



GUIDELINES FOR POLLING IN VANCOUVER

CITY OF VANCOUVER FILM OFFICE

Mail To: City Hall 453 W 12th Avenue, Vancouver, B.C. V5Y 1V4

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8 pages including this cover. *Mar 2009*

GUIDELINES FOR POLLING IN VANCOUVER

Approval to poll for an extension to the filming curfew will be granted **only** when **all** other avenues have been exhausted. Extensions will not be granted to accommodate a production's "slipping" schedule. All requests for an extension to the curfew will be considered on an individual basis.

The City of Vancouver requires Film Companies to poll a neighbourhood when:

- Filming activities will be particularly invasive to a neighbourhood (i.e. a major special effect).
- The location is to be used as re-occurring.
(Please consult with your coordinator as early as possible as this requires more lead time than the circumstances described below and will likely also require a community meeting.)
- Scenes to be filmed require more hours of daylight or darkness during the filming curfew hours.

The Filming Curfew applies to the entire city, not just residential areas.

When polling for neighbourhood support of any of the above circumstances the following guidelines will apply.

1. All letters and poll forms **must** be sent to the City of Vancouver Film Office for approval **before** they are distributed.
2. At least two weeks prior to the filming date, an initial letter stating your general requirements should be sent to the neighbourhood.

The letter will state the dates and times of the extension request as well as the general impact the actual scene will have on the neighbourhood. Include a description of the scene (*if exterior*) including special effects, stunts, set dressing & wrapping, lighting, etc. and where you are planning to park the unit. Also indicate how your schedule will change if the request for extension is denied. Explain whether filming will occur: on the dates as planned within curfew hours; on additional days; not at all at that location; or other. **See example letter "A"**.

Do not attempt to poll while delivering the notice.

3. One or two days after the initial letter has been distributed, a poll should be conducted by taking a polling form door to door and asking for signatures. The polling form should have all the details that the resident is agreeing to or disagreeing with clearly stated on it. **See example poll "B"**. The addresses must be clear, in geographical order and any special notes should be attached on a separate page.

If you are polling for two nights it is important that options are provided so that the resident can agree to one and not the other. **See example poll "C"**.

4. Five business days prior to filming date, results of polling process must be submitted to the Film Office along with results transposed on a map of the area polled. Indicate each building's street address and the number of suites in each building. **See example letter "D"**.
5. At least two full business days prior to the date of move-in or filming, whichever is earlier, a final letter should be sent to the neighbourhood indicating whether or not the poll was successful. If the poll was not successful, or the location is lost for another reason, a wrap up letter must be distributed thanking the neighbourhood for their participation. If the polling was successful this letter should contain the details of times, dates and special requirements as well as a schedule of events. Detailed parking requirements should be outlined in this letter as well. **See example letters "E" & "F"**.
6. A translator fluent in Cantonese may be required in the **DTES** and **Strathcona** neighbourhoods. Consult with the film liaison assigned to your project. A DTES liaison is required on location. Contact the Film Office for references.

Date

Dear Neighbours of 112 Elm St,

Quiet Productions Inc. will be filming scenes for "Quietly" at 112 Elm St. on **Thursday, August 17, 2008 and Friday, August 18, 2008** during regular filming hours.

We have applied to the City of Vancouver for an **extension** to the filming curfew in order to have enough hours of darkness to complete our scenes. We are hoping to film until **midnight on Thursday, August 17, 2008 and until 2:00 am on Friday, August 18, 2008**. Usual curfew hours are 11:00 pm on Thursdays and 12:00 midnight on Fridays. The City of Vancouver requires that we canvass the neighbourhood for support of the extensions.

Representatives, with production identification from our office, will be coming door to door later this week to ask you to indicate whether or not you support the curfew extensions by signing a poll. If you prefer, you may call or email the City of Vancouver Film Office at 604-257-8840, film.office@vancouver.ca to express your support for or concerns about this work. Please be sure to clearly state your name and address and leave a phone number if you would like a call back. The City's voice messaging system allows you to leave a message at any time. Upon completion of the poll, we will advise you of the City's decision and provide you with further details closer to the filming date.

