



## **Ontario Waterways Rideau Canal and Trent-Severn Waterway National Historic Sites of Canada Film/Video Production Proposal**

Thank you for your interest in film/video production on the Ontario Waterways. Both the Rideau Canal and Trent-Severn Waterway National Historic Sites offer excellent opportunities for small and large productions. In order to be able to best access and accommodate your needs, please complete the following proposal.

Parks Canada will screen this proposal for potential impact on cultural, natural and human resources and respect for the ecological and commemorative integrity of the park, historic site or marine conservation area.

The production conditions will be negotiated between Parks Canada and the production company, and Parks Canada will calculate applicable fees as per the attached fee schedule. A production agreement will then be drawn up by Parks Canada and signed by both parties.

Payment must be received prior to the commencement of production activities. Once payment is received, a permit will be issued and must be available for viewing on-site.

If necessary, Parks Canada representative(s) will accompany the production crew for surveillance.

When the production company activities have been completed, representatives from the production and Parks Canada will perform an on-site inspection.

**The media producer must submit a film/video production proposal to Parks Canada, including the following elements:**

**1. An explanation of whether the production enhances the mission of the national park, national historic site or national marine conservation area, and if it does, a description of how.**

**2. A list of all other national parks, sites or marine conservation areas in which the producer proposes to work.**



**3. A comprehensive list of locations, dates and time requirements, including requests for lockage, mooring, camping or roofed accommodations:**

**4. A description of the production size (including cast, crew and drivers).**

***Keep in mind: the fee is linked to the size of the production crew that will be actually on-site.***

**5. A list of all vehicles, both land and water:**



**6. A description of the type of equipment, sets, and props to be used, including the extent of their use. This includes the use of drones. Should you wish to fly a drone as part of your production, we will require a copy of your drone pilot certificate and the drone registration:**

**7. Location maps, scale drawings and a list of camera positions when appropriate. This may be added as Appendix # 1**

**8. A description of on-site production facilities (i.e. catering):**

**9. The script or storyboard. This may be added as Appendix # 2**



**10. For television commercials: a product description and the full name of the company selling the product.**

**11. Proof of the comprehensive liability insurance policy indicating a minimum of \$2,000,000, naming Her Majesty the Queen in right of Canada as represented by the Parks Canada Agency as additionally insured, to be carried throughout the duration of the production in the park/site. The exact number of days required for the shoot plus any preparation and wrap time must be disclosed and covered in the policy.**

**12. A call sheet of who will be allowed on set during the period of use. This may be added as Appendix # 3**

**13. Rules and regulations in place for cast and crew regarding smoking, use of restrooms, water, electricity, kitchen, laundry, trash, protective floor coverings, etc. This may be added as Appendix # 4.**

**14. A description of the parking needs for the cast and crew vehicles:**

**15. A description of the nature of the project and how the location will be used. Will there be any pyrotechnics or any other type of special effects?**

**16. A detailed list of clean-up requirements, who is responsible, and when it is to be completed (within 24–48 hours). The location manager must arrange a time for the final walk-through for the Parks Canada representative's approval:**



**17. A walk-through with the producer and a Parks Canada representative must be set up to determine:**

- exact interiors and exteriors desired for filming;
- where equipment and vehicles will need to be positioned or parked; and,
- any off-limits area as determined by the Parks Canada representative and any areas such as roofs, trees, fences, windows that may need to be used or altered during filming.

## **PARKS CANADA AGENCY MASTER LIST OF FEES CANADA GAZETTE**

The fees listed below have been set under the authority of the Parks Canada Agency Act and are consistent with the requirements of the Service Fees Act. They apply to all properties administered by Parks Canada.

<b>Production Crew Size (persons)</b>	<b>Application Fee (per project)</b>	<b>Location Fee (per day)</b>
<b>1 to 6</b>	\$153.50	\$511.25
<b>7 to 15</b>	\$383.50	\$1,022.75
<b>16 to 30</b>	\$767.00	\$1,533.75
<b>31 to 99</b>	\$2,556.25	\$2,045.25
<b>100 and more</b>	\$3,067.75	\$2,556.25

## **SCHEDULE OF DISCOUNTS BASED ON CONTENT AND CLIENT**

Ontario Waterways will calculate the applicable fee based on the appropriate fee schedule and then apply any discounts. Discounts are additive by column to a maximum of 100%.

<b>Content</b>	<b>Government use</b>	<b>Non-profit / Student project</b>	<b>Commercial project</b>
<b>Scenery</b>			
Identifiable NP, NHS or NMCA	5%	10%	0%
Backdrop	0%	0%	0%
<b>Communication Objectives</b>			
High priority messages	25%	50%	15%
Support to Parks Canada's "Engaging Canadians" Strategy	25%	50%	15%
<b>Primary Use</b>			
Educational	35%	50%	15%
Tourism promotion	35%	50%	15%
Entertainment	0%	0%	0%



## MULTIMEDIA FEES

### Information for all fee schedules, definitions of content:

#### **Scenery can be:**

- projects using a location as an identifiable location administered by Parks Canada; and
- projects using a location purely as a backdrop or scenery with no reference to the location's significance.

