



BOARD REPORT

TO:**Chair and Directors****File No:** 0585 01**SUBJECT:**

Columbia Shuswap Film Commission Contract

DESCRIPTION:

Report from Robyn Cyr, Economic Development Officer (EDO), dated May 5, 2017.

**RECOMMENDATION
#1:**

THAT: The Board empower the authorized signatories to enter into a sole source contract with David Barritt to implement projects as outlined in the 2017 work plan for the Columbia Shuswap Regional Film Commission.

SHORT SUMMARY:

The purpose of this request is for the CSR D Board to approve that the sole source contract be awarded to David Barritt to implement projects for the Columbia Shuswap Film Commission (CSFC). Due to the specialized skills required to implement the CSFC film commission work, staff will not be issuing a Request for Proposal in relation to this project.

VOTING:Unweighted
Corporate ☐LGA Part 14
(Unweighted) ☐Weighted
Corporate ☐Stakeholder
(Weighted) ☒**BACKGROUND:**

The mandate of the Columbia Shuswap Film Commission is to promote film and television production activity, in collaboration with Creative BC, within the geographic boundaries of the City of Revelstoke, the City of Salmon Arm, the District of Sicamous, and CSR D Electoral Areas B, C, D, E, and F, to the domestic and international film production industry.

The scope of work within the contract is very specialized and requires an individual or company that understands how the film industry works and that the company can also be reactive when film location requests are presented to the commission. David Barritt was introduced to the Shuswap Economic Development Advisory Committee meeting on Thursday, May 4, 2017.

David Barritt has been involved in the film industry for many years and has connections in the film industry both in Vancouver and Los Angeles. Staff has also worked with Mr. Barritt previously and has found him to be very professional and he has provided a very high quality of service.

POLICY:

As required and stated in Bylaw #5582, the Board must approve any sole source contracts over \$10,000.00.

FINANCIAL:

This agreement will be funded within the 2017 Columbia Shuswap Regional Film Commission budget. The contract amount will not exceed \$45,000.00 annually or \$3,750.00 monthly.

KEY ISSUES/CONCEPTS:

Below are the responsibilities and deliverables of the **Columbia Shuswap Film Commission Contractor** to the **Regional District** are as follows:

1. To capture high quality digital images that promote the diversity and accessibility of film locations in the Columbia Shuswap region.
2. To maintain and update the Reel Scout database with current location images as required.
3. To respond to client location requests, as required.
4. To provide film industry clients with location surveys and scouting services and act as a local point of contact for the Columbia Shuswap Film Commission.
5. To work collaboratively with the Columbia Shuswap Film Commission and Creative BC on planning sessions, as required.
6. To provide regional production reports to the Columbia Shuswap Film Commission for the calendar year, in which this agreement is in effect, within 30 days of the end date of this agreement.
7. To work with Creative BC to develop and participate in provincial marketing activities and initiatives as required.
8. To meet monthly with the CSRD EDO to provide on current film activities.
9. To attend training sessions with Creative BC on the Reel Scout location database as required.
10. To maintain current knowledge of the Columbia Shuswap region by completing regular scouting trips.
11. To maintain relationships with local community organizations and businesses that can provide support for film production for the CSFC.
12. Provide an annual report on film activity throughout the CSFC region – to be completed by March 31 for the previous calendar year.
13. To continue to develop relationships and create networks with producers, production managers and location managers in Los Angeles that will be scouting for film locations in BC.

IMPLEMENTATION:

R. Cyr, EDO, will work with David Barritt, to implement the film commission responsibilities and deliverables.

COMMUNICATIONS:

Staff will provide regular updates to the Shuswap Economic Development Advisory Committee at their regular meetings, and staff will also communicate to Directors, Electoral Area B and the City of Revelstoke. Staff will meet with Mr. Barritt on a monthly basis to oversee the CSFC work responsibilities and deliverables.

DESIRED OUTCOMES:

That the Board approve that the sole source contract be awarded to David Barritt for implementation of projects for the Columbia Shuswap Film Commission (CSFC).

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. David Barritt Resume
2. Draft of the Columbia Shuswap Film Commission – Film Services Contract

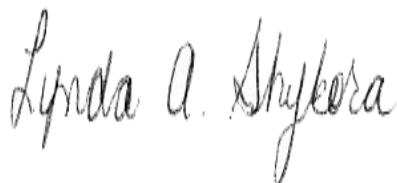
Report Approval Details

Document Title:	Columbia Shuswap Film Commission Contract.docx
Attachments:	- Business Resume.pdf - Film Commission Services - Contract 2017.pdf
Final Approval Date:	Jun 5, 2017

This report and all of its attachments were approved and signed as outlined below:



Jodi Pierce - Jun 2, 2017 - 8:00 AM



Lynda Shykora - Jun 2, 2017 - 12:49 PM



Charles Hamilton - Jun 5, 2017 - 10:03 AM