



# Filming Guidelines and Location Filming Application

May 2018  
Updated October 2020  
Updated September 2021  
Updated March 2024

## Lands Acknowledgement Statement

The Ganaraska Region Conservation Authority respectfully acknowledges the land on which we gather is situated within the traditional and treaty territory of the Mississauga's and Chippewas of the Anishinabek, known today as the Williams Treaties First Nations.

Our work on these lands acknowledges their resilience and their longstanding contributions to the area. We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

## Vision Statement

Clean Water, Healthy Lands for Healthy Communities

## Mission Statement

To enhance and conserve across the Ganaraska Region Watershed by serving, educating, informing, and engaging.

## Our Shared Values

To Explore is to Value Knowledge

To Learn is to Value Collaboration

To Lead is to Value Excellence

To Evolve is to Value Innovation

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## Purpose

This guide is intended as an aid for film, television and commercial productions when considering the use of any Ganaraska Region Conservation Authority (GRCA) properties as a filming venue.

*The Ganaraska Region Conservation Authority welcomes the film industry to come, enjoy and see the unique filming opportunities our properties offer. GRCA offers a number of properties with unique buildings, such as the [Ganaraska Forest Centre](#), a multi-use facility located in the heart of the Ganaraska Forest and nature has created beautiful backdrops with meandering streams in the 11,000-acre [Ganaraska Forest](#). In addition, our nine [conservation areas](#) located throughout our watershed offer various sites with ponds, streams, marshes, picnic shelters and lookout platform. We support the use of facilities by commercial and non-commercial film companies. All filming must have regard for the rights, safety and privacy of other forest and conservation area users and adjacent neighbours and be cognizant of the security and preservation of property.*

As stewards of our lands, GRCA carefully considers every potential filming project to ensure it will cause no permanent impact to the ecological and historical integrity of the land under our care.

To make valuable use of your time, GRCA staff will help you scout out the perfect location for your project. Staff will collaborate with you to understand your vision and show you natural and unique backdrops and settings.

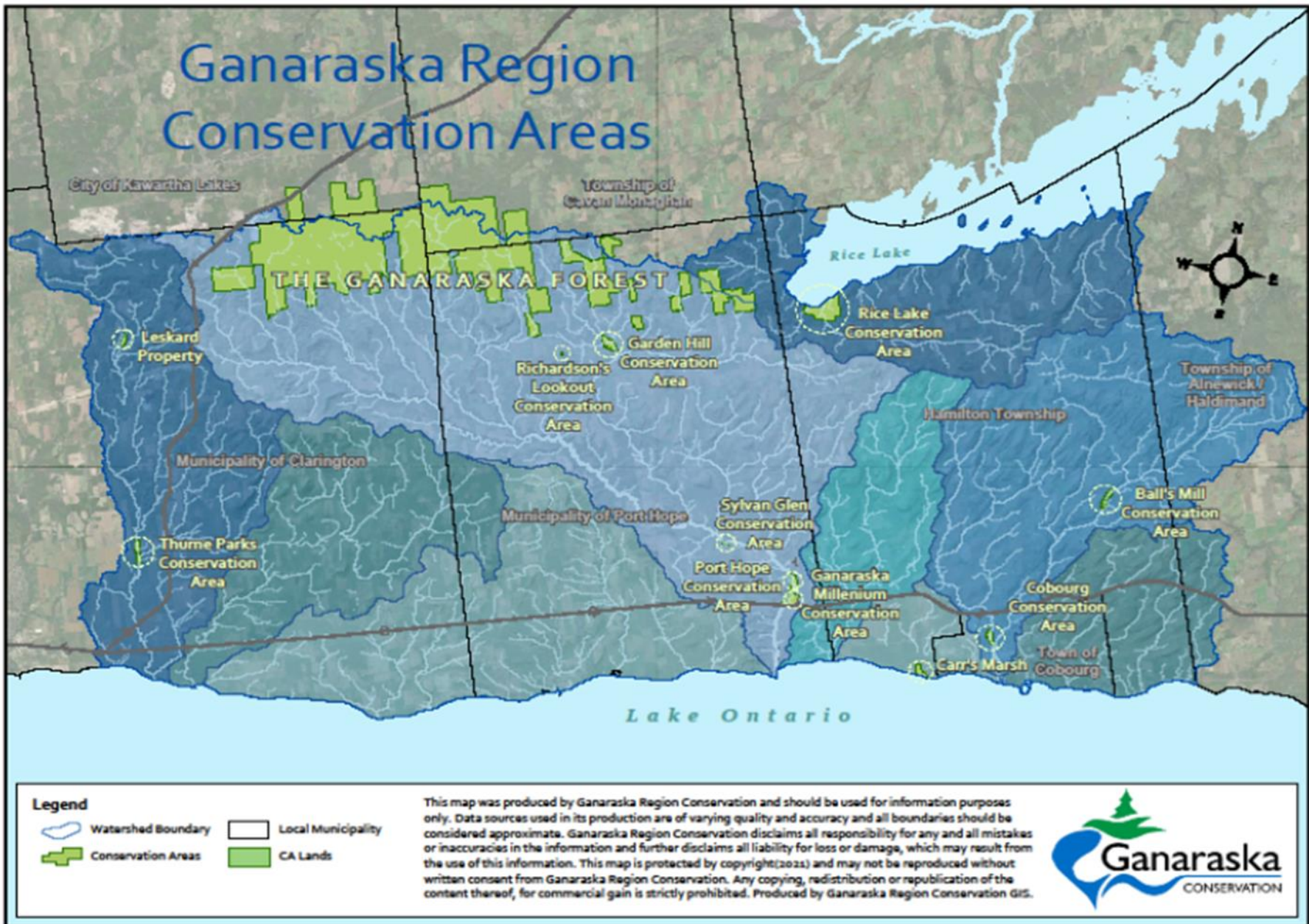
When a project is approved to film on our properties, GRCA works closely with the production company throughout the duration of the project to ensure our lands and assets, including our natural and cultural heritage resources, are protected, and sustained.

