



# TransLink Film & Photography Guide

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# Introduction

Metro Vancouver has grown to be a popular destination for motion picture and still photography productions. TransLink is keen to support these important industries by licensing its unique and iconic fleet and locations, while continuing to deliver safe and reliable transit operations to the Metro Vancouver region and community.

TransLink’s Commercial Programs & Partnerships (CP&P) department actively receives and processes inquiries to license use of TransLink Locations for film or photography productions. This guide will help inform industry partners of the key aspects of TransLink’s Film & Photography Program, which include:



If you are interested in licensing a TransLink Location for filming or photography:



## Transit a Priority

TransLink’s foremost priority is to provide safe and reliable public transportation services to Metro Vancouver. The use of TransLink facilities for any other purposes, such as film and photography productions, requires careful review and preparation to ensure no aspect of TransLink’s operations are negatively impacted. TransLink must be diligent with planning, preparation, and coordination to support such activities. Processing times can range from four (4) to eight (8) weeks depending on the complexity of the request.

# TransLink Locations

TransLink is the regional transit agency for Metro Vancouver, operating on road, rail, and water. Along with its operating entities, TransLink is also responsible for a wide range of facilities, properties, and bridges throughout the 21 municipalities in Translink’s service area, as well as Electoral Area ‘A’ and the Tsawwassen First Nation area. With so much variety, TransLink reviews each film and photography request carefully to ensure all key stakeholders are engaged prior to licensing the location to third-parties. TransLink Locations are categorized into four unique categories, and each location is made available through the various operating entities as discussed in the pages that follow:

### Fleet

- Buses
- SkyTrain & Canada Line trains
- West Coast Express trains

### Properties

- Park and Ride parking lots
- Secured paved and gravel lots

### Facilities

- Passenger bus loops and exchanges
- Bus service depots and transit centres
- SkyTrain and Canada Line stations
- West Coast Express stations

### Bridges

- Westham Island Bridge
- Golden Ears Bridge
- Knight Street Bridge
- Pattullo Bridge
- Canada Line Bike and Pedestrian Bridge





## SkyTrain

TransLink's SkyTrain network, consisting of Expo and Millennium Lines, are maintained and operated by SkyTrain, otherwise known as British Columbia Rapid Transit Company Ltd. (BCRTC). There are 38 SkyTrain stations located in seven (7) municipalities.

### Locations:

- **SkyTrain Vehicles:** Mark III
- **SkyTrain Stations:**
  - › Stadium–Chinatown – third platform
  - › VCC–Clark – single platform
  - › King George – single platform
  - › Inquire for availability of other SkyTrain Stations

**Processing Lead Time:** Minimum eight (8) weeks

### Important:

- [SkyTrain's Limits of Approach](#) must be reviewed and adhered to by all third-parties interested in licensing SkyTrain locations.
  - SkyTrain's operating policies and procedures limit the types of equipment that can be used on platforms and inside trains; only approved equipment is allowed and must be secured to prevent track incursion.
  - All applications for SkyTrain locations must include a detailed list of equipment that will be used. Equipment that is not on the list is at risk of being denied from being used on the platform or vehicles.
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## Buses

TransLink's bus network is primarily operated by Coast Mountain Bus Company (CMBC) and consists of Bus Depots and Transit Centres located throughout Metro Vancouver with over 1,800 fleet vehicles.

### Locations:

- **Fleet:**
  - › 40ft standard, trolley, battery-electric, and double decker
  - › 60ft articulated
- **Facilities:**
  - › Bus Loops and Exchanges
  - › Bus Depots and Transit Centres (restricted availability)

**Processing Lead Time:** Minimum four (4) weeks



## West Coast Express

TransLink's weekday commuter rail service is operated by West Coast Express (WCE), with five (5) services in peak morning hours and another five (5) in peak afternoon.

