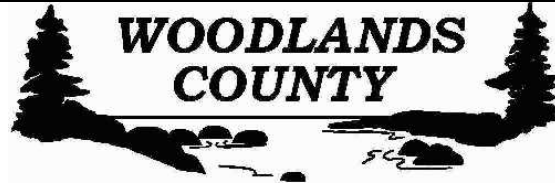


**Title: Location Filming
Policy No: 6901**



**Approval: County Council
Effective Date: May 4th, 2004**

Supersedes Policy No:

Policy Statement: Woodlands County recognizes the importance of the film and television production industry to our area's economic strength. Woodlands County understands the need to balance the rights and wishes of our residents with the unique nature and requirements of the film production industry.

1. Goals of this Policy include:

- 1.1 To ensure that every potential filming production is reviewed by all affected agencies to enable coordination with other activities that occur within the boundaries of Woodlands County and to minimize the disruption to these agencies and residents.
- 1.2 To confirm that the film projection company has sufficient property damage and public liability insurance coverage, thereby ensuring that, in the event of an accident, all persons including participants are protected from any possible claim or suit arising from the filming project.
- 1.3 To ensure that all costs incurred by Woodlands County as a result of filming production are recovered from the applicant.
- 1.4 To establish an administrative process that is effective, efficient and adaptable. Guidelines are established and are contained within Schedule A.

2. Applicability:

- 2.1 All location filming and commercial photography activities within the boundaries of Woodlands County property must be coordinated through the Director, Community Services as follows:

Director, Community Services
Woodlands County
P.O. Box 60
Whitecourt, AB T7S 1L9
Telephone No. : 780-778-8400
Facsimile No. : 780-778-8402

POLICY 6901 – LOCATION FILMING

SCHEDULE “A”

1. **Projects for Consideration:**

- i. Feature films
- ii. Television films
- iii. Television programs/series
- iv. Television commercials
- v. Documentaries
- vi. Educational films
- vii. Music videos
- viii. Commercial photography
- ix. Other projects as approved by Woodlands County

2. **Exemption:**

Television news and current affairs programming.

3. **Notification to Woodlands County:**

The attached *Production Information Sheet*, must be submitted to Woodlands County’s Director, Community Services not less than five (5) business days in advance of filming activity. Filming that involves use of facilities and/or parks, road or sidewalk closures, dedicated parking arrangements, special effects, firearms, and alteration to street signage requires a submission of not less than ten (10) business days in advance of filming activity.

Upon receipt and approval of the completed *Production Information Sheet*, a *Location Filming Permit* will be issued within five (5) business days.

4. **Notification to Residents / Businesses:**

- 4.1 Affected residents and/or businesses must be notified in writing, submitted to the Director, Community Services of filming not less than five (5) business days in advance for approvals prior to the commencement of filming activity. Information such as location and duration of filming, planned special effects, road and lane closures, sidewalk obstruction and street parking restrictions must be communicated by means of the signed

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letter. The letter must be printed on company letterhead and must include the name and telephone number of the Location Manager.

- 4.2 In situations where filming activity impedes access to a business or businesses, it is the responsibility of the Production Company to approach affected owners in order to identify means of limiting disruption and/or to determine appropriate levels of compensation for lost business. If a mutually acceptable agreement cannot be made, Woodlands County will attempt to determine a solution directly or through the alternative dispute resolution process.
- 4.3 The Location Filming Permit may be revoked if it is discovered that affected residents and/or businesses have not been adequately notified of filming activities.

5. Consideration of Residents/Businesses:

- 5.1 It is the Production Company's responsibility to ensure that there is a minimum of disruption to residents and businesses resulting from filming activity. This includes ensuring uninhibited access to property and freedom from environmental conditions that include, (but are not limited to), spill over lighting, exhaust fumes or excessive noise.
- 5.2 Lighting: Lighting should be oriented away from neighboring residences and businesses.
- 5.3 Generators: All generators used on streets or in public areas must be equipped with silencing attachments.
- 5.4 Idling: Every attempt must be made to limit excessive vehicle idling.
- 5.5 In the event of long-term filming activities, measures taken to limit disruption must be deemed satisfactory to all affected residents and businesses.

