

## Filming Guide

### 1. Complete the Film Permit Application (mandatory)

- a) Complete the City of Regina Film Permit Application
  - Must apply 10 business days prior to your first day of filming
- b) Location map
  - The City of Regina Film Permit Application must include a location map (google map preferable) indicating the filming locations.

### 2. Purchase a General Liability Insurance (Mandatory)

- a) Purchase a Certificate of Insurance through an insurance broker and provide the City of Regina with the Certificate of Insurance a minimum of 10 business days prior to your first day of filming.
- b) Know the requirements for a qualified Certificate of Insurance.
  - \$5,000,000 coverage for the filming
  - \$1,000,000 in automobile liability coverage is required for the use of each vehicle owned by the production(s)
  - Description of the filming, date(s) and times
  - Additional insured: City of Regina, 2476 Victoria Ave. Regina, SK S4P 3C8

#### Notes:

- Permits will not be issued until the Certificate of Insurance has been received and approved by the City of Regina.
- Students producing films as part of their school curriculum must provide a Certificate of Insurance. It is the responsibility of the student to contact their school to confirm that their project is covered under the school insurance and to request the proof of insurance.

### 3. Are you filming in a Civic Property?

- a) If you are filming in a civic property or facility, such as arenas or athletic fields or City Square Plaza, Victoria Park and/or FW Hill Mall, you will need to complete a facility form.

For application forms, please visit our [Recreation Facilities](#) page.

#### Notes:

- For further information, such as the City of Regina facilities' availabilities, fees and charges, please contact Central Scheduling:

Phone: 306-777-7529  
Fax: 306-777-6826 weekdays from 8 a.m. to 5 p.m.  
E-mail: [centralscheduling@regina.ca](mailto:centralscheduling@regina.ca)

#### **4. Are you using any pyrotechnics, firearms and (or) drones?**

a) If you are using pyrotechnics, a permit is required and issued by The Fire Department. For further information, please contact:

Randy Ryba  
Fire Marshal  
Regina Fire & Protective Services  
Phone number: 306.777.7837  
Fax number: 306-777-6807  
E-mail Address: [rryba@regina.ca](mailto:rryba@regina.ca)

b) If you are using any firearms, including BB gun, air gun, or any other stunts and special effects, a permit is required and issued by the Regina Police Service. Please contact Regina Police Service at 306-777-6500.

c) If you are using Drone:

- Online permission: <http://www.tc.gc.ca/eng/civilaviation/opssvs/getting-permission-fly-drone.html#notification>
- Please review safety rules and regulations in place. For further information about using drones, please visit: [www.tc.gc.ca/eng/civilaviation/drone-safety.html](http://www.tc.gc.ca/eng/civilaviation/drone-safety.html)
- If you need permission from the City of Regina for Transport Canada, please email the Mayor's office [Mayor@regina.ca](mailto:Mayor@regina.ca)

For further information about using pyrotechnics, please refer to the [Regina Fire bylaw](#).

#### **5. Do you require any public services?**

a) If you require public services, such as bagged meters, street closures and traffic signs

- Call Service Regina at 306-777-7000 and request a call back from the Roadways and Transportation Department for any permissions related to meter bagging, street closures, traffic signs.

- Please be aware that you must contact the Roadways and Transportation Department 14 days in advance. The permit issued by this department is required in addition to the film permit.

b) If you require any use fire equipment or other services from the Fire and Protective Services Department, this can be done by calling the Deputy Fire Chief, Phone: 306-777-7872.

c) If you required to use Regina Police Service property, such as buildings, cars, or staff,

- Please contact the Regina Police Service at 306-777-6500

Notes: Fees may be charged for any public services.

## **6. Noise and Notification**

a) Before filming, you should know:

- The regular filming hours in any public spaces are from 7 a.m. to 10 p.m.
- Any loud, unnecessary or unusual noises are prohibited between 10 p.m. and 7 a.m.
- Public Notice must be distributed door-to-door at least 48 hours before the beginning of the event.
- Public Notice must also be displayed in the area where filming will be taking place at least 24 hours before the event, and distributed to the passing or visiting public during the event whenever requested.
- Filming in non-residential areas, industrial areas, and on major transportation corridors usually does NOT need such a notice.
- To learn more, see the [Noise Abatement Bylaw](#).

b) Before you distribute the Letter of Notification to the public, it must include following information:

- A brief description of your project.
- Production company contact information.
- The exact filming schedule, including coming and departure times.
- Indication of, if any street closure, meter bagging, and vehicle parking area and schedule.

c) Distribute the Letter of Notification to the public, see sample: (See example letter at the end of this document)

Notes:

- There are fines in place for individuals and/or corporations who do not comply with the regulations within the bylaw. Fines can reach up to **\$5,000**.

Filmmakers or film Production Companies must contact and notify Regina Police Service (RPS) if any noises that might alarmed the public whether the actions are on the public or private properties. For instance, any indoor or outdoor scenes with unusual noises or using a weapon, etc.

Contact information:

Phone: 306-777-6500 OR visit:

[reginapolice.ca/resources/faqs/noisy-parties/](http://reginapolice.ca/resources/faqs/noisy-parties/)

## **7. Before your first day of filming**

- Review the Workers' Compensation Board regulations  
[www.qp.gov.sk.ca/documents/English/Regulations/Regulations/W17-11R1.pdf](http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/W17-11R1.pdf)

The Workers' Compensation Act, 2013

[www.qp.gov.sk.ca/documents/English/Statutes/Statutes/W17-11.pdf](http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/W17-11.pdf)

## **Other External Sources:**

- Creative Saskatchewan: [www.creativesask.ca/](http://www.creativesask.ca/)
- Saskatchewan Media Industry Association: [www.smpia.sk.ca/](http://www.smpia.sk.ca/)
- FilmPool Cooperative: [www.filmpool.ca/](http://www.filmpool.ca/)
- University of Regina Film Department: [www.uregina.ca](http://www.uregina.ca)

## Sample Letter of Notification to the Public

[Film Production Company Name]

[Address] [Contact Information]

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[Date]

Dear Residents and Businesses in the vicinity of [Filming Locations]:

[Film Production Company Name] is pleased to be filming [Scene] for a film entitled [Film Project Title] at [Locations] on [Filming Schedule/Date].

[A Brief Description of the Film Project]. Our filming will begin at approximately [Filming Time/Date] for [Scene] at [Filming Location] and finish at approximately [Filming Time and Date].

During our filming schedule, our production vehicles will be parked at [Parking Locations]. We will be coming as of [Time] and leave at [Time] on [Date].

For any displaced permit parkers, we have made arrangements for a parking lot on the [Location]. If this lot is not convenient for you, please contact us at [Contact Information].

If you have any questions or concerns, please feel free to contact anyone from the locations department at our production office at [Contact Information].

Thank you for your co-operation in this matter and for helping support Regina local film and entertainment industry.

Sincerely,

[Signature & Print Name]