

**PROVINCE OF QUEBEC
CITY OF CÔTE SAINT-LUC**

BY-LAW 2598

**BY-LAW 2598 TO REGULATE
CINEMATOGRAPHIC AND
ADVERTISEMENT FILMING ON THE
TERRITORY OF THE CITY OF CÔTE
SAINT-LUC**

At a Regular Meeting of the Council of the City of Côte Saint-Luc held on Monday, July 11, 2022, at 5801 Cavendish Boulevard, Côte Saint-Luc, at 8:00 P.M. at which were present:

Mayor Mitchell Brownstein, B. Comm., B.C.L., LL.B.

Councillor Sidney Benizri

Councillor Dida Berku, B.C.L.

Councillor Mike Cohen, B.A.

Councillor Steven Erdelyi, B.Sc., B.Ed.

Councillor Mitch Kujavsky, B. Comm.

Councillor Andee Shuster

ALSO PRESENT:

M^e Jonathan Shecter, City Manager and Director of Legal Services and City Clerk

WHEREAS the City can regulate the occupation of the public domain.

WHEREAS a notice of motion for the present by-law was given at the Regular Sitting of Council held on June 13, 2022.

THAT it be ordained and enacted by By-law N° 2598 entitled: "By-law to regulate cinematographic and advertisement filming on the territory of the City of Côte Saint-Luc" as follows:

CHAPTER 1 GENERAL PROVISION

ARTICLE 1 PRINCIPLES

The purpose of this by-law is to regulate filming requests on the territory of the City of Côte Saint-Luc to ensure the quality of life of its residents by limiting as much as possible any nuisance resulting from filming.

CHAPTER 2 TERMINOLOGY

ARTICLE 2 DEFINITIONS

In this section, unless the context indicates otherwise, the following definitions apply:

CITY	The City of Côte Saint-Luc.
FILMING	The production of a motion picture, feature or short film, television program, commercial, television film, television series, music video, advertising photo shoot, or other.
HOLDER OF A CERTIFICATE OF AUTHORIZATION	Production company, producer, advertising agency, communication agency, freelance manager on behalf of production companies, agent of the production company or applicant for a certificate of authorization.
NEWS BULLETIN	Information transmitted by means of television or radio.
PUBLIC PROPERTY	A street, alley, avenue, overpass, park, public land, public square, sidewalk or crosswalk, bicycle path, vacant land owned by the City, the interior or exterior of a public building such as City Hall, the public safety station, the public works office, the library, the Aquatic and Community centre, the park chalets, or any other municipal infrastructure.

CHAPTER 3 APPLICATION FOR AUTHORIZATION

ARTICLE 3 RESPONSIBLE FOR THE APPLICATION

The Public Safety Department is responsible for the enforcement of this by-law.

It receives the request for a filming authorization certificate, carries out the analysis and issues the certificate if necessary.

ARTICLE 4 EXCLUSIONS

The following categories are exempted from all fees, including deposit:

- a) School projects.
- b) Non-profit projects (government, other municipalities or cities, charitable organizations, National Film Board of Canada).
- c) News bulletin
- d) filming or photo shoot for purely personal purposes such as family photos, wedding videos or others. This category is also exempt from the permit process as long as the activity does not require any municipal resources or cause any nuisance.

ARTICLE 5 APPLICATION FOR AUTHORIZATION

Any person or organization wishing to film within the territory of the City of Côte Saint-Luc must first obtain written authorization from the Public Safety Department by submitting an application on the form indicated for this purpose in **schedule A**.

A certificate of authorization may be issued if the following conditions are met:

- a) The completed form must be submitted to the city 45 days prior to the commencement of the filming;
- b) The certificate of authorization shall conform with this present by-law;
- c) The applicant provides the City with the security deposit as outlined under *By-law 2539 to consolidate existing tariffs for the City of Cote Saint-Luc* at the time of application;
- d) The applicant shall pay all fees associated with the certificate of authorization at the time the application is submitted.

