



## TOWN OF HIGH RIVER PROCEDURE

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Procedure Number:	ECDEV-PRO-101-00
Procedure Name:	Film Production
Related Policy No:	ECDEV-POL-100-00
Related Policy Name:	Use of Public Realm
Approval Date:	July 4, 2017
Revision Date:	N/A
Procedure Category:	Economic Development
Responsible Department:	Economic Development

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### Purpose

The purpose of this procedure is to outline consistent processes, requirements and responsibilities to facilitate the support of Film Production within the Town of High River. This procedure will ensure that film organizers and production companies have clear guidelines and open communication with the Town to support filming within the Public Realm.

### Definitions

- **Film Production:** means the creation of digital video, a motion picture, movie, theatrical film, television commercials, television series and digital media, including those activities considered necessary in order to record the sounds, scenes, images, parts or segments.
  - **Complex Film Production:** means a Film Production held in the Public Realm which requires additional Town resources or support of Town staff from multiple departments, or a Film Production that requires the closure of a roadway.
  - **Simple Film Production:** means a Film Production held in the Public Realm which requires limited use of Town resources or staff support and does not require the closure of any roadway.
- **Film Producer:** means, in addition to the film production company, it's agents, heirs, successors, assigns and any parent company.
- **Public Realm:** means any Town owned and operated property, including but not limited to parks, streets, sidewalks and boulevards in the Town.
- **Town:** means the Town of High River.

## Related Information

- Use of Public Realm Policy ECDEV-POL-100-00
- Fire Protection Bylaw
- IT Process for E-Review
- Amendment Park Bylaw
- Park Control Bylaw
- Land Use Bylaw
- Noise Bylaw
- Rate Bylaw
- Traffic Accommodation Strategy Review Procedure
- Tree Protection Bylaw

## Exclusions

- Film Production that takes place on private property and is not part of the Public Realm.

## Responsibilities

- The Manager of Economic Development is responsible to ensure that the criteria of this Procedure are met.

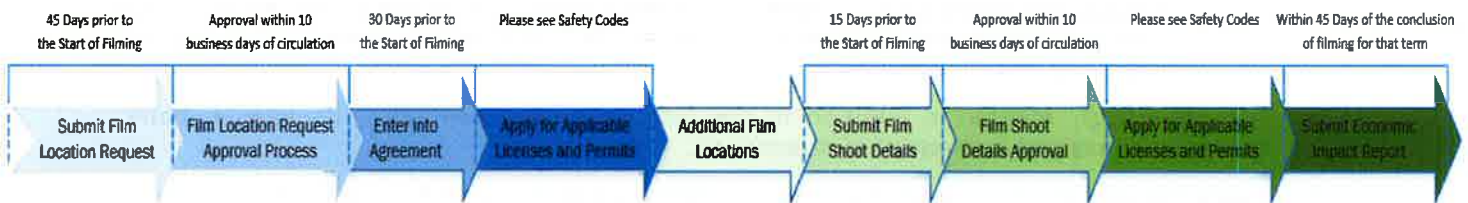
## Appendices

- Appendix 1 – Emergency Response Plan
- Business License Application
- Film Production Agreement
- Film Production Neighbourhood Notification Letter
- Film Terms and Conditions Agreement
- Invoice Request Template
- Schedule A - Film Location Request
- Schedule B - Film Shoot Details
- Schedule C - Economic Impact Report
- Site Map
- Traffic Accommodation Strategy

## Procedure

This Procedure is intended to be an essential part of any Film Production planning process. Film Producers are encouraged to review the Public Realm Policy.

### 1. *Flow Chart:*



2. *Film Location Request (Schedule A):* All filming events taking place within the Public Realm shall require the Film Producer to submit a Film Location Request for each event, 45 days prior to the start of filming. Completed applications and supporting documentation are to be emailed to [Film@highriver.ca](mailto:Film@highriver.ca).

