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| <b>POLICIES AND PROCEDURES MANUAL</b> | <b>Category</b><br>Facilities & Properties | <b>Policy Number</b><br>FP.006        |
|                                       | <b>Date</b><br>August 13, 2025             | <b>Resolution Number</b><br>120/08/25 |

## **FILMING & PHOTOGRAPHY POLICY**

### **1.0 POLICY**

1.1 The Town of Inuvik's Filming and Photography Policy has the following policy objectives:

- a) To maximize inward investment in the Inuvik economy from film and television production;
- b) To promote the community and culture in a manner that will encourage visitors and enhance local and regional tourism;
- c) To ensure all filming and photography is conducted in a safe manner and that the public's health and safety is protected at all times;
- d) To minimize any disruptive effect filming and photography may have on residents, businesses and visitors;
- e) To support the involvement of local businesses and people in filming activities; and,
- f) To promote Inuvik as a film friendly municipality.

1.2 The Town of Inuvik can only give consent for filming within the boundary of the community and on property or facilities that it owns. It is the producers' and film makers' responsibility to liaise with private landowners, community organizations, indigenous organizations and other government agencies and to seek the appropriate permissions or licenses as may be required.

### **2.0 PURPOSE**

2.1 The Town of Inuvik recognizes the positive contribution that film production and photography can make to our community. This includes direct economic benefits, employment opportunities and enhanced tourism interest while promoting our community and region. As a consequence, the Town of Inuvik endorses film friendly policies and actions that support and encourage interest by production companies that are interested in filming and/or producing films locally, provided they act in a responsible and professional manner.

2.2 This Policy applies to filming and photography that is intended to be commercial or comparable to the scale of a commercial shoot and does not apply to filming undertaken by individuals or students for their own use or school projects. Local photographers and film makers who hold a valid business licence issued to them by the Town for still photography or filming are excluded from the provisions of this policy.

### **3.0 DEFINITIONS**

#### **3.1 Under this Policy:**

- a) “the Town” or “Town of Inuvik” shall include Town Council, Town employees, the Inuvik Fire Department;
- b) “Land” includes roads and right of ways, facilities, parks and public spaces; and,
- c) “Filming” may include feature films, television productions, commercials, music promotion videos, corporate filming and commercial stills photography.

### **4.0 POLICY ADMINISTRATION**

#### **4.1 Through this Policy, the Town of Inuvik may adopt procedures, set conditions, authorize assistance and establish application forms and fees in respect to filming in the community.**

#### **4.2 All inquiries and applications to film on Town of Inuvik land should be directed to: Director of Tourism and Economic Development Phone: (867) 777-8632 E-mail: [tourism@inuvik.ca](mailto:tourism@inuvik.ca)**

### **5.0 APPLICATION PROCESS**

#### **5.1 A completed application form should be submitted to the Town of Inuvik at least 30 days prior to the proposed filming dates.**

#### **5.2 Additional information or documentation may be requested at any point by the Town of Inuvik or its officers during the application process and as needed following approval being granted. This may include:**

- a) additional details about the filming/photography to be undertaken, including a statement about the intended purpose of and end use of the imagery;
- b) a list of equipment that will be used, including any electrical equipment that is to be plugged into a supply within a Town-owned property;
- c) a list of crew (including full names); and
- d) whether filming involves any of the following (as additional permits may need to be issued):
  - i. Cranes/camera cranes and aerial platforms
  - ii. Highways / Traffic Management
  - iii. Filming from a vehicle
  - iv. Lighting, Scaffolding and Generators
  - v. Night Filming (hours) and potential for noise
  - vi. Actors in Police / Emergency Services uniforms or vehicles
  - vii. Stunts / visual effects
  - viii. Changing of road markings and signs

- ix. Changing of street signs / street furniture / street lighting
  - x. Any weapons (real or replica) and / or staging of a crime
  - xi. A safety plan
  - xii. A map of the area being used
- 5.3 Proof of insurance coverage for the duration of the project must be provided for all filming. The amount of insurance coverage required is \$2 million for filming projects utilizing Town of Inuvik facilities, parks, outside spaces or roads. For filming on Town land, the Town of Inuvik must be named as an additional insured party.
- 5.4 The Town of Inuvik may consider requests for equipment and operators provided the applicant has first attempted to secure such equipment from local contractors or suppliers. The Town of Inuvik will charge for such assistance or equipment use.
- 5.5 Applicants seeking to film in the community may require additional authority or filming permits from other organizations or government agencies. These include:
  - a) local Indigenous Government bodies
  - b) local boards, committees, and organizations with varying jurisdiction over lands, buildings, facilities, & resources
  - c) GNWT (various departments)
  - d) NWT Film Commission
  - e) Inuvik District Education Authority – for any filming activity in or on school property
  - f) Emergency Services, RCMP and Inuvik Fire Department
- 5.6 Filming people or children may, depending on the circumstances, require permission and in some cases the signing of a waiver from the person being filmed or, in the case of a child under the age of 18 years, by a parent or guardian.
- 5.7 While the Town of Inuvik aims to accommodate filming requests that do not disrupt or inhibit public use of an area, conflict or be likely to conflict with other uses of the land or property, or endanger the public, the Town of Inuvik reserves the right to refuse an application to film or take photographs on Town land or property if one or more of the following conditions apply:
  - a) The Town of Inuvik has concerns that the nature of the filming or photography on its land or property will negatively impact upon the reputation of the Town of Inuvik, employees or Inuvik Town Council, the residents, local businesses, or the community at large;
  - b) If the project has no clear benefits to or for the local community or is contrary to the purposes stated above;
  - c) Required approvals from other community organizations or government agencies have not been received or have been refused;

