applicant shall comply with any other conditions or guidelines as deemed necessary by the Director (or Designate).



Town of Newmarket
 395 Mulock Drive
 PO Box 328, STN Main
 Newmarket, ON L3Y 4X7
info@newmarket.ca

Film Permit Application Form

Note: Prior to filming, please notify the Town of Newmarket, through the Legislative Services Department, to determine if you require a film permit.

A film permit is only required for projects filmed on Town property (Roads, Parks, Downtown Newmarket (BIA), Recreation Facilities,) or will significantly impact Town property, including residential areas. Filming on/in private property must be arranged with the property owner and will not require a Film Permit.

Application Process

Please complete this application and forward together with any required documentation and payment to:

Town of Newmarket
 Attn: Legislative Services Department
 395 Mulock Drive
 P.O. Box 328, STN Main
 Newmarket, ON L3Y 4X7
filming@newmarket.ca
 Fax: 905-953-5100

Applications may be emailed or faxed, but originals must be provided by courier/mail or personal delivery. For additional information please visit our website (www.newmarket.ca/filming), or contact the Legislative Services Department at (905) 953-5300 ext. 2220. We require a minimum of 48 hours' notice prior to a permit being issued (permits are normally issued the day before filming begins).

Date of Application: _____

Contact Information

Name of Film Company: _____

Location Manager/Contact Person Information:

First Name

Last Name

Address

Street No.

Street Name

Unit/Suite/Apt

PO Box

City

Province

Postal Code

Telephone

Home Business Mobile

Telephone Number

Extension

Alternate Telephone

Home Business Mobile

Telephone Number

Fax Number

Email



Town of Newmarket
395 Mulock Drive
PO Box 328, STN Main
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info@newmarket.ca

Film Permit Application Form

Production Information

Filming Date(s): _____

Project Title and Episode #: _____

Production Type

Feature

Movie for Television

Mini Series

TV Series

Commercial/Music Video

Student

TV Special

Other

Check all that apply:

Exterior Filming

Interior Filming

Multiple Locations*

**if multiple locations selected, please complete location information below*

Location 1: Start Date: _____ End Date: _____

Location 2: Start Date: _____ End Date: _____

Location 3: Start Date: _____ End Date: _____

Location 4: Start Date: _____ End Date: _____

Number of Production Vehicles: _____

Off Road Parking Location: _____

Check all that apply:

Pay Duty Officer Required

Intermittent Traffic Stoppages On: _____

Special Effects/Pyrotechnics (Central York Fire Services contact)

Details:

Total Production Budget: _____ \$

Approximate amount to be spent in the Town of Newmarket: _____ \$

Town of Newmarket will be portrayed as (specify the city): _____



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Film Permit Application Form

Town Road(s) to be utilized

Please provide complete details regarding the name of all roads to be used while filming, as well as the dates, times, and portion of road to be utilized. Please provide details as to whether a partial or full closure is required.

Have you arranged for York Regional Police Paid Duty Officers?

Yes

No

Do you require a road closure?

Yes

No

Do you require a Road Occupancy Permit (ROP)

Yes

No

NOTE: EMERGENCY VEHICLE ACCESS MUST BE MAINTAINED AT ALL TIMES

If Regional roads are to be used, approval must be obtained from The Regional Municipality of York.
 Please contact The Transportation Department At 905-830-4444.

Please provide detailed information regarding any stunts, noise or special effects required during this production. These may include but are not limited to: water, crash, gunfire, speed and/or fire.

Please provide detailed information regarding any Town facilities or property (recreation centres, parks, sports arenas, community centres, etc.) that you require for filming. General rates and fees for rental/use of facilities are posted on the Town of Newmarket website. The Film Liaison will forward your request to the Recreation and Culture Department and provide you with the rental costs once your application is submitted.



Town of Newmarket
 395 Mulock Drive
 PO Box 328, STN Main
 Newmarket, ON L3Y 4X7
info@newmarket.ca

Film Permit Application Form

Insurance

1. Commercial General Liability Insurance: The production company shall supply an Insurance Certificate of general comprehensive liability to the Township, naming the **Corporation of the Town of Newmarket** as an additional insured party. Amount of coverage will be determined at the time of application, and in any event, a minimum of three million dollars **(\$3,000,000.00)** will be required.
2. Standard Form Automobile Liability Insurance: All vehicles owned, operated or associated with the Production Company shall be covered by a valid automobile liability insurance policy with a liability limit on not less than two million dollars **(\$2,000,000)** per accident or occurrence.

The Town reserves the right to require the Film Production Company to provide such additional insurance coverage or higher limits of insurance as required, depending upon the nature of the filming.

Personal information (PI) is collected on this form under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the Film Permit. The personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Part II. Should you have any questions or concerns regarding the collection of personal information (PI), please contact the Legislative Services Department, Town of Newmarket, 395 Mulock Drive, Newmarket, L3Y 4X7 (905) 895-5193.