6. Filming Hours:

- 6.1 Hours for load-ins/load-outs and related filming activities are:
 - i. 07:00 - 23:00 hrs. Monday to Saturday
 - ii. 08:00 - 23:00 hrs. Sunday
- 6.2 Permission to conduct work at times outside of these hours will require the written permission of Woodlands County's Chief Administrative Officer.

7. Traffic and Traffic Stoppages:

- 7.1 Woodlands County is prepared to close streets, alleys, lanes and sidewalks for filming activity. Requests for closures must be stated clearly on the Production Information Sheet and must receive the signed approval of Woodlands County's Chief Administrative Officer.
- 7.2 Production vehicles must comply with appropriate traffic regulations unless specific permission has been noted on the Location Filming Permit.
- 7.3 Except when a road has been closed for filming, all moving vehicles must adhere to posted speed limits and other lawful conditions unless directed otherwise by a Bylaw Enforcement Officer.
- 7.4 Intermittent traffic stoppages shall be limited to a maximum of five (5) minutes, unless otherwise stated and shall be under the supervision of individuals possessing approved traffic control certification. In situations where filming presents a significant traffic flow and/or public safety concern, supervision by Bylaw Enforcement Officer will be required.
- 7.5 Use of the primary and secondary Highway located within Woodlands County for any filming activity will require the written approval of Alberta Transportation.
- 7.6 Depending on the extent of filming work, the Production Company may be required to place notices in local newspapers warning of upcoming disruption to traffic flow.
- 7.7 It is the Production Company's responsibility to arrange for all required traffic control personnel and to make arrangements with Woodlands County's Director, Infrastructure Services to cover, alter, remove and/or reinstall traffic or street signs as may be necessary. All costs associated with these arrangements are the responsibility of the Production Company.

8. Parking:

- 8.1 Parking requirements must be clearly stated on the Production Information Sheet.
- 8.2 Woodlands County will attempt to provide dedicated space within the Hamlets of Blue Ridge, Goose Lake and Fort Assiniboine owned lots for all essential film unit vehicles. A per-stall fee will be charged for this

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service. Special parking arrangements will not be made for personal vehicles belonging to cast and/or crew.

- 8.3 Arrangements for dedicated on-street parking must be negotiated between the Production Company and affected businesses and/or residents. Such arrangements require the approval of the Director, Infrastructure Services.
- 8.4 In all circumstances production vehicles must not block fire hydrants, pedestrian crosswalks, road intersections, driveways, accesses, ramps and priority parking stalls.
- 8.5 It is illegal for the Production Company to request a towing company to move a private vehicle.

9. Parks and Municipal Reserves:

Approval to utilize public green-spaces classified as Municipal Park or Reserve will require the prior approval from Woodlands County.

10. Development/Building Permits:

Development or Building Permits issued by Woodlands County's Planning and Development Department, pursuant to the Land Use Bylaw may be required on a case by case basis upon review by the County's Development Officer.

11. Special Effects/Firearms:

- 11.1 Use of firearms, explosives, flash powder, detonators, flammable liquids and the filming of dangerous stunts must be stated clearly on the Production Information Sheet. The signed approval of Woodlands County's Chief Administrative Officer is required.
- 11.2 The attendance of Woodlands County Fire Protection and Emergency personnel may be required for the use of fire or pyrotechnic effects. All costs associated with these requirements and related clean-up are the responsibility of the Production Company.
- 11.3 All dangerous/hazardous materials, (including, but not limited to, fuels, paints, pyrotechnics, pressurized gasses, solvents, etc.) must be stored and used in accordance with all applicable Federal and Provincial laws, regulations and guidelines.
- 11.4 All film armourers/gun wranglers must be familiar with Canadian laws with respect to the storage/transportation and regulation of firearms. All restricted and/or prohibited weapons must comply with current Federal firearms regulations.

