



FILMING IN THE TOWN OF STETTLER

OPERATING PROCEDURES

403-742-8305

townoffice@stettler.net

www.stettler.net

Town of
Stettler

Welcome to Stettler!

The Town of Stettler is commonly referred to as "The Heart of Alberta" by locals and visitors alike. Featuring striking historical structures, a charming Main Street, and modern amenities, Stettler is a natural fit for creative industries. Town Council and Administration recognize the value of the creative sector towards building a diversified economy, and welcome filming in our community. Our organization is committed to collaborating interdepartmentally to support the unique requirements and timelines needed to facilitate filming projects.

The following document outlines the procedure designed to guide Administration through an efficient and effective partnership with creative industries, while enabling the flexibility required by the dynamic filming process.



Purpose

- a) To enable flexibility within Town Departments to accommodate unique and time-sensitive Creative Industry requirements;
- b) To promote Town Departments maintaining appropriate personnel as contacts for Creative Industry sector applications;
- c) To consolidate procedures and guidelines into a single document for ease of reference by Town departments and the Creative Industry;
- d) To clearly communicate Town requirements regarding expectations and timelines to Creative Industry applicants;
- e) To clearly communicate business requirements regarding expectations and timelines for Creative Industry Applicants

Commitment

The Town of Stettler is a 'film-friendly' community.

- a) The Town of Stettler is committed to the continued development of the Creative Industries and recognizes their contribution to a diversified and balanced economy.

Film, television and media production is welcome in the Town of Stettler

- b) Town Departments will collaborate to facilitate industry requirements within established response guidelines, and will apply Town policies and guidelines with flexibility in consideration of unique circumstances.

Town permits and services to applicants will be on a cost recovery basis.

- c) Applicants will pay applicable permit fees and service user fees consistent with the charging of fees for all who conduct business within the Town of Stettler.

Guidelines & Procedures

Forms

- a) A film permit(s) is required to film any theatrical motion picture, television program, television commercial or music video on streets or property under the jurisdiction of the Town of Stettler, or when off-street film-making affects the normal use of the adjacent street. Changes, corrections or additions to an original permit will require a new permit application.
- b) This permit requirement does not apply to television stations preparing stories for news or current affairs programs. Similarly, it does not apply to businesses or individuals retained by the Town of Stettler to prepare training or promotional materials for Town purposes.
- c) To film in the Town of Stettler, two mandatory applications forms are required before any permits are issued: Film Production Information Sheet and Acceptance of Terms and Conditions for Filming in the Town of Stettler.
- d) The Film Production Information sheet provides basic information about the production and the production company, a brief outline of all planned activities, the initial shooting schedule, and approximate number of cast and crew members.
- e) A location agreement (Acceptance of Terms and Conditions) with the Town of Stettler must be signed for productions.
- f) Permit applicants are required to provide a certificate of insurance listing the Town of Stettler as insured.
- g) Comprehensive general liability insurance in the amount of not less than \$1,000,000 (one million dollars) inclusive limit for any occurrence is required. Additional insurance may be required depending on the filming activities. Liability Insurance must be provided by an insurance company registered in the Province of Alberta.
- h) Automobile third-party liability insurance in the amount of not less than \$1,000,000 (one million dollars) inclusive limit covering all vehicles used in connection with the film-making activities.
- i) Certificates of Insurance can be faxed to the Town Office at 403-742-8305 or emailed to townoffice@stettler.net.
- j) The information on these forms is being collected under the authority of the Freedom of Information and Protection of Privacy Act.
- k) All filming productions must comply with the Town of Stettler bylaws

Notifying Residents & Businesses

- a) An information letter is required to be delivered to those residents and businesses directly impacted by the closure of a street, alley or sidewalk, including road detours, or being subjected to the lights and/or noise of the film crew on set a minimum of five (5) business days before the day of filming. A letter must also be delivered if the on-street parking is affected by film production vehicle parking.
- b) Hours for filming, move-ins, move-outs and related activities are:

7am – 10pm, Monday through Saturday
9am – 8pm, Sundays and Holidays
- c) Any requests for road closures must be submitted for approval by the Town of Stettler
- d) The production company will place a signage on the sidewalk in the area advising the public that filming is taking place. Filming involving loud special effects, gunfire, etc. requires a larger notification area within the general vicinity. The Town of Stettler Peace Officers and RCMP detachment will also need prior notification.
- e) The production company shall ensure its staff act in a safe and professional manner. This includes refraining from trespassing, littering, lewd or improper language or dress.
- f) Care must be taken that vehicle and generator exhausts and spillover lighting do not negatively affect residents and businesses. The safety of the public and enjoyment of their property must not be jeopardized.
- g) Production companies and their staff must be sensitive that their activities can disrupt normal business activities. Customers must be able to see businesses from the road or sidewalk, be able to access them, and deliveries still need to be made unless other arrangements have been made with the business owners.
- h) Compensation for affected businesses may be required. All businesses that are affected by street closure, will be contacted as per 2(a) and any compensation, if required, dealt within the aforementioned time frame. The onus is with the Production Company and the businesses on any agreements, contractual or otherwise set forth, to be fulfilled in good standing.

