

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6040 – Filming

Objective To provide a framework through which requests from external users for the use of spaces within the Legislative Precinct as film locations are considered by the Legislative Assembly.

Application This policy applies to the consideration of external party filming requests on the Legislative Precinct by designated representatives of the Legislative Assembly.

Authority Legislative Assembly organizational policies are approved by the Legislative Assembly Management Committee, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions “**external users**” means all applicants who are not

- a) Members of the Legislative Assembly or their staff acting on their behalf,
- b) employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66), or
- c) accredited members of the Legislative Press Gallery.

“**grounds**” means the Legislative Precinct as defined in the *Legislative Assembly Management Committee Act* (R.S.B.C. 1996, c. 258);

“**Public Use of Grounds Committee**” means the interdepartmental working group comprised of representatives of the Office of the Speaker, Legislative Facility Services, the Office of the Sergeant-at-Arms and the Parliamentary Education Office that reviews external use requests pursuant to this policy.

1. General .01 The Legislative Assembly will only consider filming requests for the grounds from external users who have notified the Greater Victoria Film Commission with full details of their production.

2. Scheduling Priority .01 Events and activities internal to the Legislative Assembly have priority over use by external users.

3. Prohibited Uses .01 Filming for any of the following purposes is prohibited:

- a) advertising of a commercial nature promoting the sale of goods, services, memberships, or soliciting donations; and
- b) political or partisan, if scheduled to be held during an election, a by-election, or a referendum campaign.

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- .02 Filming is allowed only at locations on the grounds pre-approved in writing by an authorized representative of the Legislative Assembly, and is strictly prohibited:
 - a) in the Legislative Chamber;
 - b) on or from the roof of the Parliament Buildings and other buildings on the grounds; or
 - c) on or from any statues and monuments on the grounds.

4. Heritage Considerations

- .01 Filming requests must meet the limitations of the historic buildings on the grounds, and the Legislative Assembly will not consider requests that propose:
 - a) drilling into stonework;
 - b) the attachment of any hardware that requires mounting to any external or internal wall, ceiling, or floor of the Parliament Buildings;
 - c) the temporary removal of any lighting fixtures, doors, or hardware from the Parliament Buildings; or
 - d) affixing signage of any kind to the Parliament Buildings by using permanent fasteners.

5. Props, Equipment and Utilities

- .01 Only the flags of British Columbia and of Canada will be flown from the Parliament Buildings unless otherwise pre-approved in writing by the Speaker. Removal of flags on the grounds may be requested, however, the flag of Canada on the main flagpole on the front lawns cannot be removed. The Legislative Assembly may grant permission to erect temporary flagpoles on the grounds provided that they are taken down when not filming.
- .02 Requests that propose utilizing temporary structures or props may be considered, subject to written pre-approval by an authorized representative of the Legislative Assembly of the plans for the structures and sets, including masking of any windows.
- .03 Any prop or decorative fixture that appears on the filming location for which written pre-approval by an authorized representative of the Legislative Assembly was not provided must be removed immediately.
- .04 No artefact, painting, or piece of furniture may be touched, moved or otherwise used in the filming production without written pre-approval by an authorized representative of the Legislative Assembly.

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.05 Filming requests that propose utilization of tie-ins to the building service power will not be considered.

6. Safety

.01 Filming requests must include a commitment to adhering to the Legislative Assembly’s fire, safety, and security protocols.

.02 Filming must not in any way endanger or affect the health and safety of Members of the Legislative Assembly, staff, occupants, and visitors within the grounds.

**7. Other Terms
Applicable**

.01 Filming undertaken on the grounds must:

- a) respect other users on the grounds; and
- b) maintain a respectful environment free from bullying, harassment, intimidation, and discrimination.

.02 Filming and associated activities must not interfere with access to the grounds or prevent others from enjoying the grounds.

.03 Filming must not interfere or conflict with parliamentary business or activities.

**8. Cost Recovery and
Liability**

.01 The Legislative Assembly may require the recovery of full or partial costs related to security, staffing, film liaison services, janitorial services, or damage remediation as a result of a request approved under this policy. Where full or partial recovery is required, the external user will be required to prepay the estimated recoverable costs.

.02 Affected Legislative Assembly departments must keep detailed records of the costs associated with film productions. Where prepaid, any difference between the estimated and actual recoverable costs will be addressed upon conclusion of filming.

.03 External users requesting to film on the grounds must agree to:

- a) hold the Legislative Assembly of British Columbia harmless of any liability and loss sustained by reason of such filming; and
- b) provide evidence of liability insurance coverage in the amount of five million dollars (\$5,000,000) and showing the Legislative Assembly of British Columbia as an additional insured.

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9. Request and Approval Processes

- .04 External users may be required to post a bond in a manner prescribed by the Speaker to cover damage that may be done to grounds as a result of a request approved under this policy.
- .05 Where applicable, an invoice will be issued by the Legislative Assembly to the external user, with full payment due no later than thirty (30) days following the conclusion of production.
- .01 A request for filming must be submitted to the Parliamentary Education Office using the *Public Use of Grounds Request Form*.
- .02 The Public Use of Grounds Committee will review the request, consulting with other Legislative Assembly departments, as necessary, regarding logistics and the estimated cost of the granting a request to ensure that the proposed filming meets this policy and any associated guidelines or requirements.
- .03 The Parliamentary Education Office, on behalf of the Public Use of Grounds Committee, may refer requests to the Clerk of the Legislative Assembly for consideration based upon the principles outlined in this policy and other relevant policies and guidelines related to specific events or locations, operational and security requirements, costs, and insurance requirements.
- .04 A request for filming that, in the Legislative Assembly’s sole opinion, may jeopardize the institutional reputation of the Legislative Assembly, place the Parliament Buildings or grounds at risk of physical damage, or that may affect the integrity of the grounds as a historic site, will be denied.
- .05 A request for filming on the grounds may be denied owing to any of the following reasons:
 - a) whether the Legislative Assembly is sitting;
 - b) the reputation and financial security of the filming production company;
 - c) the content of the film in production;
 - d) the location requested; and
 - e) the site history of the filming production company with other site institutions.
- .06 Once a determination on an application submitted under section 9.01 has been made, the Parliamentary Education Office, on behalf of the Public Use of Grounds Committee, must advise the applicant of the

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approval or denial of the application in writing, including an estimate of the approximate recoverable costs for the event as determined, if applicable.

- .07 After a filming request is approved, the Parliamentary Education Office will ensure that a *Filming License Agreement*, derived from the originally submitted request, is executed with the external user prior to the commencement of filming.
- .08 Amendments to the executed *Filming License Agreement* may be considered by the Public Use of Grounds Committee, subject to the provisions of this policy and any associated guidelines or requirements, and will be confirmed in writing by a duly authorized member of the Public Use of Grounds Committee.
- .09 Decisions of the Public Use of Grounds Committee are final and are not subject to appeal.

10. Revocation

- .01 The Legislative Assembly reserves the right to revoke its approval for any approved request under this policy at any time without financial or other liability.

Contact Questions regarding this policy may be directed to the Parliamentary Education Office at PEO@leg.bc.ca.

Procedures *Public Use of Grounds Form*
Filming License Agreement

Approved and authorized by the Legislative Assembly Management Committee on June 29, 2022.

POLICY HISTORY	
Version 1	June 29, 2022