

Appendix F

FILMING/PHOTOGRAPHY GUIDELINES FOR KAHNAWÀ:KE



APPLICATION

The application form and non-refundable \$150 application fee must be received prior to the proposed production, as per the following schedule: Fifteen (15) business days prior if 1 site is required; Twenty (20) business days prior if there are two (2) to five (5) sites required; or at least thirty (30) business days prior if there are more than five (5) sites required.

The Lands Unit approval team will review the length of the project, the filming schedule, and the application in order to determine whether a Permit will be issued.

CONDITIONS FOR APPROVAL

Approval of any applications for a Permit is conditional.

A suitable location site must be identified, and the Lands Unit Liaison may assist if required.

The production must:

- Be designed, constructed, operated, buffered, screened, and maintained to be harmonious and appropriate with the existing or intended character of the vicinity. The location site must be served adequately by essential public facilities;
- Not be involved in any operation that will be detrimental to nearby persons, property, or the general welfare of the community by reasons of excessive production of dust, fumes, illumination, noise, odors, smoke, traffic, vibration, or any other unreasonable disturbance;
- Not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment, or adversely affect Kahnawà:ke's ability to perform community functions;
- Not increase the potential for flood damage to property or lead to additional public expense for flood protection, rescue, or relief;
- Not negatively affect public health, safety, comfort, morals, or general welfare of the residents of Kahnawà:ke or otherwise create a nuisance or nuisance-like situation.

The following must be submitted to the Lands Unit Liaison to begin processing an application:

- A signed Memorandum of Agreement;
- A copy of the notification letter for residents or businesses in the area to advise them of the production. Notification letters must be delivered at least 48 hours before activities begin;
- Signed resident/business notification acknowledgement form if disruptions are to occur (noise, street use, etc.);

- Private Landholder Agreement signatures if productions takes place on private land;
- A copy of the Insurance certificate/policy, for public liability insurance coverage at a minimum of two million dollars (\$2,000,000). The Mohawk Council of Kahnawà:ke must be identified as additionally insured and must also include a hold harmless agreement. The Lands Unit may request additional insurance if deemed necessary;
- A site plan identifying where filming, parking, any proposed structures, etc. will be on the location site;
- A traffic management plan and parking plan should the activities include any road closures or traffic restrictions caused by on street parking.

The Lands Unit may perform a background check at their discretion.

The Lands Unit will ensure the general community is notified of the production via Permit Notification or Public Service Announcement (PSA) and will be the primary contact for any community inquiries/concerns.

PERMITS

Permits are issued for use at specific sites. No other sites may be used/accessed unless a Permit has been issued or express permission has been given by the Lands Unit or the landholder.

Permits have a specific time period for use and must be displayed at all times on the site. One (1) business days' notice is required for any changes to be made to a Permit.

Permits may be terminated by the Lands Unit if agreements are not maintained, and the Company will be required to pay fees for any locations that have been used by that time.

Any productions lasting more than two (2) days will require an appropriate acknowledgement of Kahnawà:ke in the film/photography credits.

TRAFFIC

The company must obtain permission from the MCK Public Safety Unit and the Kahnawà:ke Peacekeepers before any of the following activities are carried out:

- Traffic interruptions (using an approved traffic management plan);
- Stunts or special effects requiring traffic control or that may cause a safety concern or disruption to the community;
- Traveling shots where camera vehicles are involved and on the road.

A copy of the approved traffic management plan must be included with applications that involve the temporary closure of any roads. A temporary traffic stoppage may be acceptable for a maximum of three (3) minutes, every fifteen (15) minutes.

Appendix F

SAFETY AND SECURITY

Permit holders are responsible for any hazard identifications and risk controls necessary for staff, contractors, visitors, residents, and others, to ensure safety of persons and property. All traffic plans, use of roads, use of camera vehicles, and parking plans will require approval from MCK Public Safety and the Kahnawà:ke Peacekeepers as previously noted.

No parking will be allowed on pedestrian walkways. Vehicles and/or generators cannot be parked adjacent to air intakes for surrounding homes or businesses.

If the Company has hired the Kahnawà:ke Peacekeepers and/or the Kahnawà:ke Fire Brigade for security and safety services, they will be wholly responsible for paying the costs of such services.