### Locations:

- **WCE Trains:** Locomotive and Passenger Cars
- **WCE Stations:** Inquire for availability of WCE stations or platforms

**Processing Lead Time:** Minimum six (6) weeks

### Important:

- WCE runs on rail that is owned and operated by Canadian Pacific Railway Company ("CP", as it is branded today). WCE operations are bound by a service agreement with CP that does not allow for trips outside existing itineraries.
- Stationed WCE trains and Waterfront Station platform availability for filming and photography is typically weekdays between 10:00 a.m. and 2:00 p.m.



## Bridges

### Locations:

- Westham Island Bridge
- Golden Ears Bridge
- Knight Street Bridge
- Pattullo Bridge
- Canada Line Bike and Pedestrian Bridge

**Processing Lead Time:** Minimum four (4) weeks

### Important:

- Bridge availability may be impacted by scheduled maintenance, upgrade work, seasonal blackout periods or other operational restrictions.





## Park and Ride

There are a total of 20 Park and Ride locations, of which 9 are TransLink operated properties and can be used for filming activities. For more information please visit [TransLink's Park and Ride website](#).

### Locations:

- Carvolth Exchange Park and Ride
- Scott Road Park and Ride
- South Surrey Park and Ride
- Inquire for availability of other locations

**Processing Lead Time:** Minimum four (4) weeks

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## Properties and Facilities

TransLink has properties and facilities throughout Metro Vancouver that may be available to use for film & photography. Productions are encouraged to contact TransLink for location details and availability.

**Processing Lead Time:** Minimum four (4) weeks

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## Canada Line

Canada Line is owned by TransLink and Intransit BC, and is operated by ProTrans BC. There are 16 Canada Line Stations including above ground and tunneled stations.

### Locations:

- Restricted availability for Canada Line Stations in the City of Vancouver only, inquire for details.
- Canada Line Stations in the City of Richmond are not available.

**Processing Lead Time:** Minimum eight (8) weeks

### Important:

- [SkyTrain's Limits of Approach](#) must be reviewed and adhered to by all third-parties.





## SeaBus

SeaBus is TransLink’s passenger ferry connecting the North Shore to Vancouver Coal Harbour and is operated by CMBC.

Use of SeaBus ferries and terminals for third-party filming or photography activity is not available at this time.



## Transit Police

Metro Vancouver Transit Police is a multi-jurisdictional agency dedicated to policing the transit system throughout Metro Vancouver.

Use of Transit Police vehicles, staff, or facilities for third-party filming or photography activity is not available at this time.

## Additional Considerations

### Licensing of TransLink Intellectual Property

Productions are responsible for securing rights to any TransLink intellectual property that they wish to display in their filming or photography activities. This includes, but is not limited to any TransLink fleet livery (e.g. a TransLink bus or SkyTrain passing by in the background) or any recognizable TransLink wayfinding (e.g. the TransLink “T” in front of train stations and regional transit maps) that may be visible in the media. Productions can submit requests to use TransLink IP via e-mail to [commercialprograms@translink.ca](mailto:commercialprograms@translink.ca).

### Bus Operations

Productions not coordinated through the TransLink Filming and Photography Program, that may impact transit bus services, must notify CMBC Special Events ([special.events@coastmountainbus.com](mailto:special.events@coastmountainbus.com)) with details of their planned activities. Productions must give CMBC ample time to review, plan, and respond to any activities affecting their transit services.

### Elevated Guideways

Any third-party filming or photography productions taking place near the SkyTrain or Canada Line guideways must be assessed against [\*SkyTrain’s Limits of Approach\*](#). If the planned activity is determined to be inside Limit 1, 2, 3, or 4, the Production team must notify TransLink at least four (4) weeks prior by sending an e-mail to [commercialprograms@translink.ca](mailto:commercialprograms@translink.ca).

# Location Licensing Process

Licensing TransLink Locations for use by filming or photography productions is a 3-stage process:

1. Application Stage



2. Licensing Stage



3. Production Stage

## 1. Application Stage

All requests for use of TransLink Locations for filming and photography must be submitted online through [\*\*\*TransLink's Film & Photography Application Form\*\*\*](#). The minimum required time between Application Stage and the Production Stage varies between four (4) and eight (8) weeks depending on the complexity of the request and the type of location required.

