

FILM SHOOTING LOGISTICAL SUPPORT GUIDE

VIEUX-MONTRÉAL



TABLE OF CONTENTS

OBJECTIVE	2
FILE CREATION	2
COMMUNICATIONS	3
FEASIBILITY, QUESTIONS, IMPLICATIONS	3
OCCUPATION OF THE PUBLIC DOMAIN IN VIEUX-MONTRÉAL	4
PARKING	4
EQUIPMENT	4
COMMUNITY INVOLVEMENT AND RESPONSIBILITY	4
NOISE AND CIVIC-MINDEDNESS	4
RESPONSIBLE PRODUCTIONS	5
PRODUCTIONS GET INVOLVED	5
IMPACTS, IMPROVEMENTS AND CONTINUATION	5
CONCLUSION	5
APPENDIX A	6
Map of Vieux-Montréal, adjacent streets and central locations	
ANNEX B	7
Emergency corridors by-law - Service de sécurité incendie de Montréal	
APPENDIX C	8
Municipal by-law on occupation of a lane and pedestrian mobility	
APPENDIX D	9
Regulations on noise in Québec and in the Ville-Marie borough	

OBJECTIVE

This document was created because we realized that the number of shooting days in Vieux-Montréal was greatly increasing. Joint discussions were carried out with the Société de développement commercial du Vieux-Montréal and the Association des résidents du Vieux-Montréal, respectively the local commercial and residents' associations.

To ensure that film shooting can continue over the years, it is important to emphasize the unique character of this district. Vieux-Montréal directly and significantly contributes to Montréal's international profile. We are fortunate to enjoy such heritage and we must make sure it is respected and protected.

Each day, about 100,000 people come to this key district and its residential population rapidly increased during the last decade. Currently 2,400 businesses, with 40,000 workers, are members of the Société de développement commercial du Vieux-Montréal.

Appendix A of this document provides a map of the Vieux-Montréal district.

FILE CREATION

When opening a file, typically at least three weeks prior to the start of filming, the Production, represented by its production director, location manager and assistant director (logistics manager), must notify the Montréal Film and TV Commission (BCTM) of all its needs with regard to Vieux-Montréal. It must submit the following information:

- Number of shooting days planned in Vieux-Montréal.
- Planned schedules, including time for preparation and restoration to existing conditions (wrap). Filming at night is not permitted in Vieux-Montréal.
- Reasons for the chosen locations.
- Type of shoot and its needs: interior, exterior, complete or intermittent street closing, period shooting, stunts, etc.
- Presence of large equipment, lighting or set elements on the public domain.
- Location planned for technical parking and parking for extras: public and private sites. No vehicle movement is allowed between 11 p.m. and 6 a.m.
- Number of trucks: The Production will be notified of the number of trucks allowed on public property. Only essential trucks (key trucks) will be authorized near the shooting location. Ideally, a maximum of five technical trucks.
- Number of crew, actors and extras.
- Scene scenarios and synopsis.
- Location planned for the base camp (trailers, trucks, personal vehicles, etc.).

BCTM will analyze this information and will e-mail its recommendations and instructions, raising critical issues.

COMMUNICATIONS

The Production must keep the city informed, via the BCTM, of the project's evolution, on an ongoing basis. The following stakeholders must also be kept informed of the project and its needs:

- Société de développement commercial du Vieux-Montréal: Productions must contact it to learn about planned events such as sidewalk sales, pedestrianization projects, etc., to confirm that planned shooting dates are available.
- Association des résidents du Vieux-Montréal (ARVM) residents@arvm.ca : The BCTM will send the ARVM a copy of the information letter, and petition results, if any. The Association will then e-mail this information to its members.
- The Producer must contact all other organizations determined to be relevant (Société du Vieux-Port de Montréal, Montreal Port Authority, museums and other tourist sites, schools, churches, etc.) to find out if projects will be held near the shooting locations and make modifications as necessary for appropriate coexistence.

In all cases, no matter the type of occupancy, the Production must distribute to residents, businesses and organizations involved, **AT LEAST three (3) working days prior to the beginning of the event**, a bulletin, the contents of which must have been discussed with the BCTM liaison officer. In some cases (street closures, noise, stunts, repetition, etc.), the BCTM can, at its discretion, require the Production to circulate a petition among district businesses and residents.

FEASIBILITY, QUESTIONS, IMPLICATIONS

At the time a file is opened, and throughout the process, the Production must raise all issues that entail special requests or changes to municipal by-laws (period films, stunts, closure of blocks or major commercial or residential streets, etc.)