12. Clean Up:

- 12.1 Production crews are responsible for cleaning the project site at the end of every working day. Upon completion of filming activity, the Production Company must ensure that the site is returned to its original condition. An inspection of the project site by County personnel will be conducted in order to ensure compliance.
- 12.2 Where possible, the Production Company shall participate with the County's recycling program. Types of products that should be recycled include cardboard, mixed paper and metal.
- 12.3 Depending on the scope of filming activity, the Production Company may be required to make special arrangements for waste handling and disposal. Such arrangements will be made through Woodlands County's Director, Infrastructure Services.
- 12.4 No liquid or frozen materials including beverages, grey water, paint, grease or soap may be spilled into any bodies of water or catch basins.

13. Conduct:

It is the responsibility of the Production Company to ensure that their staff and all individuals associated with the production operate in a safe and professional manner in the course of their duties.

14. Fees/Expenses:

The Production Company is responsible for all administrative fees and out-of-pocket expenses related to the use of Woodlands County roads, properties, parks, equipment or personnel and shall be given an estimate of these costs prior to the issuance of the Location Filming Permit Refer to attached *Rates Sheet*.

15. Damage Deposits:

Damage deposits are normally required. The amount required will depend on the scope of the filming activities and will be negotiated with Woodlands County's Director, Community Services. A deposit in the form of a letter of credit or certified cheque must be provided to Woodlands County in advance of filming work and shall not be returned until all conditions, including clean up of filming location, and full payment of expenses incurred by Woodlands County, have been fulfilled.

Any damage resulting from filming activities, whether caused directly by the Production Company or an associated party is the responsibility of the Production Company.

16. Indemnification/Save Harmless:

The applicant shall indemnify and save harmless Woodlands County from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against Woodlands County as a result of, or in connection with the said use of the location(s) by the Applicant, its employees, contractors, agents or representatives; and specifically, Woodlands County will not be responsible for any liability arising from these activities with respect to advertising or any copyright or trademark infringements.

17. Insurance:

17.1 The applicant shall, at its own expense, including the cost of deductibles, provide and maintain:

- i. Commercial General Liability Insurance insuring against claims arising out of this agreement, providing coverage in an amount of not less than Five Million (\$5,000,000) Dollars per occurrence, including, but not limited to, broad form contractual liability and severability of interest provisions, and naming Woodlands County as additional insured.
- ii. Automobile Third-Party Liability Insurance in an amount of not less than One Million (\$1,000,000) Dollars covering all owned/leased vehicles used in connection with this agreement.
- iii. Any other form of insurance (i.e. Aircraft Liability, Pyrotechnics Liability, Fire Legal Liability, etc.) as may be applicable.
- iv. All insurance must be provided by an insurer registered to do business in the Province of Alberta. Proof of coverage, in the form of an original Certificate of Insurance must be submitted to the Director, Community Services before a Location Filming Permit can be issued.

18. Notification of Accident/Claims:

The applicant shall promptly report to Woodlands County any potentially serious accident or claims for liability or loss with respect to this agreement.

19. Changes:

Once a Location Filming Permit has been issued any changes, extensions, or additional requests must receive approval from the Director, Community Services.

20. Appeals:

- 20.1 It is hoped that any dispute arising from location filming activities within Woodlands County can be resolved in an expeditious and mutually agreeable fashion, (see item #6). In the event that a decision is not mutually agreeable, it is the right of either party to appeal the decision.
- 20.2 All appeals must be addressed to Woodlands County's Chief Administrative Officer. Every attempt will be made to address the subject of the appeal in a timely manner, however if it is deemed necessary County Council will address the subject.
- 20.3 Depending on the nature of the appeal, filming activity in a particular location may or may not be temporarily halted.

Woodlands County reserves the right to refuse to allow filming or issuance of a permit to a production company or individual that does not comply and/or satisfy the criteria outlined in these guidelines. This includes production companies or individuals that have failed in the past, to adhere to these filming guidelines.