

Municipality of North Cowichan

Special Council

AGENDA

Tuesday, March 9, 2021, immediately following adjournment of the Committee of the Whole meeting
Electronically

Pages

1. CALL TO ORDER

This meeting, though electronic, is open to the public. All representations to Council will form part of the public record. Proceedings will be streamed live and archived at www.northcowichan.ca. Members of the public may join this online meeting and participate virtually during the Public Input and Question Period portions of the agenda.

- To join by computer, smartphone, or tablet, visit northcowichan.ca/virtualmeeting for instructions.
- To join by telephone, dial 1.844.426.4405, enter the meeting ID 133 998 3877, and then press # to join the meeting.

2. APPROVAL OF AGENDA

Recommendation:

That Council approve the agenda as circulated [or as amended].

3. PUBLIC INPUT

Public Input is an opportunity for the public to provide their feedback on matters included on the agenda. The maximum number of speakers to be heard during the public input period is limited to five, with a maximum of three minutes allotted to each speaker. To be added to the speakers list, please:

- click on the 'raise your hand' button, if participating by computer, smartphone, or tablet, or
- dial *3 on your phone

4. BUSINESS

4.1. Special Event Permit - Movie Shoot in Chemainus

3 - 10

Purpose: To consider a special event permit application submitted by Minute-Road Production Limited for the filming of a Hallmark Film called The Baker's Sons in downtown Chemainus starting Wednesday March 10, 2021 and ending on Friday March 19, 2021.

Recommendation:

That Council authorize the issuance of a special event permit to Minute-Road Production Limited for the filming of a Hallmark Film called The Baker's Sons in downtown Chemainus beginning March 10, 2021 and ending on March 19, 2021;

And that the permit be subject to the following conditions:

- That the applicant submit a Traffic Management Plan prepared by a qualified professional to the Director of Engineering prior to March 12, 2021;
- That the applicant obtain a business licence;
- That the applicant obtain liability insurance of not less than \$2,000,00 and that the District of North Cowichan be named an additional insured;
- That the applicant adhere to the Provincial Health Officer's regulations related to COVID-19 which includes the requirement for an on-site COVID-19 safety officer and protocol compliance monitors during operations, including set-up and take-down; and
- That operations are restricted between the hours of 7:00 am and 9:00 pm.

And further that the public be prohibited from using the parking spaces located on Willow Street adjacent to the film site, Willow Street Bakery, from March 15, 2021 to March 19, 2021.

5. NEW BUSINESS

6. QUESTION PERIOD

Question Period is an opportunity for the public to ask brief questions regarding the business discussed during the meeting. To be added to the speakers list, please:

- click on the 'raise your hand' button, if participating by computer, smartphone, or tablet, or
- dial *3 on your phone

7. CLOSED SESSION

8. ADJOURNMENT

Recommendation:

That Council adjourn the Special Council meeting at ____ p.m.

The background is a dark blue gradient with a subtle pattern of white dots. Overlaid on this are several white geometric elements: a large circular scale on the left with degree markings from 150 to 260, and several concentric circles of varying sizes, some with arrows indicating a clockwise direction.

SPECIAL EVENT PERMIT APPLICATION

THE BAKER'S SONS

HALLMARK FILM SHOOT

DOWNTOWN CHEMAINUS

PURPOSE STATEMENT

To consider a special event permit application submitted by Minute-Road Production Limited for the filming of a Hallmark Film called The Baker's Sons in downtown Chemainus starting Wednesday March 10, 2021 and ending on Friday March 19, 2021.