The Kahnawà:ke Fire Brigade, Kahnawà:ke Peacekeepers and the MCK Health and Safety Manager have the right to obtain technical specifications for any structures and may inspect any facilities related to the production to ensure the safety and security of the cast, crew, and community.

ENVIRONMENTAL CONSIDERATIONS

All activities will consider the natural waterways, bodies of water, native vegetation, soils, wetlands or natural features of the area, production effects on wildlife, introduction of plant materials, weeds, lake weeds, and seeds.

Also considered are the number of visitors, effects on current or future public use of the areas, effects on plants, animals, or sites of traditional, natural, sacred, scenic, aesthetic, or historic importance to Kahnawà:ke.

Loud noises will not occur between 23h00 and 06h00. Production will only occur between 06h00 and 21h00 unless special approval is received from the Lands Unit.

Generators must have a silencing device and must be placed on asphalt. In the event that there is no asphalt, a membrane must be used.

INSPECTIONS

The Lands Unit and the Kahnawà:ke Environment Protection Office (KEPO) will conduct inspections before and after productions. Photos will be taken to confirm that all locations have been left in their original condition. Periodic inspections may be carried out by MCK as required.

All public areas used in the production must be returned to the condition they were in prior to the production. The Lands Unit can recommend area improvements if deemed necessary.

If the post-production inspection deems the location to be left in a satisfactory condition, the damage deposit fee will be reimbursed.

Any clean-up work required by the Lands Unit will be covered by using the damage deposit fee described in the next section. Community services such as the Kahnawà:ke Transfer Depot will not be used unless express permission is given to do so.

FEE SCHEDULE

Invoices will be issued for any Fees as determined from the list below. The MCK Cashier (located in the main building) will receive payments and issue receipts. Applicants must provide copies of receipts to the Lands Unit as proof of payment.

Application Fee: A \$150 non-refundable fee is required when submitting an application. This Fee is only charged once per production.

Permit Fee: A \$500 fee is required when a Permit is approved. Please note that the Permit will only be provided after all required payments are received.

Damage Deposit: A \$500 damage deposit fee is required for each production. This fee is refundable once all locations have been inspected and deemed clean and left in good condition.

If clean-up of a site is required by the Lands Unit, the damage deposit will be used to cover these costs. Any remaining funds will be returned after the work is complete.

Location Fee: Location fees are based on a half day and full day Rate Table (provided with these Guidelines). These fees are only refundable if a location ends up not being used.

Cancellation Fee: A Cancellation fee equal to 30% of the highest location fee will be charged if cancellation by the Company/Applicant occurs after a Permit has been approved. The MCK will issue an Invoice if required.

USE OF COMMON AND PRIVATE LANDS

A Permit is required for all productions that take place in the Territory, whether on Common or Private lands. If an Applicant is unsure whether their intended location is private or common, they must reach out to the Lands Unit for clarification.

While fees are due to MCK for all productions in the Territory, the MCK will not be involved in negotiating rental/use fees between private landholders or organizations and production companies/individuals.

Private landholders should contact the Lands Unit Liaison for an informational resource package which provides guidelines when dealing with production companies/individuals.

If a production on private land requires the use of common land for ancillary services (parking, meal services, storage, etc.), consent from the Lands Unit is needed.

**STRENGTH
PEACE
UNITY**

Mohawk Council of Kahnawà:ke

LANDS UNIT
P.O. Box 720
Kahnawà:ke Mohawk Territory J0L 1B0



Film/Photography Rate Table for Location Fees

The following tables display full-day and half-day rates for location fees for indoor and outdoor filming/photography.

Table 1: Indoor Location Fees

Production Description	Full Day	Half Day
Commercial feature film/television production	\$2,000	\$1,000
Television commercials and documentaries, or industrial film/video productions	\$1,000	\$500
Commercial still photography	\$750	\$375
Non-profit film/video	\$500	\$250
Non-profit still photography	\$375	\$190

Table 2: Outdoor Location Fees

Production Description	Full Day	Half Day
Commercial feature film/television production	\$1,500	\$750
Television commercials and documentaries, or industrial film/video productions	\$750	\$375
Commercial still photography	\$500	\$250
Non-profit film/video	\$375	\$190
Non-profit still photography	\$200	\$100

Please note that these rates are subject to change at the discretion of the Lands Unit