ARTICLE 6 INFORMATION REQUIRED

To be admissible, the application for a certificate of authorization must include the following information and documents:

- a) Identification of the person or organization requesting the filming;
- b) Identification of the person in charge and telephone number to reach him/her;
- c) Certificate of liability insurance: minimum \$2,000,000. If a stunt is to be performed on a municipal public site, a written statement that "a stunt is being

performed in accordance with CNESST standards” must be filed and the City may require proof of liability insurance in excess of \$2,000,000 for the duration of the stunt;

- d) Script Summary (detailed synopsis of the scenes being applied for);
- e) Filming Details:
 - Production title;
 - Location details (street names and building addresses);
 - Filming schedule and timetable (details of indoor/outdoor filming during the day/night and respective times);
 - Number of people involved;
 - Description of equipment to be installed (lighting, noisy equipment, set pieces, generators, etc.) and schedule of their use;
 - List of production vehicles (number, size, and format), number of private vehicles and parking plan;
 - Traffic plan;
 - Detailed description of stunts and/or special effects;
- f) Type of authorization requested:
 - Use of public domain for filming (park, green space, public road, municipal building, etc.);
 - Use of public property for parking;
 - Intermittent, partial, or complete street closures;
 - Use of municipal services;
- g) All requests for the use of commercial, industrial or community parking lots must be accompanied by a signed letter of agreement from the owner;
- h) Payment of required fees and security deposit;
- i) Any other documents requested by the city.

ARTICLE 7 INFORMATION TO RESIDENTS

Following the request for authorization for filming and depending on the scope of the filming, the City will delimit the sector to be consulted before issuing a certificate of authorization. A communication will be sent to the concerned residents concerned to advise them of the filming, the details and implications surrounding the filming. Residents will be invited to communicate with the Public Safety Department, in writing, within the prescribed time frame, any comments or questions related to the filming.

Any nuisance caused by the filming must be reduced to an acceptable level or the request for filming will be refused.

CHAPTER 4 CONDITIONS FOR PUBLIC DOMAIN OCCUPANCY

ARTICLE 8 PARKING OF PRODUCTION VEHICLES

Parking of production vehicles shall be limited to authorized areas near the filming location and in accordance with all applicable municipal by-laws.

The City reserves the right to prohibit the parking of any production vehicle in an area deemed inappropriate.

ARTICLE 9 STREET CLOSURE

The Public Safety Department shall be responsible for notifying emergency services of any street closure, both complete and intermittent. Any request for a street closure may be denied if the emergency services deem the closure to be a safety hazard to the population.

During a street closure, the city may require the presence of flagmen, public safety officers or police officers (at the expense of the producer) where the situation warrants.

Local traffic, including school buses, STM buses and cabs, shall be maintained with a maximum waiting time of three (3) minutes.

Pedestrian access to residences, commercial establishments and places of business shall not be obstructed at any time by the presence of cables or any other equipment.

The detour or interruption of traffic shall not have the effect of preventing an owner or occupant of the building from having access thereto.

ARTICLE 10 EMERGENCY VEHICLES

A dedicated emergency vehicle lane shall always be accessible on site and without delay.

ARTICLE 11 SNOW REMOVAL – ROAD WORK – GARBAGE AND RECYCLING COLLECTION

Priority will be given to snow removal, road work, garbage and recycling collection or other special circumstances. A filming may be cancelled or rescheduled without delay if deemed necessary by the city.

ARTICLE 12 FILMING IN CITY BUILDINGS, PARKS, GREEN SPACES, AND RECREATIONAL FACILITIES

The City reserves the right to refuse any request for filming in City buildings if the City determines that the filming would interfere with the smooth execution of its operations and activities.

Any alteration or relocation of City furnishings or equipment must be done by City employees at the expense of the production. A request to this effect must be submitted two (2) weeks prior to the start of filming.