A location filming application is required to be submitted and approved by GRCA to use any GRCA lands or buildings for commercial film and television shoots. Please review our GRCA Filming Guidelines and Location Filming Application to submit your request.

### **For All Film Related Inquiries Please Contact:**

#### **Ganaraska Region Conservation Authority (GRCA)**

 905-885-8173 |  [info@grca.on.ca](mailto:info@grca.on.ca) |  [www.grca.on.ca](http://www.grca.on.ca)



# Production Guidelines for Filming on GRCA Lands

## Permissions and Revocations:

1. Permission for location filming is required except for newscasts. Filming on property under the authority of the GRCA will be coordinated through the GRCA and will require approval of a location filming application authorized by the CAO/Secretary-Treasurer or their designate. Please find the location filming application at the end of this document. It is recommended to contact the GRCA at least four weeks prior to filming to complete scouting of areas with GRCA staff and to have approvals in place.

2. To scout site locations on GRCA properties please contact GRCA at:

### **Ganaraska Region Conservation Authority (GRCA)**

 905-885-8173 |  [info@grca.on.ca](mailto:info@grca.on.ca) |  [www.grca.on.ca](http://www.grca.on.ca)

Your request will be directed to the appropriate GRCA staff person to assist you. Film company personnel will be required to sign a waiver, included at the end of these guidelines, indemnifying the GRCA before heading out for a scouting session if riding in a GRCA vehicle driven by GRCA staff.

3. GRCA reserves the right to review all scripts, titles, messages, and intents of film and may reject the granting of permission based on this review. The client warrants that the film does not knowingly contain any restricted material, break any law, and will not reflect inappropriately or negatively represent GRCA, member municipalities or provincial governments.
4. The GRCA reserves the right to revoke any permission that has been given pursuant to this location-filming approval if the permission was based on any information provided by the film company that was false, incorrect, or misleading at the time the permission was granted or if the applicant breaches any of the terms outlined in the guidelines.
5. GRCA reserves the right to impose any restrictions on filming and cancel or postpone filming if the GRCA determines with reasonable cause that public or staff safety is in jeopardy, impact to GRCA operations, or a threat to the environment and historical integrity of the area.
6. Vending, soliciting, fundraising of any sort is not permitted on GRCA lands without the expressed consent of GRCA.
7. Any variation from the agreed upon activities through this document, associated agreements, or discussion with GRCA staff, must be agreed to in advance and in writing by GRCA and the applicant. If variations occur without approval of the GRCA, the GRCA reserves the right to revoke any permissions. Additional fees will apply for amendments.

8. Changes to the production schedule due to unforeseen circumstances must be made available to GRCA as soon as possible. If there has been substantial deviation from the project without prior approval, revocation of the location-filming approval may occur.

