

**GUIDELINES ON MUNICIPAL LOGISTICAL  
SUPPORT FOR FEATURE FILMS AND  
TELEVISUAL SHOOTING ON PUBLIC  
PROPERTY**

## 1. OPENING A FILE: MEMORANDUM OF AGREEMENT AND CODE OF CONDUCT

**Three weeks before** filming begins, the production director must make an appointment with the Commission to sign, on behalf of the production company, the **Memorandum of Agreement**. The director must be accompanied by at least one member of the production crew.

The following documents and information must be submitted at that time

- the name and address of the production company and a complete list of the people in charge;
- a script or synopsis;
- the length of the project and the filming schedule;
- the list of filming locations;
- proof of civil liability insurance on public property for a minimum of 2 \$ million; this policy must include a **rider** specifying that the City of Montréal is co-insured (other conditions may apply);
- the list of production vehicles and action prop vehicles.

The production company will distribute to all crewmembers the **Code of conduct** before filming begins; the Commission expects all crewmembers to comply to its provisions.

The Montréal Fire department (SIM – Service des incendies de Montréal) reserves the right to obtain technical specifications for sets and shelters and to inspect all facilities related to the shoot, whether they are located on public or private property.

## 2. PRODUCTION COMPANIES REQUIRING AN EXPRESS AGREEMENT

Production companies specializing in advertisements or videos (clips, corporate or other), as well as photographers and audiovisual training institutions, are required to sign only one **Memorandum of Agreement** per year.

Following this, they must complete an **Express Agreement** for each new project and submit it to the Commission (no appointment required) **two weeks before** filming begins. For advertisement projects, the **Express Agreement** must be submitted along with the story board; applications to occupy public property will be reviewed by the Commission's liaison officer following a technical survey of the locations.

## 3. PERMIT APPLICATIONS FOR OCCUPYING PUBLIC PROPERTY

Applications to occupy public property must be completed on the **Application for a Permit to Occupy Public Property** form and submitted to the Commission **ten (10) working days before** filming begins. They must specify the nature of the hindrances and the location of production vehicles and equipment on streets, alleys and/or sidewalks.

Access on foot to residences, stores and other business places must be possible at all times and should not be hindered by cables or other equipments.

The production company may relinquish a permit by advising the Commission **before** the date for which the permit was delivered.

#### 4. PARKING FOR PRODUCTION VEHICLES

The **Application for a Permit to Occupy Public Property** form must be completed and submitted to the Commission **ten (10) working days before** filming begins. Permits to occupy public property are issued by the Traffic and Transportation Divisions of each borough and delivered by the Commission.

Each of the production and/or action prop vehicle must display, in the windshield (inside), both a **Permit to Occupy Public Property** and a **“CINEMA-TV” identification sticker**. **A Permit to Occupy Public Property displayed without the accompanying sticker is invalid; likewise, a sticker alone cannot be used as a parking permit**. The **“CINEMA-TV”** identification stickers are delivered by the Commission; the number of stickers to be issued is decided by the Commission’s liaison officer responsible for the project.

**These permits and stickers will not be issued for private vehicles.**

Production vehicles **must not** park in front of a fire hydrant, in a bus stop zone, and in areas designated for emergency vehicles or for persons with disabilities. **For safety reasons**, production vehicles may not be parked within (3) meters of an intersection; in addition, no ‘pop-out’ trailers are allowed on the streets of Montréal.

Once production vehicles are parked, engines must be turned off immediately. All generators should be soundproofed. It is forbidden to move production vehicles between 11:00 p.m. and 07:00 a.m. in residential areas, except in extraordinary circumstances.

##### **No Parking signs**

Production companies can reserve parking spaces by dealing with specialized firms that supply signs prohibiting parking because of a film shooting. The signs must be installed **12 to 14 hours** before the restriction applies. It is mandatory that the name of the project, the date and time of filming appear on the signs.

In extreme cases, only an officer from the Montréal Police Department (SPVM) may authorize the towing of a vehicle.

Unless there is an obvious error on the face of a ticket, the Commission will not contest parking tickets on behalf of production companies.

N.B. A parking ticket can be challenged through the courts by the owner of the vehicle – by presenting the permit. You may call the division responsible (Division des constats d’infraction) at 872-2964. On the internet, consult [www.ville.montreal.qc.ca/circulat/constats/constats.htm](http://www.ville.montreal.qc.ca/circulat/constats/constats.htm)

#### 5. NOTICE TO MERCHANTS AND RESIDENTS

<p><b>IN ALL CIRCUMSTANCES, WHATEVER THE OCCUPATION, THE COMMISSION REQUIRES THAT A NOTICE, APPROVED BY THE COMMISSION’S LIAISON OFFICER, BE DISTRIBUTED TO THE INDIVIDUALS AND ORGANIZATIONS CONCERNED FORTY EIGHT (48) HOURS BEFORE FILMING. THIS LETTER PROVIDES RELEVANT INFORMATION ON FILMING ACTIVITIES (LOCATION’S ADDRESS, SCENE DESCRIPTIONS, TIME OF ARRIVAL AND DEPARTURE, PARKING REQUIRED, STREET DRESSING, RELOCATION OF RESERVED AREAS, ETC.), INCLUDING LOCATION MANAGERS’ NAME AND PHONE NUMBERS.</b></p>
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## 6. INTERMITTENT STREET CLOSURES

Intermittent street closures may not exceed three (3) minutes. The **Application for a Permit to Occupy Public Property** must be completed and submitted to the Commission at least **ten (10) days before** filming begins.