Application Checklist

Documentation and Payment to be provided to the Town:

- Application Form, completed in full
- Signed Schedule 'A': "Hold Harmless Agreement"
- Signed Schedule 'B' : "Responsibilities of the Film Company"
- Film Permit Fee: (Per Schedule 'C' Schedule of Fees)
- Security Deposit: (Per Schedule 'C' Schedule of Fees)
- Certificate of Insurance
- Copy of the Resident/Business Filming Notification Letter
- Location Map



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Schedule 'A'
Film Permit Application
Hold Harmless Agreement

IN CONSIDERATION OF permission being granted to _____
(Company Name)

_____ to _____
(Event)

on Town of Newmarket roads or property on _____
(Date)

I/we hereby **RELEASE, WAIVE AND FOREVER DISCHARGE**, the Corporation of the Town of Newmarket (the "Town"), its agents, officials, employees, contractors, representatives, elected and appointed officials, successors and assigns **OF AND FROM ANY AND ALL** claims, demands, damages, costs, expenses, actions and causes of action whether in law or equity in respect of death, injury, loss or damage to any person or property, **HOWSOEVER CAUSED** arising or to arise by reason of this event.

The _____ **FURTHER HEREBY UNDERTAKES TO HOLD AND**
(Company Name)

SAVE HARMLESS AND AGREE TO INDEMNIFY, all to the aforesaid from and against any and all liability incurred arising as a result of, or in any way connected with, or negligence related to the request, the resulting permission and the permitted event.

EXECUTION OF THIS STATEMENT IS AN ACKNOWLEDGEMENT THAT THE UNDERSIGNED HAS READ, UNDERSTOOD AND AGREED TO THE ABOVE WAIVER, RELEASE AND INDEMNITY.

IN WITNESS WHEREOF, the Applicant has executed this Agreement, this _____ day of _____, 20__.

APPLICANT:

Name and Title

WITNESS:

Name and Title



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Schedule 'B' Responsibilities of the Film Company Authorization Page

I have read the responsibilities of the film company outlined in Schedule "B" and agree to the conditions set out therein.

Signed, sealed and delivered this _____ day of _____, 20____.

I HAVE THE AUTHORITY TO BIND THE APPLICANT:

Signature

Printed Name

IN THE PRESENCE OF:

Witness

Printed Name



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Schedule 'C' Film Permit Application Schedule of Fees

Fees

The administrative fee is payable at the time of application. It covers the processing, review, approval of the filming application (letters, faxes, telephone calls, etc.). The Film Permit fee is payable before the permit is issued.

Administrative Fee: \$125.00 (Non-refundable, submitted with application)
Film Permit Fee: \$425.00

NOTE: The film permit fee is waived for all post-secondary film projects and charitable organization/non-profit film projects, or at the discretion of the Film Liaison.

NO Special Effects.....\$1,500.00
MINOR Special Effects (e.g. snow, water).....\$5,000.00
MAJOR Special Effects (e.g. explosions, fire).....\$20,000.00

Determination of the Security Deposit required will be made by the Town of Newmarket. Security deposits must be in the form of cash, debit, certified cheque or letter of credit.

Security deposits are returned following confirmation that any costs relating to damages, repairs, cleaning, etc. have been paid by the applicant.



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Letters of Notification Checklist

The Letter of Notification must include/state:

- The film company, type and title of production, and be on the film company letterhead
- Provide the name and phone number of the location manager and assistant location manager
- Provide the duration of filming (e.g. number of days, recurring location for [x] number of days, over [x] number of months)
- Must provide the times that filming will take place on the identified days (e.g. 7:00 a.m.-11:00 p.m.)
- Proposed parking locations for production unit must be included identifying the street name, side of street and parameters
- Include the date(s) and times that coning and/or production vehicles will arrive at the location
- Provide wrap date and time
- Propose alternate parking arrangements for those with parking permits that may be displaced during filming
- Provide information about any street dressing, gunfire or special
- General contact information for the Town of Newmarket (not contact information for individual staff of the Town of Newmarket)
- Include the following statement: "To obtain further information regarding the guidelines for filming, please refer to the Town of Newmarket website www.newmarket.ca, or contact the Legislative Services Department."

Deputation and Further Notice Request Form

Please complete this form to speak at a meeting of Town Council or Committee of the Whole or to receive further notification regarding an item on the agenda. If filling out by hand please print clearly.

Please email to clerks@newmarket.ca, fax to 905-953-5100 or mail or drop off at Legislative Services Department, Town of Newmarket Municipal Offices, 395 Mulock Drive, PO Box 328, STN Main, L3Y 4X7

Name: Daniel Ramlogan	
Organization / Group/ Business represented: snapped Inc.	
Address: [REDACTED]	Postal Code: [REDACTED]
Daytime Phone No: [REDACTED]	Home Phone:
Email: [REDACTED]	Date of Meeting: September 18, 2019
Is this an item on the Agenda? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item No:
<input type="checkbox"/> I request future notification of meetings	<input checked="" type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): A request to address the next Main Street BIA Meeting in September.	
Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day;
- Deputations related to items not on the agenda may be scheduled within sixty (60) days of receipt of this form;
- Deputations will not be heard on a matter decided upon by Council until ninety (90) days have passed from the date of the matter's disposition by Council;
- Deputations are limited to 5 minutes.