#### Conservation Authorities Act and Regulations, and GRCA Requirements:

9. The production company's servants, agents, and contractors must follow all GRCA rules as per the Conservation Authorities Act and [Regulations](#). It is the responsibility of the production company to understand these regulations and rules and to operate in a safe and professional manner within them and ask questions to GRCA if unsure.
10. No alcohol or cannabis are permitted on GRCA property. Smoking restrictions are set in accordance with Ontario's Smoke Free Ontario Act.
11. The production company, its servants, agents, and contractors, are only allowed to enter onto the lands outlined in their submitted location details map once they have been agreed upon and given approval from GRCA for the purposes of filming.
12. The production company shall ensure there is minimum disruption to the Ganaraska Forest and conservation area users, neighbouring residents, and businesses where filming occurs and that there will be no interference with pedestrian or vehicular traffic on site unless agreed upon by GRCA. Lighting for filming should be directed away from neighbouring residents and should not interfere with traffic in the area.
13. Production vehicles must not block GRCA driveways, roadways, emergency access, or trails that are outside of the approved area. All production company vehicles and equipment must comply with and follow governing GRCA and adjacent municipal or provincial traffic laws and parking rules and regulations. Guides or detour signage must be present or posted to inform other users of the shoot and to find alternate routes to engage in their recreational activities. Alternate routes must receive GRCA approval prior to implementation.
14. GRCA security services are **required** to ensure the approval requirements are followed, to protect Forest users from the production, and to protect the production set from the public.
15. The production company is responsible for any out-of-pocket expenses related to the use of GRCA owned properties or equipment. Any use of GRCA buildings and the associated entrance or rental fees are in addition to the filming fees outlined in these guidelines and will be the responsibility of the production company if being used in conjunction with their production. Prices are subject to change without notice.
16. Production crews will clean the filming location at the end of each filming day or approved completion date with the minimum amount of noise and disruption and ensure that the area is returned to its original condition, unless approved through the GRCA.

17. No sign removal or property alteration shall occur without prior written consent from GRCA. Pre-production property alterations that are required will be facilitated by the GRCA and paid for by the production company. Following productions, if the area needs to be restored to the original condition, it is the film company's responsibility to restore those alterations to their original condition at the conclusion of filming and have GRCA approve the remedial work, or the work will be facilitated by the GRCA and paid for by the production company.
18. All proposed Remotely Piloted Aircraft System (RPAS) or "drones" use on GRCA lands must be outlined in the filming application and comply with all Transport Canada regulations. GRCA asks that notification signage of drone use in operation be erected when undertaken.

### Federal, Provincial and Municipal Regulations and Requirements:

19. The applicant is responsible for obtaining and adhering to all Federal, Provincial and Municipal laws, statutes, ordinances, by-laws, and requirements before access is granted. As outlined on the map at the beginning of this document, several municipalities fall within our watershed. Links to the filming requirements or website of each municipality may be found below in the **Filming in the Municipalities within our Watershed** section of this guide.

### Safety:

20. 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. The production company shall ensure all Ontario Ministry of Labour regulations concerning the Occupational Health and Safety Act are followed. Representatives from the Ministry of Labour may randomly choose to visit your site to monitor this situation and advise with respect to any situation that might violate these regulations.

The production company shall take into consideration and ensure the safety of other GRCA land users in and around their production area.

### Notifications:

21. Notifications to affected neighbouring residents, municipalities and GRCA are required by the film company and noted below in the **Notification of Filming Activities** section in more detail.

### Special Effects:

22. If special effects are required during the production, the types and location of use shall be identified on the location filming application and details outlining the special effects shall accompany the application. As noted above, municipal bylaws may have special requirements or permit compliance during any detonation of pyrotechnic special effects and the production company is responsible for organizing all necessary municipal requirements and any associated costs.



### Parking Plans and Support Vehicle Requirements:

23. As noted above, all vehicles and equipment not in immediate use shall be placed in a way so as not to cause interference with other visitors/users, vehicular traffic, or emergency access points.

The number of production vehicles and if a parking lot/area is needed must be outlined on the application, including all cast, crew, trailers, etc. A parking plan must be submitted to the GRCA and outlined on the sketches and maps submitted for approval.

### Damages and Damage Deposit:

24. No damage and destruction, or alteration without prior approval to the property infrastructure and/or the environment is permitted. If any of these occur, the applicant will restore the lands as near as possible to the condition existing immediately prior to the granting of this permission in consultation with GRCA. All restoration work must be approved by GRCA before it will be deemed complete. GRCA will determine what reasonable wear and tear to the property would be if any occurs. Cleanup is the sole financial responsibility of the applicant.

A minimum damage deposit of \$5,000.00 will be included on the initial invoice, to cover site rehabilitation and property damage, if necessary, or to be returned to the production company upon satisfactory inspection, by GRCA staff, of the site, post-production. Payment of the initial invoice must be submitted to GRCA prior to the location-filming approval being issued by GRCA.