The City reserves the right to refuse any request to modify or relocate furniture if deemed appropriate.

The city cannot guarantee the availability of its premises, buildings, parks, green spaces, and recreational facilities.

CHAPTER 5 OTHER APPLICABLE CONDITIONS

ARTICLE 13 MUNICIPAL REGULATIONS

The holder of the certificate of authorization agrees to fully comply with the municipal by-laws in force in the city, particularly with respect to nuisance.

ARTICLE 14 RESTORATION OF THE SITE

The holder of the certificate of authorization must ensure, at the end of the filming, that the premises are returned to the state they were in before filming began. In the event of non-compliance, the costs incurred by the restoration of the premises as well as the administrative costs will be deducted from the security deposit.

ARTICLE 15 OCCUPATION

At all times, each person employed by the holder of the certificate of authorization (producers, technicians, actors, etc.) must, on the filming site, or in the immediate vicinity, limit themselves to occupying the premises provided for in the certificate.

ARTICLE 16 POSTING

No posting will be tolerated before, during or after the shooting. Any sign installed will be immediately removed by the Public Safety Department at the expense of the holder of the certificate of authorization and an administrative fee will automatically be deducted from the security deposit.

ARTICLE 17 USE OF PREMISES, EQUIPMENT, MUNICIPAL SERVICES AND PUBLIC PROPERTY

The fees applicable for the use of the premises, equipment, municipal services, and public property are detailed in the *By-law 2539 to consolidate existing tariffs for the City of Cote Saint-Luc* and are to be paid by the holder of the certificate of authorization. The fees are in addition to the certificate of authorization and must be paid by certified cheque when the application is submitted.

ARTICLE 18 HEALTH AND SAFETY

Compliance with the health and safety standards in effect must be respected to ensure that the residents and members of the film crew that are involved in the filming activities will be carried out without danger or risk of accident.

ARTICLE 19 REFUSAL AND REVOCATION

The City of Côte Saint-Luc reserves the right to refuse any application or revoke any Certificate of Approval without refund if there is a breach of the conditions of the Certificate of Approval or this by-law.

ARTICLE 20 LIABILITY

The City of Côte Saint-Luc shall not be responsible for any organizational or financial inconveniences that may result from its refusal to issue or revoke a Certificate of Authorization for filming.

ARTICLE 21 TARIFFS

The fees apply for each day of filming, including the installation of equipment, parking of vehicles and preparation of the filming location.

APPLICATION TYPE	DAILY RATE
Category 1: Professional still photo shoots (Staff of less than 20). Commercial filming with a small crew (Staff of less than 10) no effect on traffic or parking and no nuisance. Does not affect residents.	100.00\$
Category 2: All film and video productions (other than those listed in the category). Possible effect on traffic and/or parking.	1000.00\$

ARTICLE 22 INFRACTIONS

Any person contravening any provision of this by-law is guilty of an offence and is liable to:

1. In the case of an individual/physical person:
 - a) for a first offence, to a fine of 100\$;
 - b) for a second or subsequent offence, to a fine 200\$.
2. In the case of a corporation/legal person:
 - a) for a first offence, to a fine of 1000\$;
 - b) for a second or subsequent offence, to a fine of 2000 \$.

ARTICLE 23 COMING INTO FORCE

This By-law comes into force according to the law.

(s) Mitchell Brownstein

MITCHELL BROWNSTEIN
MAYOR

(s) Jonathan Shecter

JONATHAN SHECTER
CITY CLERK

CERTIFIED TRUE COPY

**JONATHAN SHECTER
CITY CLERK**

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CITY OF CÔTE SAINT-LUC

BY-LAW 2598

**BY-LAW 2598 TO REGULATE CINEMATOGRAPHIC
AND ADVERTISEMENT FILMING ON THE
TERRITORY OF THE CITY OF CÔTE SAINT-LUC**

ADOPTED ON: July 11, 2022

IN FORCE ON: August 10, 2022

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