- d) If, during the filming of a project, the applicant does not abide by conditions established for filming, or if the filming activity is unsafe; or
- e) If the proponent does not have and maintain adequate insurance coverage.

## **6.0 GUIDELINES**

- 6.1 All filming must comply with the local municipal by-laws, acts and regulations as well as those of any other authority having jurisdiction over the area where the filming is taking place.
- 6.2 The applicant must seek written permission from the Town of Inuvik to erect any tents or other structures on Town of Inuvik properties or open spaces.
- 6.3 The applicant is responsible for returning the filming location(s) to its original state including removal of waste and personal property.
- 6.4 The applicant will immediately advise the Town of Inuvik of any damage and will assume the cost of repairing any damage caused by filming activities. This will include all reasonable costs, traffic control, road closures and advertising associated with the repair work taking place.
- 6.5 The applicant shall indemnify the Town of Inuvik against all claims or suits of any kind whatsoever against the Town of Inuvik for loss, damage or injury of any kind arising out of the acts or omissions of the applicant, its employees, agents or otherwise.
- 6.6 The applicant acknowledges that all filming is conducted entirely at its own risk and releases to the fullest extent of the law the Town of Inuvik and its servants, agents and contractors, in the absence of any willful default on their part, for all claims of every kind resulting from any accident, injury or death occurring at the location to any person or property.
- 6.7 The applicant has the option to represent the location under its proper title, as another actual place or property, or as a fictional place. All copyright in any images or sounds recorded or made at or of the location remains with the applicant who may use or not use the same on, in relation to, or in connection with the subject matter in any way the applicant deems fit.
- 6.8 The applicant must ensure that traffic management complies with municipal, territorial and federal laws.
- 6.9 The applicant will not portray the Town as endorsing or supporting any products or service or any views, opinions, attitudes or ideas suggested, conveyed, advertised, canvassed, depicted or otherwise expressed, without prior written consent from the Town. Sponsorship by the Town of Inuvik must be requested in writing and, if agreed to, must be acknowledged.
- 6.10 The applicant will, if requested by the Town, acknowledge the assistance of the Town in the production, as mutually agreed to in writing.
- 6.11 The applicant shall comply with all statutory obligations relating to matters of occupational health and safety and any other statutory or regulatory requirements.

- 6.12 Should the applicant need to return to the location for re-shooting or because of weather delays, permission for future access will not be unreasonably withheld.

## **7.0 LICENSING OF TOWN-OWNED PHOTOGRAPHS**

- 7.1 The Town of Inuvik may license Town-owned photographs for use in publications, books, and other media. Only photographs for which the Town holds full copyright shall be eligible for licensing.
- 7.2 Photographs are offered for sale under a non-exclusive license, in accordance with the Picture Licensing Fee outlined in Schedule A of the Fees and Charges Policy.
- 7.3 The Town retains all copyright and intellectual property rights to the licensed photographs. Licensed materials may not be sublicensed, resold, or otherwise transferred to third parties without written permission from the Town.
- 7.4 All licensing requests shall be reviewed and approved at the sole discretion of the Town. The Town of Inuvik reserves the right to decline any request without explanation.
- 7.5 All requests for licensed use of Town-owned photographs must be submitted in writing and include the following information:
- Permitted Users
  - Format
  - Publisher
  - Title of Publication
  - Authors
  - Quantity
  - Illustration
  - Languages
  - Distribution
  - Use of Permissioned Materials
  - Date of Publication
  - License Duration
  - Price

- 7.6 Applications for licensing shall be submitted to the Director of Tourism and Economic Development at Phone: (867) 678-5398 or Email: [tourism@inuvik.ca](mailto:tourism@inuvik.ca)
- 7.7 All published or distributed materials using licensed photographs must include the following credit line, placed in reasonable proximity to the image: "Photo courtesy of the Town of Inuvik"
- 7.8 Before licensing any photograph containing identifiable individuals, the Town will make reasonable efforts to obtain written consent from those individuals, or from a parent/guardian in the case of minors, for the intended use. If such consent cannot be obtained, the Town reserves the right to decline the licensing request or require that the image be altered to remove or obscure the identifiable individual(s).