**Police assistance (cost to be charged to the production company) is required whenever road traffic volume justifies it.**

In certain circumstances, the Commission will demand to survey (petition) individuals and organizations concerned.

## 7. PARTIAL (3 METERS) OR COMPLETE STREET CLOSURES

The **Application for a Permit to Occupy Public Property** form must be completed and submitted to the Commission at least **three (3) weeks before** filming begins.

It is important to contact the Commission's liaison officer responsible for the project to determine to what extent municipal services will be involved in the closure (the Traffic and Transportation departments, the Police department (SPVM), the Fire department (SIM), the Montreal Public Transit Service (STM). At this point, the liaison officer may schedule a meeting with representatives of all parties concerned.

The production company must provide the following information

- the specific filming date(s), time(s) and location(s), including preparation and wrap;
- the deployment of production equipment and vehicles on public property (rails, lighting crane, rain tower, generator, etc);
- a detailed explanation of scenes with drawings;
- a detour map, with a description of the planned signage produced by a specialized firm;
- changes to be made on public property and technical services requested.

A street of which part is reserved for a bus lane or on which stopping is prohibited at specified times may be closed only outside the hours during which such restrictions apply.

Bus routes will not be altered except when **a street needs to be completely closed**; any **request for changes** to bus routes must be submitted in writing to the Commission **at least ten (10) working days before** filming begins.

## 8. SURVEY (PETITION)

**BESIDES THE COMPLETE STREET CLOSURE, A SURVEY (PETITION) WILL BE REQUIRED FOR AN APPLICATION FOR PARKING ON A COMMERCIAL STREET, FOR THE INTERMITTENT CLOSURE OF A COMMERCIAL STREET OR IN A SENSITIVE NEIGHBORHOOD (I.E. WHERE A NUMBER OF FILMING ACTIVITIES HAVE TAKEN PLACE IN THE PAST), FOR A NIGHT SHOOT IN A RESIDENTIAL AREA AFTER 11:00 P.M. OR ANY SITUATION WHERE DISRUPTION TO THE IMMEDIATE ENVIRONMENT IS CONSIDERED IMPORTANT BY THE COMMISSION'S LIAISON OFFICER.**

**FOR THE SECTION OF THE STREET TO BE CLOSED, THE COMMISSION REQUIRES THAT THE PRODUCTION COMPANY OBTAIN WRITTEN APPROVAL FROM A MAJORITY OF RESIDENTS AND MERCHANTS AFFECTED. THE PRODUCTION COMPANY MUST PREPARE A LETTER OF AGREEMENT OF WHICH CONTENT MUST BE APPROVED BY THE COMMISSION'S LIAISON OFFICER BEFORE THE BEGINNING OF THE SURVEY. THE RESULTS ARE TO BE SUBMITTED TO THE COMMISSION IN A FORMAT THAT DIFFERENTIATES RESIDENTS FROM MERCHANTS AND BUSINESSES.**

## 9. RELOCATION OF DESIGNATED AREAS

When a **film set** occupies a designated street area (resident's parking, taxi stand, delivery zones, parking for diplomatic corps, drop-off areas, parking for persons with disabilities), relocation permits may be issued provided that the new zone has been clearly identified in a letter of agreement and that a majority of respondents affected agree to the change. Access to the temporary zone must be free of charge for users, and they must be informed of the new zone in a notice **(48) hours before** the event.

The relocation of designated areas will not be allowed if it is needed solely for production vehicles parking.

## 10. FILMING AND PARKING IN DISTINCTIVE AREAS

With respect to the **downtown area and Old Montréal**, the Commission recommends that production companies not set up shooting stages on Canadian and American holiday weekends.

In **Old Montréal**, production companies must contact the representatives of merchant and/or resident associations to inform them and get their support. Any form of occupation (parking, intermittent / complete closures, day/night) will require the approval of a majority of respondents affected.

No more than **five (5)** production vehicles are allowed near the set

- no base camps, semi-trailors, canteens are allowed on the street;
- parking for action prop vehicles will be handled on a case-by-case basis.