### Document Submission, Invoicing and Payment Options:

25. Following the submission and review of your location filming application and other required documents, if GRCA is going to approve your application, an invoice will be sent to the contact person stated on your application. This invoice will be based on the user requirements supplied in your application and the **GRCA Fee Schedule noted below**.

Once the invoice is received, payment and any additional documents as outlined in Part D of the application should be submitted to the GRCA to receive your approval. Supplementary invoices will be forwarded to the contact person as amendments or additions occur from the original application submission.

Invoice payments can be made via credit card by calling the GRCA (905) 885-8173 ext. 227 and speaking with Michelle Giddings, Bookkeeper or via e-transfer sent to [mgiddings@grca.on.ca](mailto:mgiddings@grca.on.ca) using your invoice number as your password.

### Insurance Documentation:

26. All companies applying for consideration to do location filming under the authority of the GRCA must present a certificate of insurance when submitting their location filming application, with the following requirements appearing on the certificate:
- a) General Comprehensive Public Liability of no less than five million dollars (\$5,000,000).
  - b) The Ganaraska Region Conservation Authority listed as an additional Insured.

Higher insurance may be required and requested based on the nature of filming and will be at GRCA's discretion. Proof of insurance is required to be considered for a location-filming approval.

### Indemnification:

27. All approved uses of the GRCA property shall be at the applicant's own risk. During scouting periods, accompanied by GRCA staff, before location access is granted and the period of granted access, the applicant indemnifies and saves harmless Ganaraska Region Conservation Authority and its staff and agents against and from any and all claims including, without limitation, all claims for personal injury or property damage arising from the conduct of any work by or through any act or omission of the applicant or any assignee, invitee, or licensee of the applicant and against and from all costs, counsel fees, expenses, and liabilities incurred in or about any such claim or any action or proceeding brought thereon.

In addition to the above indemnification, applicants will be required to sign a waiver, included at the end of these guidelines, indemnifying the GRCA before heading out for a scouting session if riding in a GRCA vehicle driven by GRCA staff.

### Credits:

28. The Ganaraska Region Conservation Authority and the property name (e.g., Ganaraska Forest or Garden Hill Conservation Area) is to be named in any credits that are produced for the film.

## To Apply for Location Filming Approval

### **Please submit to GRCA:**

1. Location Filming Application
2. Certificate of Insurance (naming Ganaraska Region Conservation Authority as additional insured)
3. A script, storyboard or detailed description of the title, message, and intent of the film.
4. Special Effects (SPFX) Details
5. Sketches & Maps – Including all required details as noted on application

### **Upon receipt of initial invoice, please submit to GRCA to obtain approval:**

6. Payment of Initial Invoice (Includes \$5,000 Property Damage Deposit)
7. Copies of notification letters to neighbouring residents, if applicable.
8. Copies of municipal approvals, if applicable.
9. Shooting Schedule

## Notification of Filming Activities

To encourage good public relations and enhance future experiences by other production companies. The production company will be required to notify and/or gain approval of the shoot from GRCA, municipalities, and/or abutting neighbours, if applicable.

If using municipal property, your company must inquire and complete each affected municipality's filming guidelines and notifications and provide a copy of their approval to the GRCA.

If filming activities on GRCA lands will affect adjacent residents, your company should prepare a notice to residents and businesses who will be affected, a minimum of seven days in advance of shooting and copies of notifications provided to the GRCA.

The purpose of this notice is to give neighbouring residents advance notification of your arrival and what the location filming activity entails. Please include:

1. Production Company Name & Contact Person Information
2. Type of Production & Details of the Shoot
3. Duration of Filming (including start and end dates, times, prep, etc.)
4. Number of Vehicles to Expect in the Area

## Filming in the Municipalities within our Watershed

Filming on municipal property and roadways may require additional approval and is the production company's responsibility to inquire and abide by the regulations of the municipality in which the production is located. Filming information for each municipality may be found on their respective websites:

[Municipality of Port Hope](#)

[Municipality of Clarington](#)

[Town of Cobourg](#)

[Township of Hamilton](#)

[Township of Alnwick/Haldimand](#)

[Township of Cavan Monaghan](#)

[City of Kawartha Lakes](#)

