



GUIDELINES FOR POLLING IN VANCOUVER

CITY OF VANCOUVER FILM OFFICE

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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. The Film Office liaison should be made aware of all curfew extension requests. All requests for an extension to the curfew will be considered on an individual basis.

The City of Vancouver requires film production 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. 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. **See Example Blank Polling Letter "A", and "Example Polling Letter "B" for a complete version.**

Please note: All letters and poll forms **must** be sent to the City of Vancouver Film Office for review and approval **before** they are distributed to the neighbourhood.

2. 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 polling form "C"**. The addresses must be clear, in geographical order and any special notes should be attached on a separate page.
3. 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 feedback provided. Ensure that the map is color coded and includes a legend describing each buildings' comments or feedback. **See example polling map "D"**.
4. 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 Positive Poll Notification Letter "E"**.
5. A translator fluent in Cantonese and/or Mandarin may be required in the **DTES, Chinatown, and Strathcona** neighbourhoods. Consult with the film liaison assigned to your project. A DTES liaison is required on location.

[Letter Header – Production Company Name or Show Title]

PROPOSED FILMING CURFEW

Date of Letter Distribution

Dear Neighbours of [Address or Street],

Please take a moment to read this notice about the filming of a [production type, i.e commercial, feature film, etc.] titled "Production name" in the [location and shoot date.] In order to have sufficient time to complete our nights' work, we have applied to the City of Vancouver for an extension to the filming regular curfew hours. We are hoping to film until [hour and date for tail lights.] Usual curfew hours are 11:00 pm on Mondays to Thursdays and 12:00AM (Midnight) on Fridays. The City of Vancouver requires that we canvass the neighbourhood for support of the extensions.

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

[Shoot Date]

[Include a brief breakdown of the expected activity while filming and include any impacts related to the curfew extension including lighting, special effects, noise from equipment or work trucks, or scenes that are being filmed before or after regular curfew hours.]

Representatives with production identification from our office will be coming door to door to ask you to indicate whether or not you support the curfew extension by signing a poll. If you prefer, you may email the City Vancouver's Film Office at film.office@vancouver.ca or visit their website at <https://vancouver.ca/doing-business/film-permits> to express your support for or concerns about this work. Upon completion of the poll, we will advise you of the City's decision.

We appreciate the opportunity to film in this neighbourhood and are sensitive to any concerns. If you have any questions or concerns, please contact me at the number listed below. Alternatively, you can also speak to my assistant, [ALM or assistant on set] who will be on set at [contact phone number.]

Information regarding filming in Vancouver can be found at <https://vancouver.ca/doing-business/film-permits>. Alternatively, you may call 3-1-1. Information regarding filming in the Lower Mainland is available from Creative BC at 604-730-2732, or at www.creativebc.com.

Regards,

LM

Production Title

Production Company Name

Phone #

[Production Company Name / Mailing Address / Phone Number]

SAMPLE LETTER PRODUCTIONS, INC.

PROPOSED FILMING CURFEW

February 18, 2019

Dear Neighbours of 100 Keefer Street,

Please take a moment to read this notice about the filming of an MOW entitled **“Just So You Know” on 100 Keefer Street on Monday, March 4th, 2019**. In order to have sufficient time to complete our nights’ work, we have applied to the City of Vancouver for an extension to the filming regular curfew hours. We are hoping to film, pack our work trucks, and vacate the neighbourhood by **1:00am on Tuesday, March 5th, 2019**. The usual curfew hours are 11:00 pm on Mondays to Thursdays and 12:00AM (Midnight) on Fridays. The City of Vancouver requires that we canvass the neighbourhood for support of the extensions.

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

Monday, March 4th

7:00am to 10:00am

Crew will arrive and begin to prep our set for filming.

10:00am to 11:00pm

We will be filming exterior dialogue scenes on both the north and south sidewalks of 100 Keefer Street. There are no special effects associated with our work. To ensure the safety of the public and maintain continuity of picture, members of the Vancouver Police Department will be on-set to assist with intermittent traffic control traffic on both ends of 100 Keefer Street. Pedestrians in the area may be asked to pause momentarily while our cameras are rolling.

11:00pm to 1:00am (Tuesday, March 5th) Filming is complete; crew will pack all of our equipment into our work trucks. Once our work is complete, we will quietly remove our trucks and all equipment for the remainder of the evening.

Representatives with production identification from our office will be coming door to door to ask you to indicate whether or not you support the curfew extension by signing a poll. If you prefer, you may email the City Vancouver’s Film Office at film.office@vancouver.ca or visit their website at <https://vancouver.ca/doing-business/film-permits> to express your support for or concerns about this work. Upon completion of the poll, we will advise you of the City’s decision.

We appreciate the opportunity to film in this neighbourhood and are sensitive to any concerns. If you have any questions or concerns, please contact me at the number listed below. Alternatively, you can also speak to my assistant, John Doe who will be on set at 604-555-5555.

Information regarding filming in Vancouver can be found at <https://vancouver.ca/doing-business/film-permits>. Alternatively, you may call 3-1-1. Information regarding filming in the Lower Mainland is available from Creative BC at 604-730-2732, or at www.creativebc.com.

Regards,

Harry Carrey

“Just So You Know”

Sample Letter Productions, Inc.

604-873-7000

SAMPLE LETTER PRODUCTIONS, INC.

NOTICE OF FILMING

Tuesday, February 26th

Dear Neighbours of 100 Keefer St,

Based on the generally positive results of a poll we conducted in your neighbourhood, the City of Vancouver has given permission to film scenes for the MOW entitled “Just So You Know” on late at night on 100 Keefer Street on Monday, March 4th, 2019. We thank you for supporting the B.C. film industry and our project. Sample Letter Productions, Inc. 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:

Monday, March 4th

7:00am to 10:00am

10:00am to 11:00pm

Crew will arrive and begin to prep our set for filming.

We will be filming exterior dialogue scenes on both the north and south sidewalks of 100 Keefer Street. There are no special effects associated with our work. To ensure the safety of the public and maintain continuity of picture, members of the Vancouver Police Department will be on-set to assist with intermittent traffic control of both eastbound/westbound traffic on both ends of 100 Keefer Street. Pedestrians in the area may be asked to pause momentarily while our cameras are rolling.

11:00pm to 1:00am (Tuesday, March 5th) Filming is complete; crew will pack all of our equipment into our work trucks. Once our work is complete, we will quietly remove our trucks and all equipment for the remainder of the evening.

In order to minimize disruption to your neighbourhood, all of our crew vehicles will be off site. However, in order to accommodate our circus trailers and allow for truck swing room, the City of Vancouver will post “**temporary no stopping**” signs for the following areas and times:

Monday, March 4th from 7:00am to 1:00am on Tuesday, March 5th

- **West side of the 600 & 700 blks of Quebec St from Keefer Street south to Expo Boulevard**
- **Both sides of the 100 blk of 100 Keefer St from Quebec St to Main St**

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. We appreciate the opportunity to film in this neighbourhood and are sensitive to any concerns. If you have any questions or concerns, please contact me at the number listed below. Alternatively, you can also speak to my assistant, John Doe who will be on set at 604-555-5555.

Information regarding filming in Vancouver can be found at <https://vancouver.ca/doing-business/film-permits>. Alternatively, you may call 3-1-1. Information regarding filming in the Lower Mainland is available from Creative BC at 604-730-2732, or at www.creativebc.com.

Regards,

Harry Carrey

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