Be advised that all Council and Committee of the Whole meetings are audio-video recorded and live streamed online. If you make a presentation to Council or Committee of the Whole, your presentation becomes part of the public record and you will be listed as a presenter in the minutes of the meeting. We post our minutes online, so the listing of your name in connection with the agenda item may be indexed by search engines like Google.

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 2211 Fax 905-953-5100



Town of Newmarket

Minutes

Main Street District Business Improvement Area Board of Management

Date: Wednesday, August 21, 2019
 Time: 7:00 AM
 Location: Mulock Room
 Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Members Present: Tom Hempen, Chair
 Allan Cockburn, Vice Chair
 Rob Clark
 Debbie Hill
 Jennifer McLachlan
 Omar Saer
 Ken Sparks

Members Absent: Councillor Kwapis
 Councillor Twinney
 Mark Iacovetta

Staff Present: C. Kallio, Economic Development Officer
 J. Grossi, Legislative Coordinator

The meeting was called to order at 7:09 AM.
 Tom Hempen in the Chair.

1. Additions and Corrections to the Agenda

The Chair advised that there were no additions or corrections to the agenda.

2. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Presentations & Recognitions

None.

4. Deputations

4.1 Newmarket Car Club

Dan Arnold was not in attendance to provide a deputation on this matter.

4.2 Salvation Army - The Santa Shuffle

Nancy Harrison provided a deputation outlining the Santa Shuffle event occurring on Saturday December 7, 2019. She advised that the proceeds would support Salvation Army and asked Members of the Main Street Business Improvement Area Board of Management to register teams for the event.

Moved by: Rob Clark

Seconded by: Ken Sparks

1. That the deputation provided by Nancy Harrison regarding the Salvation Army - Santa Shuffle be received.

Carried

4.3 After Hours Big Band

Lawrence Moule of After Hours Big Band, provided a deputation regarding the Newmarket Artisans Music, Art & Craft Beer event on October 5, 2019 at 7:30 PM.

Moved by: Rob Clark

Seconded by: Allan Cockburn

1. That the deputation provided by Lawrence Moule regarding the After Hours Big Band be received.

Carried

4.4 Newmarket Hug-A-Thon Guinness World Record Attempt

Nancy Bodi and Sher St. Kitts provided a deputation regarding the Newmarket Hug-A-Thon Guinness World Record Attempt event on

October 27, 2019 at 1:00 PM. They outlined the potential street closure, marketing initiatives, and asked for the support of Main Street businesses.

Moved by: Jennifer McLachlan

Seconded by: Rob Clark

1. That the deputation provided by Nancy Bodi and Sher St. Kitts regarding the Newmarket Hug-A-Thon Guinness World Record Attempt be received.

Carried

5. Approval of Minutes

5.1 Main Street District Business Improvement Area Board of Management Minutes of July 10, 2019 and July 17, 2019

Moved by: Jennifer McLachlan

Seconded by: Allan Cockburn

1. That the Main Street District Business Improvement Area Board of Management Minutes of July 10, 2019 and July 17, 2019 be approved.

Carried

6. Items

6.1 Street Events Update

6.1.1 Buskerfest

The Main Street District Business Improvement Area Board of Management discussed the Buskerfest event, reviewed the vendor space and event logistics. They discussed feedback from Main Street business owners, vendors, and guests.

6.1.2 Future Events

The Main Street District Business Improvement Area Board of Management discussed future event ideas for Main Street and

advised that the Street Events sub-committee would meet prior to the September Main Street District Business Improvement Area meeting and report back to the Board of Management.

6.2 Staff Update

6.2.1 Financial Update

The Economic Development Officer provided an update regarding Main Street District Business Improvement Area 2019 remaining budget.

6.2.2 Financial Incentive Program Staff Working Group Update

The Economic Development Officer provided an update on the Financial Incentive Staff Working Group, and advised that applications for 183 Main Street South and 209 Main Street were reviewed at the August 14, 2019 meeting.

7. New Business

7.1 Strategic Plan Update

The Main Street District Business Improvement Area Board of Management discussed next steps regarding a Strategic Plan Consultant and themes of focus.

Moved by: Jennifer McLachlan

Seconded by: Debbie Hill

1. That a Special Main Street District Business Improvement Area Board of Management meeting regarding Strategic Plan Consultant be scheduled prior to the September 18, 2019 meeting.

Carried

7.2 Soofa Data

The Main Street District Business Improvement Area Board of Management asked Staff to provide the data from the Soofa benches for the Canada Day and Buskerfest events at the next meeting.

7.3 Film Permits on Main Street

The Main Street District Business Improvement Area Board of Management discussed the film permit process for the use of Main Street and asked for additional information to be provided at the next meeting.

7.4 Garbage Update

The Economic Development Officer provided an update on the in-ground garbage solution project timeline, recycling options, and contract details.

8. Closed Session

Tom Hempen advised that there was no requirement for a closed session.

9. Adjournment

Moved by: Rob Clark

Seconded by: Jennifer McLachlan

- 1. That the meeting be adjourned at 9:00 AM.

Carried

Tom Hempen, Chair

Date