3. Film Location Request Approval Process:

The following divisions shall be required to review and approve the film location request within 10 business days of circulation by the Economic Development Film Coordinator. The Film Production will be denied when there is a threat to citizen safety or wellbeing. All signatures from the following Town departments and divisions signify approval;

Town Division		Film		
		Approve	Consult	Inform
1	Economic Development	X		
2	Engineering	X		
3	Fire	X		
4	Parks & Recreation	X		
5	Corporate Properties & Risk Management		X	
6	Emergency Management		X	
7	Operations		X	
8	RCMP		X	
9	Safety Codes		X	
10	Communications			X
11	Legislative Services			X
12	Municipal Enforcement			X
13	Planning & Development Services			X

The review and approval process shall determine if the Film Terms & Conditions Agreement or Film Production Agreement will be applicable. Film location requests shall be brought to an internal review meeting for discussion. Approval is conditional based on all applicable requirements being met.

4. Film Terms & Conditions Agreement: For a single film location request, when there shall be no disruption to business, traffic patterns or public access, road repair or Town projects, no requirement for Town services, and no alterations to any structures, signage or the like, a Film Terms & Conditions Agreement shall be used. Once the Film Location Request is approved, before any Film Production can take place within the Public Realm, the Film Producer is required to enter into a Film Terms & Conditions Agreement with the Town 30 days prior to the start of filming. The Film Terms & Conditions Agreement shall be valid for the term outlined in the agreement and shall need to be renewed for each subsequent term.
5. Film Production Agreement: For multiple film location requests, or film location requests requiring disruption to business, traffic patterns or public access, Town services are needed and alterations to structures, signage or the like is required, a Film Production Agreement shall be used. Once the Film Location Request is approved, before any Film Production can take place within the Public Realm, the Film Producer is required to enter into a Film Production Agreement with the Town 30 days prior to the start of filming. The Film Production Agreement shall be valid for the term outlined in the agreement and shall need to be renewed for each subsequent term.
6. Film Shoot Details (Schedule B): Any additional filming events, not included in the original Film Location Request, that are taking place within the Public Realm shall require the Film Producer to submit a film shoot detail for each event, 15 days prior to the start of filming. Completed applications and supporting documentation are to be emailed to [Film@highriver.ca](mailto:Film@highriver.ca).

7. Film Shoot Details Approval Process:

The following departments and divisions shall be required to review and approve the Film Shoot Details within 10 business days of circulation by the Economic Development Film Coordinator. The Film Production will be denied when there is a threat to citizen safety or a threat to citizen wellbeing. All signatures from the following Town departments and divisions signify approval;

Town Division		Film		
		Approve	Consult	Inform
1	Economic Development	X		
2	Engineering	X		
3	Fire	X		
4	Parks & Recreation	X		
5	Corporate Properties & Risk Management		X	
6	Emergency Management		X	
7	Operations		X	
8	RCMP		X	
9	Safety Codes		X	
10	Communications			X
11	Legislative Services			X
12	Municipal Enforcement			X
13	Planning & Development Services			X

8. Film Fees: The Film Producer shall pay fees in accordance with the Town's Rate Bylaw. A Film Production project code shall be set up by the Town's Finance Department to track all of the fees and costs associated with the Film Production. Any donations made by the Film Production shall also be tracked under the Film Production's project code. An invoice shall be sent with the total number of days applied for in the Film Location Request and the Film Shoot Details.

9. Permits and Licenses:

In some instances, additional regulations, licenses and permits are required before the Film Location Request or Film Shoot Details shall be approved. If a permit is required, an inspection will also be required prior to the start of filming. Below is a list of some Town permits and licenses that your Film Production may require (applicable fees apply):

- a. Business License
- b. Film Permit
- c. Film Production Neighbourhood Notification Letter
- d. Building Permit or Occupancy Permit
- e. Fire Permit
- f. Fireworks permit
- g. Noise Exemption Permit
- h. Parks Permit
- i. Road Closure Permit
- j. Signage and/or Banner Permit
- k. Site Inspection Permit
- l. Street Use Permit
- m. Temporary No Parking Permit

10. Insurance:

A Certificate of Insurance for Comprehensive General Liability Insurance coverage shall be required by the Town for filming within the Public Realm. Generally, this insurance shall include:

- a. A minimum of \$2,000,000 (two million dollars) General Liability Coverage per occurrence is required with the Town of High River listed as additional insured. The Town may require this be increased based on the format and content of the film, television production or movie size and requirements;
- b. Where the format and/or content of the Film Production is deemed high risk, additional liability coverage of \$5,000,000 (five million dollars) per occurrence shall be required.
- c. Where vehicles are to be used in the Public Realm, a minimum \$2,000,000 (two million dollars) per occurrence third party automobile Personal Liability and Property Damage "PLPD" insurance is required.