In the **downtown area and the Plateau-Mont-Royal borough (including the Mile-End area)**, no more than **ten (10)** production vehicles are allowed near the set

- base camps (no pop-out trailers) and production vehicles exceeding the maximum can be parked in specific street locations, approved by the Commission's liaison officer, otherwise they must be parked on private property (commercial parking lots, building parking lots, etc.);
- no semi-trailors are allowed on the street;
- no canteens are allowed on a commercial street;
- parking for action prop vehicles will be handled on a case-by-case basis.

In all cases where filming must take place on a **commercial street**, production companies must contact the representatives of the merchant associations to inform them and get their support. Parking of production vehicles on a commercial street will require the approval of a majority of respondents affected.

## 11. FILMING IN MUNICIPAL BUILDINGS

All scouting visits must be coordinated by the Commission, in collaboration with the relevant city department. Any request to film in a City of Montréal building must be presented in writing to the Commission **at least three (3) weeks before** filming is scheduled to start, including a detailed description of the scenes to be filmed.

A municipal building must be used **"as is"** and cannot be used as a film studio. **Filming must take place outside regular business hours.** No filming is permitted in administrative offices.

### Electrical power

- use a soundproof generator; or
- use an electrical feed from the City building that is installed by a municipal electrician; the relevant costs will be billed to the production company;
- filming activities involving the use of electrical equipment in a swimming pool cannot take place when the public is using the pool.

### Set

Production workers may remove and re-install a building's architectural components (doors, railings, light fixtures, etc.) providing they have explicit authorization from the city employees who are in charge of this building. Likewise, no technical or decorative element may be anchored to the structure of a municipal building without explicit authorization from the City.

## 12. FILMING AT CITY HALL, EDIFICIE LUCIEN-SAULNIER AND MUNICIPAL COURT

Scouting and technical visits must be supervised by a Commission representative, by appointment. The production company must provide details of the scene to be filmed and justify its choice of one of these buildings as a filming location, and submit its request to the Commission **at least three (3) weeks before** filming is scheduled to start; technical requirements, with plans, must be detailed. All work to modify or remove municipal furnishings or equipment must be done by city employees, and will be billed to the production company.

## 13. FILMING IN PARKS AND PUBLIC SPACES

Applications for filming in a municipal park or public space must be submitted by letter or by using the application form provided for this purpose by the Commission before filming is scheduled to start i.e. **at least five (5) days for teams of up to (10) persons and at least three (3) weeks for larger crews**. The production company must provide details of the scenes to be filmed and demonstrate that integrity of the site will be protected. All technical support requirements must be included with the application.

No more than five (5) production vehicles may park near the set; the use of a shuttle is recommended for transportation of cast, crew and equipment. The speed limit on park roads is 15km/h. Base camps must be installed in areas designed for this purpose (parking lots, public road). Electricity is to be provided by a soundproof generator supplied by the production company.

Depending of the location, special conditions may apply and will be determined in cooperation with the park authority.

The production must restore the premises to their original condition and to the satisfaction of the park authority.

## 14. FILMING ON MOUNT-ROYAL PARK

All requests for filming in Mount Royal Park must respect the general conditions applying to filming in city's parks and public spaces.

With respect to technical and/or shuttle vehicles to be used or parked on Olmsted Road, the production company must submit to the Commission a request detailing the type and plate number of each vehicle; this measure is valid also for news cars and personal vehicles used for scouting purposes.

All types of vehicles are forbidden in alleys and cross country ski and pedestrian trails, on grassy areas and on the chalet's look out.

The chalet's interior is available for filming outside business hours only, and cannot be utilized as a facility/support room. No electrical connection is allowed inside the chalet.

## 15. WORK PERFORMED BY THE CITY DURING FILMING

Requests must be submitted in writing to the Commission for any work to be performed on municipal property by city employees. They must be submitted by the production company **at least ten (10) days before** filming begins. Work will be billed by the Commission to the production and payment must be by cheque to the order of the City of Montréal.

## 16. SPECIAL EFFECT AND STUNTS

Production companies must submit in writing an application for authorization for special effects and/or stunts to be carried out on public property. The application must be submitted to the Commission and the Montréal Fire Department (SIM) at least **three weeks before** the planned filming date. The Fire Department, responsible for public safety, can inspect any film set on public or private property and review safety measures if need be with production authorities.

Emergency services are required on location when filming involves a stunt and/or the use of explosives.

## 17. HELICOPTER FILMING

To obtain authorization to perform low altitude flying, the production company must submit in writing an application to the Commission and the air carrier, including a detailed description of the scenes to be filmed.

The helicopter company conducting the flight is responsible for making the necessary arrangements with Transport Canada in accordance with the Canadian Aviation Regulations; Transport Canada will charge the air carrier 325,00\$. It is the helicopter company's responsibility to conduct the operation in the safest way by respecting all security measures in force. The air carrier must submit an application to Transport Canada **at least ten (10) working days** prior to the filming.

Transport Canada reserves the right to conduct site inspections.

The Montréal Film Commission will advise in writing Transport Canada and the helicopter company, that permission has been granted, on behalf of the City of Montréal, for low altitude flight over the city's territory.