- The BCTM will carry out analyses in collaboration with stakeholders. Following this effort, BCTM reserves the right to propose alternatives or even to refuse requests made by the Production. BCTM reserves the right to refuse a shoot if the area involved has already been the location of several film sets during the current year.
- The use of cranes, cherry-pickers, other structures or sets placed on public property **must now be analyzed by the fire department (Service de sécurité incendie de Montréal, SIM) in order to ensure that the Production will allow for six-metre (20-foot) emergency corridors as well as for the involvement of SIM employees (deployment of aerial ladders, etc.)** The SIM will issue a security notice according to the plan submitted by the Production. The city (SIM) reserves the right to have equipment removed or to modify its location, without prior notice.
- See Appendix B with regard to the SIM by-law on emergency corridors.

OCCUPATION OF THE PUBLIC DOMAIN IN VIEUX-MONTRÉAL

PARKING - NO VEHICLE MOVEMENT BETWEEN 11 P.M. AND 6 A.M.

1. Base camp: private parking lots only.
2. Trailers (including the canteen): private parking lots only.
3. Semi-trailer: Cannot enter Vieux-Montréal nor be parked on public property.
4. Personal vehicles: Not in reserved parking spaces on the public domain.
5. Residential street parking reserved zone (sticker parking): relocation permitted when judged to be imperative to shoot a scene. Residents' vehicles must be moved at the expense of the production house. The Production must notify residents (at least 72 hours in advance) of the relocation site using highly visible signage that indicates the start and end of relocation; information also to be included in the bulletin.
6. Ideally, truck parking will only be permitted on one side of the street. The Production will be notified of the number of trucks allowed on the public domain when the file is opened.
7. The city strongly encourages Productions to use electric vehicles for shuttle services.

EQUIPMENT

1. Pedestrian access must be possible at all times. **Equipment left on sidewalks will not be tolerated** except if necessary to shoot a scene (see Appendix D for by-law concerning obstruction of sidewalks, pedestrian passage and traffic-control guides).
2. The city requests that the public domain (sidewalks, pedestrian corridors, etc.) no longer be used to store materials.
3. Certain types of cranes will no longer be allowed in some parts of Vieux-Montréal (extent of coverage of roads, weight, etc.).
4. For technical trucks, it is strongly recommended to connect them to municipal lampposts instead of using generators.

COMMUNITY INVOLVEMENT AND RESPONSIBILITY

In the last three years, the number of filming days in Vieux-Montréal increased from 50 to 120. Each day, about 100,000 people come to this key sector and its residential population rapidly increased during the last decade. Currently, the Société de développement commercial du Vieux-Montréal includes more than 2,400 businesses, with 40,000 workers.

NOISE AND CIVIC-MINDEDNESS

Given the complexity of the area, **the presence of a film set representative is required at all times** when teams are working in Vieux-Montréal, from set-up time till restoration to existing conditions (wrap). The purpose is to ensure that current requirements are respected in residential and commercial areas.

The need to respect the district and its residents is obvious, and the by-law on noise and sound nuisance (Appendix D) must be followed.

RESPONSIBLE PRODUCTIONS

Productions must respect all conditions issued by the city and its partners, in particular those related to the feasibility of waste, recycling and compost collection. Collection schedules can be found on the city website (<https://montreal.ca/en/collections-and-recycling>). If it is impossible to respect the schedules, you must contact the Ville-Marie borough collection department to coordinate removal.

It is the responsibility of the Production to report any breakage or damage to public property on the day it occurs, by contacting the BCTM liaison officer assigned to the project.

Good communication with the community is the key to success! For environmental reasons, the BCTM strongly suggest you collect e-mail addresses of residents and businesses and use them for all communications.

A thank-you message after your team leaves is also suggested and will be greatly appreciated by residents and business owners. It is also imperative that production assistants and security officers are well informed about daily schedule details and relocation sites.

PRODUCTIONS GET INVOLVED

In the past, some Productions decided to give something back to the community. The BCTM would like to reinforce this trend. An information document and suggested donations and other neighbourhood support are available on the bctm.tv website.

The name of this document is *Gros plan sur la communauté: l'audiovisuelle redonne à la collectivité*.

IMPACTS, IMPROVEMENTS AND CONTINUATION

To improve our practices, an evaluation (post-mortem) is requested at the end of each Production in Vieux-Montréal. It should include items such as the shooting schedule, impacts on the district, level of acceptability for residents and businesses, problems arising, complaints recorded, etc. To facilitate this task, a template will be made available on line (bctm.tv), and a digital version will also be provided at the time your file is opened.

