

Title: Location Filming in Hardisty

Policy No: 6901

Approval: Town Council
Effective Date:



Supersedes Policy No:

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

General:

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 the Town of Hardisty and to minimize the disruption to these agencies and residents.
 - 1.2 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.
 - 1.3 To ensure that all costs incurred by the Town of Hardisty as a result of the 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 the Town of Hardisty must be coordinated through the Chief Administrative Officer as follows:

CAO
Town of Hardisty
P.O. Box 10
Hardisty, AB T0B 1V0
Telephone: (780) 888-3623
Fax: (780) 888-2200
Email: tonykcao@hardisty.ca

SCHEDULE "A"

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 the Town of Hardisty.

2. Exemption:

Television news and current affairs programming.

3. Notification to the Town of Hardisty:

A letter must be submitted to the Town of Hardisty's CAO not less than five (5) 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 ten (10) business days in advance of filming activity. Upon receipt, approval will be issued within three (3) business days.

4. Notification to Residents/Businesses:

4.1 Affected residents and/or businesses must be notified in writing, submitted to the CAO 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 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. If a mutually acceptable agreement cannot be made, the Town of Hardisty will attempt to determine a solution directly or through the alternative dispute resolution process.

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 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. Traffic and Traffic Stoppages:

- 6.1 The Town of Hardisty is prepared to close streets, alleys, lanes and sidewalks for filming activity. Requests for closures must be stated clearly in writing and must received signed approval from the CAO. 49th Street (Secondary #881) is exempt from closure unless approval is obtained from Alberta Infrastructure and Transportation.
- 6.2 It is the Production Company's responsibility to arrange for all required traffic control personnel and to make arrangement with the Town Foreman 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 The Town of Hardisty will attempt to provide dedicated space within Town 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 the Town of Hardisty, pursuant to the Land Use Bylaw may be required on a case by case basis upon review of the CAO.

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 CAO.
- 9.2 The attendance of the Hardisty 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.

9.4 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.

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 the Town of Hardisty personnel will be conducted in order to ensure compliance.

10.2 Where possible, the Production Company will participate in the Town's recycling program.

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 Town of Hardisty roads, properties, parks, equipment or personnel if required.

13. Damage Deposits:

13.1 A deposit in the form of a letter of credit or certified cheque must be provided to the Town of Hardisty 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 the Town of Hardisty have been fulfilled.

14. Indemnification/Save Harmless

14.1 The Production Company shall indemnify and save harmless the Town of Hardisty from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the Town of Hardisty as a result of, or in connection with the said use of the location(s) by the Production Company, its employees, contractors, agents, or representatives; and specifically, the Town of Hardisty will not be responsible for any

liability arising from these activities with respect to advertising or any copyright or trademark infringements.

15. Insurance:

15.1 The Production Company shall, at its own expense, including the cost of deductibles, provide and maintain:

- 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 the Town of Hardisty 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.
- 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 CAO as part of the approval process.