#### **Communication objectives can be:**

- productions presenting Parks Canada high priority messages without necessarily mentioning the Agency (i.e. Ecological integrity, commemorative integrity); and
- productions contributing to the overall mandate of "Engaging Canadians": informing, influencing and involving (e.g. Youth, schools, tourism promotion).

#### **Primary use can be linked to:**

- education;
- tourism;
- entertainment.

## FAQ

Both the Trent-Severn Waterway and the Rideau Canal National Historic Sites of Canada boast unparalleled film, photographic and recreational possibilities. To care for these amazing places and ensure visitors' wishes are fulfilled, filming activities have special considerations. Below are some FAQs that may help with your application. Some information is specific to location.

### **Canadians already contribute to national historic sites, national parks, and national marine conservation areas through taxes – why are there visitor fees?**

Parks Canada's funding comes from two sources: tax dollars and user fees. Tax dollars are used to create and preserve national historic sites, national parks, national marine conservation areas, and historic canals since their protection benefits all Canadians. Visitors pay fees to help offset the costs of the services and facilities at Parks Canada administered places since they personally benefit from them.

### **How are user fee revenues spent?**

Revenues from fees collected at national historic sites, national parks, and national marine conservation areas are vital to these places' operation and represent about 25% of Parks Canada's operating budget. These fees are reinvested to support visitor programs, services, and facilities, in addition to engaging visitors in conservation efforts. Visitor fees never exceed the costs of delivering the service to visitors; they only ever recover a portion of the costs, keeping visitor experiences affordable.

### **How are the applications assessed?**

When reviewing a film permit application, Parks Canada staff will be assessing whether the timing or location of the production will have any impacts on our normal operations, such as site closures or requirements for the participation of lock staff. They will also assess whether there are any potential impacts of the production on the environment or cultural resources at the site. Finally, they will assess whether any discounts may apply to the film permit, such as if the production contributes to education or raising awareness of Parks Canada's places. (see below for more details)



- **Engaging the Audience:** The more your audience knows about Parks Canada Places, the more likely they will be to appreciate these heritage places and support the work required to preserve and protect them.
- **Protection:** Parks Canada is responsible for both protecting the ecosystems of natural areas and managing them for visitors to understand, appreciate, and enjoy in a way that doesn't compromise their integrity.
- **Education:** National parks tell the stories of Canada's natural beginnings - mountains forming, lakes emerging, rivers running, forests growing, glaciers moving, grasslands evolving - to anyone who takes the time to listen, to look and to understand. They also tell tales of human history, from traditional Indigenous activities to early exploration, European settlement, and modern use. They provide opportunities to learn about and connect with nature, people and events that define Canada.

### **How are fees set at Parks Canada?**

In setting fees, fairness is a priority for Parks Canada. Prices must be set in a way where taxpayers are not overburdened. At the same time, visitors benefit from high-quality services supported through reasonable user fees.

When the government sets fees, they consider who will benefit the most from the provided service. Some services offer benefits to Canadians as a whole and provide a public benefit. Other services provide individuals with a personal benefit that is typically enjoyed only by the user. Typically, if only the user benefits, they would pay more of the costs. However, Parks Canada does not set fees to make a profit.

### **How are the discounts assessed?**

Discounts are assessed using the following parameters;

- Productions involving minimal equipment, crew size and impact on the environment and visitors;
- Productions contributing to public awareness, appreciation and understanding of Canada's national parks/historic sites and Parks Canada;
- Productions requesting off-season and/or weekday shooting dates.
- Productions involving minimal Parks Canada staff to be on-site.

We want to help you showcase Parks Canada places at their best. To help with your planning, we can suggest location tips, best dates and times to avoid crowds, locations for a great view and unique story angles.

### **Is the Parks Canada permit the only one that is required?**

If your shoot is only occurring on Parks Canada lands, then yes. However, if it is also occurring off Parks Canada lands, then other permits may be required. In Ottawa, there are multiple land managers, including the National Capital Commission, Public Services and Procurement Canada and the City of Ottawa, so approvals from them or other authorities may be required in addition if your shoot is on lands under their administration. Outside of Ottawa, the local municipalities are the most likely other jurisdiction to be involved in film permitting.

### **Where in Ottawa do I require a permit from the Rideau Canal for filming?**

Parks Canada administers a variety of locations within the boundaries of the City of Ottawa. In particular, these include the following:

- Ottawa Locks 1-8 (including the Bytown Museum)
- Hartwells Locks 9-10
- Hogs Back Locks 11-12
- Black Rapids Lock 13
- Long Island Locks 14-16
- Some property in and around the Dows Lake area.

NOTE – Laurier House National Historic Site is managed by a different business unit within Parks Canada than the Rideau Canal and requires a separate permit.



**Submit your proposal:**

- For the Trent-Severn Waterway National Historic Site of Canada, your proposal can be emailed to: **trentsevern@pc.gc.ca**
- For the Rideau Canal National Historic Site of Canada, your proposal can be emailed to: **rideau@pc.gc.ca**

Thank you!