CONCLUSION

The Montréal Film and TV Commission (BCTM) believes that these new guidelines will make collaboration between neighbours and Productions easier and more cordial. Vieux-Montréal is an important place for the economic and social life of citizens of Montréal. We need only think of the museums, restaurants, art galleries and tourists from all over the world to see that it is a unique place that we should take care of. This document may be modified without prior notice.

Appendix A

Map of Vieux-Montréal, adjacent streets and central locations

The southern boundary of the public domain of the Vieux-Montréal district is the south side of rue de la Commune, including the sidewalk. The Old Port of Montréal Corporation Inc. has jurisdiction south of the sidewalk.



Boundaries	Residential building		Housing co-operative
Historic district (1964)	Residential operation		a Cercle Carré
Enlargement (1995)	1 M9	5 Cours Le Royer	b Louise-Hector-de-Callière
Old faubourgs	2 Arrondissement 21	6 Chaussegros de Léry	c Montérégie
Faubourg des Récollets	3 1 McGill	7 First Faubourg Québec development	d La Porte du Bourg
Faubourg Québec	4 Cours Saint-Pierre	8 Solano	e Val Perché

Appendix B

Emergency corridors by-law - Service de sécurité incendie de Montréal

BY-LAW CONCERNING THE SERVICE DE SÉCURITÉ INCENDIE DE MONTRÉAL OFFICE
CONSOLIDATION OF JUNE 26, 2019

(RCG 12-003, modified by RCG 12-003-1, RCG 12-003-2)

31. Where a street or an access way is closed to vehicular traffic, a path of at least 6 m [20 ft] in width and 5 m [16.5 ft] in height, along the centre of the street or access way, must be accessible at all times to emergency vehicles. This article does not apply if the street or pathway is temporarily closed due to work, and that access to emergency vehicles is otherwise ensured.

_____ RCG 12-003, a. 31.

Hyperlink for complete regulation (in English):

[VILLE DE MONTRÉAL BY-LAW RCG 12-003 \(Office consolidation\)](#)

Appendix C

Municipal by-law on occupation of a lane and pedestrian mobility
(courtesy translation)

35.3. When occupation is authorized on or along a sidewalk, the holder of a permit for temporary occupation shall, unless otherwise specified, maintain at all times, an open, linear and continuous pedestrian corridor of at least 1.5 m [5 ft]. _____ CA-24-299, a. 1.

Hyperlink to the borough by-law to occupy the public domain (R.R.V.M., c. O-0.1) [in French]:

<http://ville.montreal.qc.ca/sel/sypre-consultation/afficherpdf?idDoc=30474&typeDoc=1>

By-law CA-24-299 modifying the By-law to occupy the public domain (R.R.V.M., c. O-0.1) and the Fee by-law - 2019 financial year (CA-24-290) following the decision of the borough council on April 11, 2019 [in French]:

<http://ville.montreal.qc.ca/sel/sypre-consultation/afficherpdf?idDoc=30288&typeDoc=1>

Montréal city press release: Priority to pedestrian circulation

Montréal, April 11, 2019 – With active transportation being adopted by more and more people in their daily life, Ville-Marie is taking concrete action to ensure the safety of at-risk users. This week, the borough council modified its By-law on occupation of the public domain to require permit holders to provide a 1.5-metre safe pedestrian corridor.

[Ville-Marie Borough - Communiqué](#)

Appendix D

Regulations on noise in Québec and in the Ville-Marie borough



NOISE DURING DAYTIME:

- No person shall make any noise that can be heard outside an inhabited area at any time by means of percussion instruments or instruments powered by electricity.
- No person shall make any noise that can be heard outside by means of sound devices, sirens or warning systems (unless a permit is obtained), shouting, clamouring, singing, altercations or any other form of disturbance.

NOISE DURING NIGHTTIME:

- All regulations stipulated for daytime noise apply at night.
- Nighttime extends from 11 p.m. to 7 a.m.

Hyperlink for complete noise regulations, Ville-Marie Borough:

http://ville.montreal.qc.ca/pls/portal/docs/PAGE/ARROND_VMA_FR/MEDIA/DOCUMENTS/R.R.V.M.%2C%20C.%20B-3%20R%C8GL.%20SUR%20LE%20BRUIT%20_CODIFI%C9%202014-06-17%3B%20CA-24-216_.PDF