The following is an outline of our proposed filming dates, times, locations, and significant action:

Thursday, August 17, 2008

Our vehicles and crew will arrive in your neighbourhood after 7:00 am and we anticipate parking our work trucks on Elm Street between W. 6th and W. 8th and on W. 8th between Elm and Vine.

9:00 am to 4:00 pm: Filming on Elm St. at W 7th Ave

- Driving and dialogue scenes on Elm St

4:00pm to Midnight: Filming on Elm St at W 7th Ave, and W 8th Ave

- Driving scene in which the car is shot at (simulated gunfire) which blows out the rear window (makes a firecracker sound).
- Car drives into the front wall of 112 Elm St.
- Several "police" cars arrive on scene making skidding noises.
- Area will be lit with lights positioned on mechanical lifts extended up to 80' high at the corners of Elm and W 8th Ave and Elm and W 6th Ave.

Our work, including packing up, will be complete by midnight and the work trucks will remain parked.

Friday, August 18, 2008

10:00am to 5:00 pm: Filming inside 112 Elm St.

5:00pm to 1:30 am: Filming on Elm St. at W 8th Ave.

- Post accident scene in front of 112 Elm St. with "police" cars arriving with flashing lights, no sirens.
- Area will be lit with lights positioned on mechanical lifts extended up to 80' high at the corners of Elm and W 8th Ave and Elm and W 6th Ave.

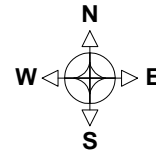
2:00 am: Trucks drive out of neighbourhood.

We will schedule our work so that the scenes with the most noise are completed as early as possible.

If our request to film past 12:00 midnight is not approved, we will reschedule our work to include a third evening on Saturday, August 19.

If you have any questions or concerns about how this filming might affect you, or will be unavailable to sign when we are polling in your neighbourhood, please call me at 604-555-1111 or call the City of Vancouver Film Office at 604-257-8840 and ask to speak to [*liaison name*].

Salutation



Sleepy Drive

280 no
272 yes
260 yes
242 on vacation
220 2 suites yes/no
210 yes
202 yes

245 yes
221 no
211 yes
209 yes
203 Apartment 20 suites 4 no answer 15 yes 1 no

Elm Street

148 yes
132 2suites no/yes
120 yes
112 location
110 yes
200 4-plex 4 yes

Blank Street

191 yes
175 on vacation
153 yes
121 vacant
115 yes
109 yes
205 yes

West 7th

1200 yes	1204 yes	1210 yes	1222 yes	1240 yes
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1203 yes	1213 no	1217 yes	1231 6 apartments 5 yes 1 no
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West 8th

260 yes
234 no
122 yes
116 yes
110 yes

275 yes
261
255 no
231 yes
211 yes

Number of houses polled	73
Number of responses	55
• Agreed	46
• Disagreed	9

Responded:

- In person 50
- By return form 3
- By telephone 2

Non-Responses

- Not home 3
- Away for extended period 2
- Would not answer door 1

Date

Dear Neighbours of 112 Elm St.,

Based on the generally positive results of a poll we conducted in your neighbourhood, the City of Vancouver has given Quietly Productions permission to film scenes for the television series "Quietly" late at night on **Thursday, August 17, 2008 and Friday, August 18** at and around **112 Elm St.**

We thank you for supporting the B.C. film industry and our project.

Quietly Productions would like to provide some information that will help you prepare for our arrival and anticipate how our presence may affect your daily routine. The following is an outline of our filming dates, times, locations, and significant action:

Thursday, August 17, 2008

7:00 am to 9:00 am: Trucks arrive (see parking details below) and equipment is set up

9:00 am to 4:00 pm: Filming on Elm St. at W 7th Ave

- Driving and dialogue scenes on Elm St

4:00pm to Midnight: Filming on Elm St at W 7th Ave, and W 8th Ave

- Driving scene in which the car is shot at (simulated gunfire) which blows out the rear window (makes a firecracker sound).
- Car drives into the front wall of 112 Elm St..
- Several "police" cars arrive on scene making skidding noises.
- Area will be lit with lights positioned on mechanical lifts extended up to 80' high at the corners of Elm and W 8th Ave and Elm and W 6th Ave.