All other inquiries, questions, clarifications can be submitted by the Applicant via [\*\*\*commercialprograms@translink.ca\*\*\*](mailto:commercialprograms@translink.ca). TransLink will acknowledge receipt of application within three (3) business days.

### Minimum Required Documents:

The documents below must be prepared in advance and submitted upon request by TransLink. Additional or updated documentation may be required following subsequent stages of the location licensing process.

- **Certificate of Incorporation:** Proof of legal entity and the date the Production company was formed.
- **WorkSafeBC Clearance Letter:** Clearance letter from WorkSafeBC, or an equivalent if the Production company is from another province or country.
- **Certificate of Insurance:** \$10 million minimum for Comprehensive General Liability, \$5 million minimum for Automotive Liability, and names of entities for additional insured (list of names for additional insured will depend on the locations and will be confirmed by TransLink).

### Application Review

Application approval is subject to site availability, processing lead time, commercial property rights, feasibility of proposed activities and compliance to any operational restrictions or requirements. TransLink will assess the application to ensure the proposed activity does not impact transit operations, customers' transit experience and do not promote endangerment of life or health to the public, staff, or community. Production activities not permitted on any of TransLink Enterprise's property (at minimum):

- Scenes with potential copy-cat;
- Suicide or attempted suicide;
- Explicit scenes of sexual assault; and
- Stunts, special effects, firearms or explosions.

### Initial Site Visit

Provided the inquiry passes preliminary review by TransLink, TransLink will schedule a visit to the desired location with the Applicant to assess feasibility, define requirements and set preliminary expectations for both parties. The Applicant should come prepared with details of the planned production that include space requirements, parking requirements, proposed equipment, materials and equipment storage, set dressing plans, and any other consideration necessary to make the production successful.

## Cost Estimate

TransLink will assess the application and provide the Applicant with a cost estimate for the production to determine it is within their budget. Cost estimates are based on the information provided to TransLink at the time. In the event the Applicant provides new details with a greater scope after the initial cost estimate, TransLink will update the cost estimate and provide them to the Applicant to align expectations once again.

## 2. Licensing Stage

Once the Applicant confirms the location is suitable for their purposes and the cost estimate is within their budget, TransLink will initiate the Licensing Stage and begin drafting the License Agreement. Upon entering the Licensing Stage, the Applicant will be responsible for costs as defined under Cancellation section below, regardless of whether the Production enters into a Licensing Agreement or not.

### Technical Site Visit

Ahead of drafting the License Agreement, a technical site visit can be arranged between TransLink and the Applicant for more complex filming inquiries that involve the coordination of large crews.

The hours spent by TransLink staff, or its operating subsidiaries, to plan and attend a technical site visit will be billed to the Applicant regardless of whether the License Agreement is executed or not.

### License Agreement

TransLink License Agreements include standardized terms and conditions to protect TransLink's commitment to providing safe and reliable transit operations. TransLink reserves the right to update its terms and conditions with each new agreement. The License Agreement must be signed by the Production's approved signatory, or its authorized agent, and returned to TransLink within two (2) working days. The agreement will be signed and executed by TransLink upon receipt of payment for both the Security Deposit and Production Fee. TransLink will provide a copy of the fully executed agreement to the Production.



