



POLICY

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Policy Title Location Filming	Date: February 8, 2022	Motion No. 14/22

Purpose:

Kneehill County recognizes the importance of the film and television production industry to our area’s economic strength. Kneehill County understands the need to balance the rights and wishes of our residents with the unique nature and requirements of the film production industry.

Policy Guidelines:

1. Ensure that every potential filming production is reviewed by all affected agencies to enable coordination with other activities that occur within the boundaries of Kneehill County and to minimize the disruption to these agencies and residents.
2. To confirm that the film Production 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.
3. To ensure that all costs incurred by Kneehill County as a result of the filming production are recovered from the applicant.
4. To establish an administrative process that is effective, efficient and adaptable.

Policy Procedure:

1. Projects for Consideration:

Feature films, television films, television programs/series, television commercials, documentaries, educational films, music videos, commercial photography, and other projects as approved by Kneehill County.

2. Exemption:

Television news and current affairs programming.

3. Notification to Kneehill County:

Written correspondence (i.e. letter, email) must be submitted to the Kneehill County’s Planning Department not less than ten (10) business days in advance of filming activity. Filming that involves the use of facilities and/or parks, roadways or sidewalks, dedicated parking arrangements, special effects, firearms, and alteration to street signage requires a submission of not less than twenty (20) business days in advance of filming activity. Upon receipt, a decision will be issued within ten (10) business days.



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Notifications that are 'emergent' and time sensitive in nature may be dealt with on a case-by-case basis, at the discretion of the Planning Department.

4. Notification to Residents/Businesses:

- 4.1 Affected residents and/or businesses must be notified in writing, not less than twenty (20) 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 land closures, sidewalk obstruction and street parking restrictions must be communicated by means of the signed 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.
- 4.3 The Location Filming approval letter 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 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.
- 5.6 Drones: Use of drones must have separate approval and must comply with the Drone policy.

6. Traffic and Traffic Stoppages:

- 6.1 Kneehill County is prepared to temporarily close streets, alleys, lanes and sidewalks for filming activity. Requests for closures must be stated clearly in writing and must receive signed



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approval from the Transportation Department. Kneehill County may also require the submission of a Traffic Accommodation Strategy (TAS) that identifies the location of the closure, detour routing and a signage plan. The requirement for this document will be on a case-by-case basis.

- 6.2 It is the Production Company's responsibility to arrange for all required traffic control personnel and to make arrangement with Kneehill County personnel 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.

7. Parking:

- 7.1 Kneehill County will attempt to provide dedicated space within County owned lots for all essential film unit vehicles.
- 7.2 In all circumstances, production vehicles must not block fire hydrants, pedestrian crosswalks, road intersections, driveways, ramps and priority parking stalls.

8. Development/Building Permits:

- 8.1 Development or building permits issued by Kneehill County, pursuant to the Land Use Bylaw may be required on a case-by-case basis upon review of the Planning Department.
- 8.2 For minor productions that will take place on Kneehill County locations, a Site Agreement will be required.
- 8.3 For major productions that will take place on Kneehill County locations, a Location Agreement will be required.
- 8.4 An Emergency Response Plan will be required for all Filming, Major.

9. Special Effects/Firearms:

- 9.1 Use of firearms, explosives, flash powder, detonators, flammable liquids and the filming of dangerous stunts must be stated clearly in writing and have the signed approval of the appropriate authorities which may include the RCMP and/or Protective Services Department.
- 9.2 The attendance of the Fire/Rescue Department 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.
- 9.3 All dangerous/hazardous materials must be stored and used in accordance with all applicable Federal and Provincial Laws, Regulations and Guidelines.



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10. Clean-Up:

- 10.1 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 Kneehill County personnel will be conducted in order to ensure compliance.

11. Conduct:

- 11.1 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.

12. Fees/Expenses

- 12.1 The Production Company is responsible for all administrative fees and out-of-pocket expenses related to the use of Kneehill County roads, properties, parks, equipment or personnel if required.
- 12.2 For Filming, Major productions, projects may be subject to a location fee.
- 12.3 Filming for the sole purpose of tourism promotion, documentaries, educational institutions and commercial photography will require an application, however, they will be exempt from the application fee.

13. Damage Deposits:

- 13.1 A damage deposit in the form of a letter of credit, credit card authorization, or certified cheque must be provided to Kneehill 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 Kneehill County have been fulfilled. A lesser deposit will be required for productions with a cast and crew of 51-150 people, and a full damage deposit will be required for productions with a cast and crew that exceed 150 people as per the Master Rates Bylaw.
- 13.2 No damage deposit will be required for productions with 50 people or less.

14. Indemnification/Save Harmless:

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



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15. Insurance:

- 15.1 The Production Company shall, at its own expense, including the cost of deductibles, provide and main:
- i. Commercial General Liability Insurance insuring against claims, providing coverage in an amount of not less than Five Million (\$5,000,000) dollars per occurrence naming Kneehill County as an 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.
 - iii. Any other form of insurance (aircraft liability, pyrotechnics liability, fire legal liability) as may be applicable.
 - iv. Proof of coverage must be submitted to the Planning Department as part of the approval process.

16. Definitions

- 16.1 Educational institution – means a place where people of different ages gain an education, including elementary schools, secondary-high schools, colleges and universities.
- 16.2 Filming, Major – means any form of motion picture, television program, live broadcast, special effects, recording, or visual or audio arts projects and may include (but is not limited to) set structures, props, installations, lighting, parking, temporary trailers, food service (for actors/crew) signage and other activities reasonably associated with film production and has a cast/crew greater than 50 people. This will also include productions where there is disruption to business or public access, and County services are needed and/or there may be structures or alterations to structures or signage required.
- 16.3 Filming, Minor – means any form of motion picture, television program, live broadcast, or visual or audio arts projects, that has a cast/crew less than 50 people and which may require carry in props but does not disrupt business, public access or require alterations to any structures and does not include set structures, installations, temporary trailers, or food service.
- 16.4 Set Structures – means any structure associated with film production facility activities. Set structures may undergo aesthetic or structural modifications as part of a project. These are primarily shell structures and shall not be used for residential, commercial, or industrial occupancy.



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16.5 Traffic Accommodation Strategy (TAS) means a plan or written procedures which address the traffic flow issues relevant to the specific activity being performed.



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