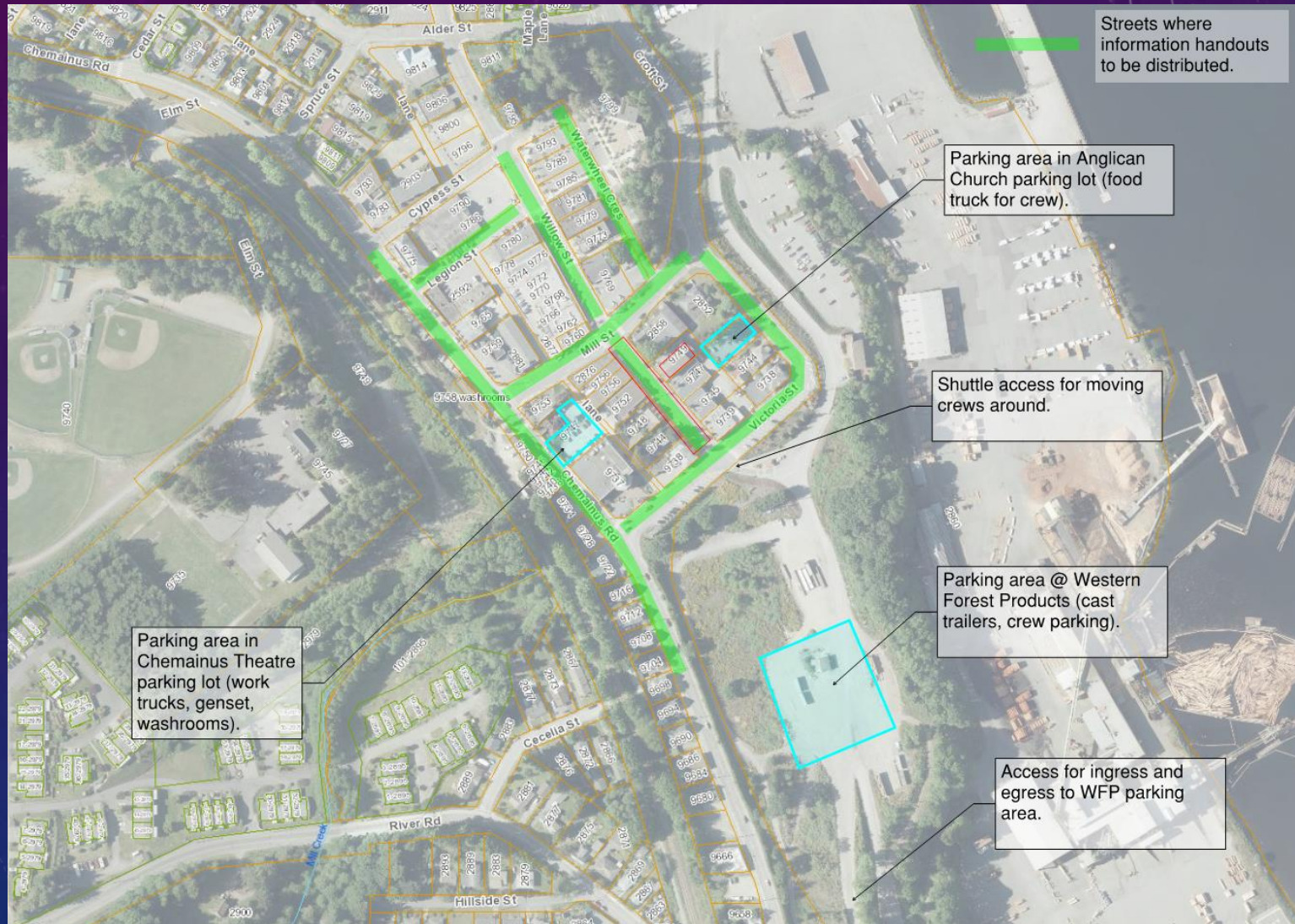
BACKGROUND

- Application timeline:
 - Event application submitted March 3. Event starts March 10.
 - Only 5 business days to process application.
- As this event exceeds 72 hours (3 days) Council approval is required (Delegation of Authority Bylaw).
- Required Special Council meeting to allow opportunity for Council to consider ahead of event.

FILMING LOCATIONS



OTHER KEY LOCATIONS



KEY FACTS/ISSUES

- Schedule:
 - Some equipment will start arriving Wed March 10.
 - Filming will start Mon March 15 and end Fri March 19.
- Street closure:
 - Willow St (Victoria St – Mill St) to be closed Fri March 19, 200p – 830p.
 - Businesses along Willow St has been consulted.
 - **Approval subject to submission of a Traffic Management Plan prepared by a qualified professional.**
- Minor disruptions to pedestrian traffic on Willow St for duration of filming (up to 2 minutes at a time).
- Business licence
 - Application submitted and under review.
 - **Approval subject to proponent obtaining business license.**

KEY FACTS/ISSUES

- COVID-19
 - Proponent has COVID-19 protocol.
 - COVID-19 safety officer. Two full time COVID-19 protocol compliance monitors
- Use of private property for parking:
 - Three parking areas.
 - Proponent has agreement with Chemainus Theatre and Anglican Church.
 - Working on agreement with Western Forest Products.
 - Agreements between proponent and private land owners.
- Notification:
 - Proponent has talked to businesses along affected area of Willow St.
 - Staff discussed the application with Chemainus Chamber of Commerce who appear to be pleased with the proposal.
 - Proponent will be hand delivering notices advising of the filming.

RECOMMENDATION

That Council authorize the issuance of a special event permit to Minute-Road Production Limited for the filming of a Hallmark Film called The Baker's Sons in downtown Chemainus beginning March 10, 2021 and ending on March 19, 2021;

And that the permit be subject to the following conditions:

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