11. Site Map:

A detailed site map (layout) diagram, including Emergency Response Plan details (see section 12) and traffic accommodation strategy (approved by Engineering or Operations), is to be provided in accordance with the Film Location Request and Film Shoot Details.

12. Emergency Response Plan (ERP) and Map:

An emergency response plan, or ERP, is a formal written plan, developed by the applicant of a Film Location Request or Film Shoot Details that identifies potential emergency conditions at the site and prescribes the procedures to be followed to minimize or prevent loss of life and property.

There are four sections to an ERP (see Appendix 1):

- a. Contact List – including internal (Film Production organizers, extras, etc.) and external (vendors, emergency services, etc.) contacts. If possible, include an organizational chart with the contact list.
- b. Risk Assessment and Mitigation – assess the risks/hazards associated with the Film Production and identify the steps being taken to mitigate these hazards. If the Town determines the mitigation measures are not sufficient to address the risk, the applicant will be asked to revise it.
- c. Contingency Plans – outline the basic steps to be taken in the event of the most likely emergency situations, including if/how the Film Production will be cancelled/postponed. The minimum requirement for an ERP is to include contingencies for the following;
  - a. First aid/medical emergency
  - b. Fire
  - c. Lost child/person
  - d. Security incident
  - e. Site evacuation
  - f. Severe weather
  - g. Film Production cancellation/postponement

The ERP shall outline additional contingency plans based on the nature of the event and venue.

- d. Map – identify all Film Production structures, traffic plans, access routes, and emergency locations.

A complete checklist of requirements for the map is below;

- Organizer location
  - Location of organizer
- Emergency Sites
  - First aid station location
  - Lost person/family reunification areas
  - Marshaling/staging area
- Film Production Structures
  - Film Production structures (tents, stages, fencing, etc.)
  - Hazards (including generators, propane, open flame, and fuel storage)
  - Vendors
- Specialized Areas
  - Pyrotechnics (type, locations, storage, and fallout)
- Access/Parking
  - Designated Film Production vehicle parking areas
  - Designated public parking areas
  - Public access points and exits (including accessible and queuing locations)
  - Barricades
  - Flow of traffic
  - Security locations
  - Transit routes
  - Emergency access route

13. Film Production Neighbourhood Notification Letter:

A filming neighbourhood notification letter must be provided to the parties directly affected by the filming at least one week prior to the start of filming for each event and shall contain all information of the filming plans. This letter shall be sent to the Town's Communications Division for circulation and public notice. This letter shall include, but not limited to, the following details as required:

- a. identify the Film Production company, type and title of Film Production on the Film Production company letterhead;
- b. provide the name and phone number of the location manager and assistant location manager;
- c. provide dates of/and the duration of filming. For example; 1 day, 2 consecutive days, recurring location for (cite a specific number) of days over (cite a specific number) of months as well as times (for example; 7:00 a.m. to 11:00 p.m.);
- d. state the proposed parking locations of the production unit, including street name, coordinates of street (north, south, east, west), parameters and any other pertinent details;
- e. include the date(s) and times that coning and/or Film Production vehicles will arrive at the location, as well as completion date and time;
- f. propose alternate parking arrangements for any parking permit holders who may be displaced by the Film Production, as it is up to the Film Production company to find suitable alternative parking for residents;
- g. detail any street dressing, gunfire or special effects;
- h. if applicable, the letter should identify that the Film Production company is requesting an exemption to a particular Town Bylaw i.e. the Noise Bylaw;
- i. any road closures, required for temporary traffic control barricades with any assembly and dispersal areas identified, no less than 5 business days in advance of the requested closure/modification; and
- j. all details on disruption to local businesses must also be included.

14. Economic Impact Report (Schedule C): Within 45 days of the conclusion of filming for the film production agreement term, or upon request by the Town, the Film Production company shall submit an economic impact report for the purpose of summarizing money spent in High River and to share this with the public.

Approval

This procedure shall come into force and effect upon adoption by Management of the Town of High River.

Jo Maria  
TOWN MANAGER

June 29, 2017  
DATE