## Fee Schedule

Filming Fees		Fees (plus HST)	*Prices subject to change without notice ** Service Fees will be automatically applied to Credit Card
<b>Administration Fee</b> (non-refundable)		<b>\$500</b>	
<b>Scouting with GRCA Staff in a GRCA vehicle</b>		<b>\$100/hr</b>	
<b>Filming Fee</b>		<b>\$2,500/day</b>	
<b>GRCA Security Staff</b>		<b>\$40/hr/guard</b>	<i>Refer to S.14, security services are required for all productions.</i>
<b>Damage Deposit</b> (Deposit returned upon satisfactory inspection of location area post-production)		<b>\$5,000</b>	<i>Refer to S.24, if damages occur, GRCA will determine maintenance required for site rehabilitation and additional damage charges may apply.</i>
<b>Property Alterations &amp; Property Maintenance</b> (Required for access to filming area or other reasons, such as water truck, excavator etc.).			<i>Alterations to property site and ongoing site maintenance, pre, during and postproduction filming. To be pre-determined and agreed upon by both parties.</i>

**Please Note:** Any use of GRCA buildings and the associated entrance or rental fees are in addition to the filming fees outlined in this fee schedule and will be the sole responsibility of the production company if being used in conjunction with their production. Please refer to S.15.



# Ganaraska Region Conservation Authority

## Location Filming Application

Date of Application:

### Part A: Applicant Information

Production Company:

Production Title:

Production Type:

Reality

Other:

Mailing Address (pls include Postal Code):

Office Phone:

Office Fax:

Location Manager (Main Contact):

Location Manager Cell:

Location Manager Email:

Number of Cast & Crew:

Number of Production Vehicles:  
(Include all cast, crew, trailers, etc.)

### Part B: Applicant Requirements

Area/Facility Requested:

Filming Start Date(s):

Filming End Date:

Filming Time(s):

Specific Location(s):

Pre-Production/Prep Dates & Times:	Wrap Dates & Times:
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Rain Date(s):

Number of Shooting Days:

Special Instructions: (Provide a brief description of the scene. Attach sketches, storyboard, & maps.)

Please select all that apply:

- Full Area Closures \*
- Partial Area Closures \*
- Partial or Full GFC Building rental may be required (washrooms/rooms)
- SPFX with Explosives, Fire, Smoke \*
- SPFX with Gunfire, Blanks, Squibs,
- Other \* Traveling Shot
- Drones Usage (licensed and registered with Transport Canada) \*
- Location required for parking - if so, setup area required for how many days:

**Part C: Additional Documents Required** (Please submit with application)

- Script
- Sketches, Storyboard & Maps – Identifying locations of film site, significant equipment, production vehicle parking plans, identification of any roads, trails, fences, North direction, etc.
- Certificate of Insurance – must provide general comprehensive liability insurance in the amount of \$5,000,000 (Five Million Dollars) showing the Ganaraska Region Conservation Authority as additional insured
- Special Effects (SPFX) Details – description of intent to use special effects, if applicable

Please submit completed application and additional documents to the Ganaraska Region Conservation Authority: Attention: Michelle Giddings, Bookkeeper

☎ 905.885.8173 x. 227 | ✉ [mgiddings@grca.on.ca](mailto:mgiddings@grca.on.ca) | 📠 905.885.9824

Please note: Daily film location fees and damage deposits may apply in most cases, as noted in fee schedule.

**Part D: Document & Payments Required** (Please submit the following upon receipt of initial invoice)

- Payment of Initial Invoice (Includes \$5,000 Damage Deposit)
- Copies of neighbouring resident notification letters, if applicable
- Copies of municipal approvals, if applicable
- Shooting Schedule

**Acceptance Agreement**

- I have read, understand, and agree to adhere to all information and requirements contained within the *Filming Guidelines* and the *Location Filming Application* while filming our production on *Ganaraska Region Conservation Authority (GRCA) Lands*. I further agree to provide GRCA with all required information outlined above before permission to enter GRCA lands for filming purposes will be granted.

**Please review, sign, and save application under Production Company Name - date of application & submit to [mgiddings@grca.on.ca](mailto:mgiddings@grca.on.ca) with all required documentation**

\_\_\_\_\_  
**Name of Applicant**

\_\_\_\_\_  
**Title of Applicant**

\_\_\_\_\_  
**Authorized Signature (Applicant)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Authorized Signature  
Ganaraska Region Conservation Authority

\_\_\_\_\_  
**Date**



## GRCA Vehicle Transport Waiver

By signing this waiver, the signatory agrees to be transported in a Ganaraska Region Conservation Authority (GRCA) vehicle, including off road vehicles and snowmobiles by GRCA staff.

Further, the signatory agrees to assume all personal risk and agrees to blanket indemnification of the GRCA from any claims.

The waiver is binding on the signatory, their respective heirs, successors, and assigns.

This waiver is valid for the date and time indicated.

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Name (Please Print)

Date

Time

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Signature