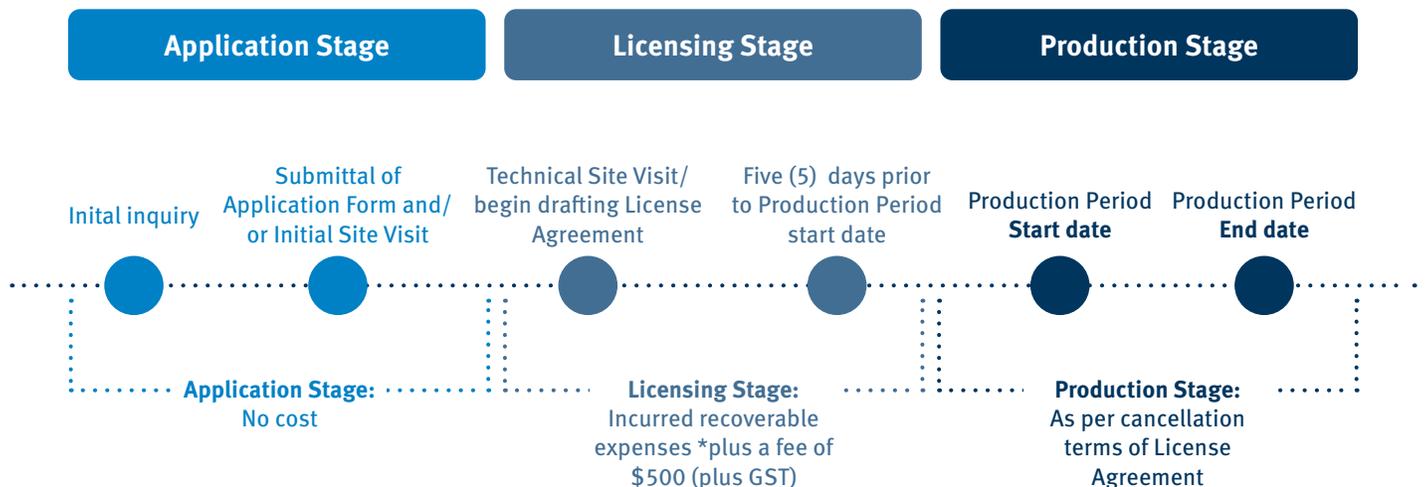
## Fees and Payment

- **Security Deposit:** A minimum of \$5,500. TransLink reserves the right to vary the amount of the Security Deposit depending on chosen location, assets, or complexity of production.
- **Production Fee:** Once all details of the production are finalized, TransLink will determine the Production Fee inclusive of the following:
  - › **Location Fee** – a license fee for the chosen location.
  - › **Personnel Fee** – costs for all TransLink personnel, its subsidiaries or contractors required throughout all stages including coordination, preparation, and other support activities that may be required.
  - › **Legal and Administrative Fee** – overall administrative costs associated with the application submission and preparation of License Agreement.
- **Payment Details:** Details for Security Deposit and Production Fee are provided below; Production Fees are subject to GST.

- › All cheques must be payable to: **South Coast British Columbia Transportation Authority**
- › Cheque Type: **Certified cheque or Bank draft**
- › GST #: 86989 2935 RT001
- › PST #: PST-1004-4234

## Cancellation

TransLink requires written notice from the Applicant in the event they decide to withdraw their application or not proceed with the production. The cost that the Applicant may incur is dependent on when TransLink receives the written notification, per timeline below:



### 3. Production Stage

The Production will assign a Primary Contact (may be different to Applicant) who will be in communication with TransLink throughout the Production Stage for on-site coordination. TransLink’s designated Filming Coordinator(s) will work closely with the assigned Primary Contact to ensure all licensed activities are aligned with the terms of the executed License Agreement.

#### Pre-Production Site Visit

A Pre-Production Site Visit is required in advance of the Production gaining access to assess the location and take note of any pre-existing conditions or deficiencies. TransLink’s Filming Coordinator will meet with the assigned Primary Contact to provide access to the location on the date indicated in the License Agreement and complete the Pre-Production Site Visit.

#### Post-Production Site Visit

A Post-Production Site Visit is required on the last day of the Production Period to assess site conditions against the Pre-Production Site Visit and to confirm the Production has met all terms of the License Agreement. TransLink’s Filming Coordinator together with the assigned Primary Contact will meet at the Location and complete the Post-Production Site Visit.

