

STRATHCONA FILM GUIDELINES

Introduction:

Strathcona is a residential neighbourhood with strong family and community ties. While we appreciate the economic importance of the film industry and support the idea of using Strathcona for location filming, we need to know that the film industry appreciates the unique nature of our neighbourhood and addresses our concerns.

Approving location filming:

The City of Vancouver Film Office has responsibility for approving film work in any neighbourhood of the city. Although location scouts may photograph homes and businesses in Strathcona as potential film sites there is no approval granted until an application to film and a location work request have been received and reviewed by the City Film Office. (Information can be obtained on their web-site <http://www.city.vancouver.bc.ca/engsvcs/projects/filmoffice/Index.htm> or by calling the Film Office at 604.873.7337)

Once the City Film Office gets the application they will ask the Location Manager to be in touch with the Strathcona Film Liaison to discuss the nature of the work to be done. If the Strathcona Liaison has any questions or concerns that cannot be resolved with the location manager they should call the Film Office to discuss the issues with the coordinator assigned to the project. The Film Office will make the final decision about the work request.

The City has established *guidelines* for filming that all productions agree to follow to the best of their ability. Because of the nature of the film industry there are situations that necessitate a relaxation of these guidelines, however, for the most part they include:

Notification process:

1. Notification to local businesses and residents should occur at least 48 hours before filming starts.
2. Residents and businesses immediately adjacent to the film 'location' should be spoken to in person - with a translator accompanying the Location Manager if necessary.
3. The notification letter will be approved by the Film Office and sent to the Strathcona Film Liaison before notification begins. The letter should be written in plain English, and should include a Chinese language translation as well as a simple map showing where film activity will occur and where street parking will be impacted.
4. Notices should also include contacts and phone numbers for the BC Film Commission, the City of Vancouver, the Strathcona Film Liaison (if he or she is willing), and the production company's Location Manager.
5. The Chinatown Merchants Association has an interpreter who works closely with Location Managers in reaching businesses and residents in both Chinatown and Strathcona. The Film Office can give you his name and phone number. Other translation services may be available through the Strathcona Community Centre. Hourly rates for these services should be set by the Community Centre.

Restrictions:

Except under extraordinary circumstances no filming should be scheduled during statutory holidays, Chinese New Year's, Hallowe'en and the local schools' Sports Days. Filming may be restricted in MacLean Park from May through September.

Late Night Filming:

The standard film activity hours approved by Vancouver City Council are:

Monday thru Thursday	7:00am to 11:00pm,
Friday	7:00am to 12:00 midnight,
Saturday	8:00am to 12:00 midnight,
Sunday	8:00am to 11:00pm.

There is to be no movement of unit or crew vehicles outside of these hours unless a majority of area residents agree to a curfew extension. A request for an extension involves production staff distributing a letter outlining the proposed activity to affected residents, and then returning to visit residents door-to-door to gather comments for or against the work. An alternative is for the residents to phone the City's Film Office to comment. The Film Office staff will approve or disapprove the work, and a final letter will be distributed informing residents of the decision, and describing the film activity in detail if it is approved.

Parking:

1. On-street parking is restricted to essential work trucks. All circus and non-essential crew vehicles must be parked on private property or outside the neighbourhood.
2. The Strathcona Film liaison can provide a list of contacts for area parking for crew vehicles. Payment to be negotiated by the various individuals and organizations.
3. Service vehicles and residents must have access to the area's stores during filming. Delivery areas must be protected.
4. If parking is required in permitted residential parking zones, the production company must identify and sign alternative *temporary residential* parking sites within the area.

Courtesy:

1. All crew members should be aware of and follow the Code of Conduct Guidelines as established by the BC Film Commission.
2. The Location Manager should make personal contact with the Administration Office at Strathcona Elementary School, and with the Community Centre Office to make them aware of the filming activity, preferably early in the process.
3. Cantonese-speaking PA's would be advantageous.
4. As a thank you to the neighbourhood for allowing the film work to occur, the production is encouraged to make a donation to one of the neighbourhood programs coordinated through the Strathcona Community Centre. The donation can be designated to a particular program like the Hot Breakfast Program or the May Neighbourhood Clean Up Day, or any other program organized by the Community Centre. The Community Centre will issue tax receipts, and keep track of donations from film companies to report it on a regular basis to the SRA.