Our work, including packing up, will be complete by midnight and the work trucks will remain parked.

Friday, August 18, 2008

10:00am to 5:00 pm: Filming inside 112 Elm St.

5:00pm to 1:30 am: Filming on Elm St. at W 8th Ave.

- Post accident scene in front of 112 Elm St. with "police" cars arriving with flashing lights.
- Area will be lit with lights positioned on mechanical lifts extended up to 80' high at the corners of Elm and W 8th Ave and Elm and W 6th Ave.

2:00 am: Trucks drive out of neighbourhood.

The City of Vancouver will post "temporary no stopping" signs from **6:00am Thursday, August 17 to 04:00am Friday, August 18** on the following blocks in order to accommodate our work:

- **Both sides of 2200 & 2300 blocks Elm St. from W 6th Ave. to W 8th Avenue.**
- **North side of 2200 block W 8th Ave from Elm to Vine.**

We emphasize that changes in parking are temporary and appreciate your cooperation in using alternative parking during this time. We will ensure any residents with special needs are accommodated promptly. Should you require parking or access within the restricted area, please contact me at the number below.

As a way of saying "Thank you" to your neighbourhood we have donated the materials and labour needed to re-paint the exterior of the Elm St. Family Place at 123 Elm St.

If you have any questions or concerns, please call me at 604-555-1111 or contact my assistant, Mary Black on set. Questions regarding filming in Vancouver can be directed to the City of Vancouver Film Office at 604-257-8840, or contact the Manager of Community Affairs at the B.C. Film Commission at 604-660-2732.

Salutation

Date

Dear Neighbours of 112 Elm St.,

Based on the results of a poll we conducted in your neighbourhood, the City of Vancouver has declined Quietly Productions' request to film late at night at and around 112 Elm St. late at night.

We have revised our schedule to include an additional evening of filming in order to have sufficient hours of darkness for our scenes. We will film on Thursday, August 17, Friday, August 18 and Saturday, August 19, 2008.

Quietly Productions would like to provide some information that will help you prepare for our arrival and anticipate how our presence may affect your daily routine. The following is an outline of our filming dates, times, locations, and significant action:

Thursday, August 17

7:00 am to 9:00 am: Trucks arrive and equipment is set up

9:00 am to 4:00 pm: Filming on Elm St. at W 7th Ave

- Driving and dialogue scenes on Elm St

4:00pm to 11:00 pm: Filming on Elm St at W 7th Ave, and W 8th Ave

- Driving scene in which the car is shot at (simulated gunfire) which blows out the rear window (makes a firecracker sound).
- Car drives into the front wall of 112 Elm St.
- Several "police" cars arrive on scene making skidding noises.
- Area will be lit with lights positioned on mechanical lifts extended up to 80' high at the corners of Elm and W 8th Ave and Elm and W 6th Ave.

Our work, including packing up, will be complete by 11:00 pm and the work trucks will remain parked.

Friday, August 18 AND Saturday, August 19

10:00am to 5:00 pm: Filming inside 112 Elm St.

5:00pm to 12:00 midnight: Filming on Elm St. at W 8th Ave.

- Post accident scene in front of 112 Elm St. with "police" cars arriving with flashing lights.
- Area will be lit with lights positioned on mechanical lifts extended up to 80' high at the corners of Elm and W 8th Ave and Elm and W 6th Ave.

Our work, including packing up, will be complete by 12:00 midnight and the work trucks will remain parked on Friday night and we will be moved out of the area by 12:00 midnight on Saturday night.

The City of Vancouver will post "temporary no stopping" signs from **6:00am Thursday, August 17 to 12:00 midnight Saturday, August 19** on the following blocks in order to accommodate our work:

- **Both sides of 2200 & 2300 blocks Elm St. from W 6th Ave. to W 8th Avenue.**
- **North side of 2200 block W 8th Ave from Elm to Vine.**

We emphasize that changes in parking are temporary and appreciate your cooperation in using alternative parking during this time. We will ensure any residents with special needs are accommodated promptly. Should you require parking or access within the restricted area, please contact me at the number below.

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