Closing Streets, Alleys and Sidewalks

- a) Street and lane closures will only be considered if the impact to the public is within reason and congestion can be mitigated by issuing a public service announcement regarding the affected area prior to the event.
- b) Applications for temporary closures of roadways will be considered by the Chief Administrative Officer.
- c) The Town of Stettler Bylaw Officer and Stettler RCMP may be required to undertake traffic control duties for any on-street filming that will affect or interfere with traffic. The Chief Administrative Officer will determine if police assistance is required prior to issuing permits. All costs associated with the hiring of pay duty officers will be at the expense of the applicant.

Filming on Town Property Other Than Streets

- a) The Town of Stettler owns many facilities that are generally available to the film industry. An application for permission to film in these locations must be submitted to and coordinated by the Chief Administrator's office.
- b) The Town requires its facilities to serve its residents on an ongoing basis; therefore, filming will not be permitted if it severely impacts the Town's ability to function. Filming may therefore be limited. Filming in certain locations may not be allowed and facilities may have specific conditions for filming. Previously booked events will take precedence.
- c) Fees and security deposits will be negotiated in conjunction with the Town department responsible for the facility, the Chief Administrator's office and the Location Manager.
- d) If access to buildings or grounds is granted, all associated costs and damages incurred will be charged to the film company.
- e) Chief Administrative Officer permission is required if an aircraft is to land and/or take off from a Town-owned property.

Parking for Cast and/or Crew Personal Vehicles

- a) Arrangements must be made for off-street parking and/or shuttle vans/buses should they be used.

Town of Stettler Personnel and Fleet Vehicles

- a) Town fleet operated by Town operators can be filmed with the consent of and approval by the Town of Stettler. Charges for the operator and unit are set by the operating department.
- b) Personnel dedicated to the exclusive use of the filming company can be provided by the Stettler Department, Town Bylaw Officer, and the Chief Administrator's Office personnel. Please make your request to the Chief Administrator's office. Fees for this service will be negotiated upon request.

Helicopters, Hot Air Balloons, Low-Flying Aircraft & Drones

- a) Authority to fly lower than 1,000 feet above ground level is delegated to the Regional Director, Aviation Regulations, Transport Canada. Obtaining Transport Canada approval for helicopters, hot air balloons, ultra-light or low-flying aircraft is the responsibility of the helicopter or charter aircraft company hired by the film production company. Aviation liability insurance is required in the amount of \$5,000,000 (five million dollars) with Town of Stettler named as additional insured. Please note that aviation liability is not covered under standard comprehensive general liability.
- b) The use of drones requires permission from the Chief Administrative Officer, as well as the following documentation must be on file with the Town of Stettler before any permits will be issued.
 - Film Production Information Sheet
 - Acceptance of Terms and Conditions for Filming in the Town of Stettler
 - Comprehensive general liability insurance in the amount of not less than \$2,000,000 (two million dollars) inclusive limit for any occurrence. The Town of Stettler is to be named as an additional insured; additional insurance may be required depending on the filming activities in which case the amount will be decided by the Chief Administrative Officer. Liability insurance must be provided by an insurance company registered to do business in the Province of Alberta;
 - Automobile third-party liability insurance in the amount of not less than \$1,000,000 (one million dollars) inclusive limit covering all vehicles used in connection with the film-making activities;
 - \$2,000,000 (two million dollars) per occurrence on the Unmanned Aerial Systems insurance policy with the Town of Stettler named as additional insured.
 - That any and all claims or legal suits or actions involved must be dealt with in accordance with the laws of the Province of Alberta and under the jurisdiction of the Law Courts of Alberta.
- c) A copy of your Special Flight Operating Certificate (SFOC) from Transport Canada must be provided for each request as stated above.

Special Effects, Weapons, Explosions, Stunts, Loud Noises & Helicopters

- a) The Town of Stettler must be notified at least five (5) working days in advance of any scenes requiring special effects, stunts, loud noises, visible weapons (whether being fired or not), and helicopters or low-flying aircraft. Verbal and written notification to residents and business owners must also make reference to these activities. The Town of Stettler reserves the right to have production companies survey affected residents before permits are issued in these cases.

- b) Any use of explosives requires permission from the Chief Administrative Officer and Fire Department. The Town of Stettler reserves the right to review all credentials by a Safety Codes Officer, and if required, the Senior Inspector of the Explosives Branch of Canada in Ottawa will be contacted for verification of qualifications.

- c) If any firearms are being used and seen by the public and/or discharged, the RCMP and Town's Bylaw Services must be notified at least one week (five business days) in advance. All film Armourers/Gun Wranglers must be in possession of and able to produce a Possession & Acquisition License (PAL) as required by the Federal Government on demand. They must be familiar with Canadian Laws with respect to storage/transportation/regulation of permitted/restricted/prohibited firearms (Storage, Display, Handling and Transportation of Certain Firearms Regulations).

Production crews will clean up and restore the location to its original condition at the end of filming unless otherwise directed by the Town of Stettler.