

POLICY 2021-03 TOWN OF CROSSFIELD FILMING POLICY

Purpose

To establish guidelines for the creative industry sector to ensure town property and the rights, safety and privacy of the citizens of Crossfield are protected, while supporting this industry.

The policy identifies the application and approval process for projects utilizing town facilities and/or town roads, and the requirements which must be met.

As attached and titled Policy 2021-03 Town of Crossfield Filming Policy.

Adopted this 7 day of December , 2021



Mayor Harris



Sue Keenan
Chief Administrative Officer



TOWN OF CROSSFIELD FILMING POLICY

Policy 2021-03 Adopted Dec. 7, 2021



WELCOME TO CROSSFIELD!

Where Opportunity Meets Possibility.

Crossfield is the ultimate gateway to the Calgary Metropolitan Region. Just 30 minutes north of Calgary, along both Highway 2A and the Canadian Pacific Railway mainline – and within sight of Highway 2 – Crossfield provides superior and efficient access to all major amenities, infrastructure and trading centres.

Economic diversification is a key focus for Crossfield Town council. Successfully working with the creative industries sector depends on the Town's ability to understand and support that sector's exclusive requirements.

The following Filming Policy guides Town of Crossfield personnel to work with the creative industry sector in an effective, collaborative and efficient manner.



PURPOSE

- a. To enable flexibility within Town departments to accommodate the requirements of the creative industry sector in a timely and efficient manner;
- b. To ensure Town departments have the personnel to maintain appropriate contacts with the creative industry;
- c. To consolidate procedures and guidelines into a single document for ease of reference by both Town departments and the creative industry; and
- d. To clearly communicate Town requirements regarding expectations and timelines to creative industry applicants to ensure minimal impact on residents, businesses, facilities and properties.

TOWN COMMITMENT

- a. The Town of Crossfield recognizes the contributions of the creative industries to a diversified and balanced economy.
- b. Film, television and media production is welcome and encouraged in Crossfield.
- c. Town departments will work collaboratively with the creative industry to ensure industry requirements are met and will apply Town policies and guidelines with flexibility when deemed necessary.
- d. Town permits and services to applicants will be on a cost recovery basis.
- e. Applicants will pay applicable permit fees and service user fees consistent with the fees charged to all who conduct business within the Town of Crossfield.

FORMS

- a. The applicant must apply for a permit(s) to film any theatrical motion picture, television program, television commercial or music video within Crossfield. Changes, corrections or additions to an original permit will require a new permit application. The Town retains the right to refuse or limit filming activity.
- b. This permit requirement does not apply to television stations preparing stories for media distribution. Similarly, it does not apply to businesses or individuals retained by the Town of Crossfield to prepare training or promotional materials for Town purposes.
- c. Random inspections of the filming site(s) can be undertaken at any time by the Chief Administrative Officer or delegate to ensure compliance with the issued permits. Violations may be subject to fines, orders or permit revocations.
- d. To film in Crossfield, a mandatory Film Production Information Sheet is required before any permits are issued

**CROSSFIELD IS A
'FILM-FRIENDLY'
TOWN.**

- e. 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.
- f. A location agreement with the Town of Crossfield must be signed prior to production commencing.
- g. Permit applicants are required to provide a certificate of insurance listing the Town of Crossfield as insured.
- h. Comprehensive general liability insurance in the amount of not less than \$2,000,000 (two million dollars) is mandatory. Additional insurance may be required depending on the particular filming activities undertaken. Liability Insurance must be provided by an insurance company registered in the Province of Alberta.
- i. Automobile third-party liability insurance in the amount of not less than \$1,000,000 (one million dollars) covering all vehicles used in connection with the film production activities is required.
- j. Certificates of Insurance can be faxed to the Town Office at (403) 946-5565 or emailed to the CAO at suek@crossfieldalberta.com
- k. The information on these forms is being collected under the authority of the Freedom of Information and Protection of Privacy Act. (FOIP)

All film productions must comply with Town of Crossfield policies and bylaws, including but not limited to, the Community Standards Bylaw.

RELATED LINKS

- [Alberta Film Commission](#)
- [Community Standards Bylaw](#)



NOTIFYING RESIDENTS & BUSINESSES

- a. All 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 will be provided with a Filming Notification Letter a minimum of five (5) business days before the first day of filming for routine filming or 10 days prior to the start of more complex productions or productions involving significant special effects. This letter must be approved by the Chief Administrative Officer prior to its distribution.
- b. This letter must include:
 - i. Name of production company
 - ii. Contact information for production company, location manager and assistant location manager.
 - iii. Contact information for the Town of Crossfield, Chief Administrative Officer and Alberta Film Commission.
 - iv. Filming dates and times, details regarding changes to parking, traffic and noise and special effects.
- c. A letter must also be delivered if the on-street parking will be affected by film production vehicle parking.
- d. Hours for filming, move-ins, move-outs and related activities are:
 - i. 7 a.m. to 10 p.m., Monday through Saturday
 - ii. 9 a.m. to 8 p.m., Sundays and Holidays
- e. Any requests for road closures must be submitted for approval to the Town of Crossfield a minimum of 30 days prior to the start of filming.
- f. Signage advising the public filming is taking place will be placed on the sidewalks in the area by the production company. Filming involving loud special effects, gunfire, etc. requires a larger notification area. The Town of Crossfield Peace Officer and RCMP detachment will also need prior notification which will be provided through the Chief Administrative Officer's office.
- g. Vehicle and generator exhausts and spillover lighting must not negatively affect residents and businesses. The safety of the public and enjoyment of their property must not be jeopardized.
- h. Production companies and their staff must be sensitive that their activities may disrupt normal business activities. Visual access to the businesses must be maintained from the road or sidewalk, customers must be able to access these businesses and deliveries still need to be made unless other arrangements have been made with the owners of the business.
- i. Compensation for affected businesses may be required. All businesses that are affected by street closure, will be contacted as per (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.
- j. The production company is required to secure written permis-

sion from the property owner for any changes or restoration requirements related to altering property for filming purposes. For public property, permission must be approved by the Chief Administrative Officer. All property will be restored to its original state and condition after filming.



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 start of filming. The Town's public alert systems – Voyent Alert, website alerts and Crossfield app push notifications – as well as social media will be used to communicate the details of potential disruptions.
- b. Applications for temporary closures of roadways will be considered by the Chief Administrative Officer. The undertaking of traffic control duties for any on-street filming that will affect or interfere with traffic may be required. 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 at the expense of the applicant.

FILMING ON TOWN PROPERTY OTHER THAN STREETS

- a. The Town of Crossfield owns several facilities that are generally available to the film industry. An application for permission to film in these locations must be submitted to and co-ordinated by the Chief Administrator's office.
- b. Filming will not be permitted if it severely impacts the Town's ability to function as its facilities are well used by residents. Previously booked events will take precedence over requests from the film industry to use these facilities.
- c. Fees and security deposits will be negotiated in conjunction with the Town of Crossfield Community Services department, the Chief Administrator's office and the location manager.
- d. All associated costs and damages incurred to Town of Crossfield facilities will be charged to the film company.
- e. Chief Administrative Officer permission is required if an aircraft is to land and/or takeoff from a Town-owned property.

PARKING FOR CAST AND/OR CREW PERSONAL VEHICLES

- a. The use of off-street parking and/or shuttle vans/buses should they be used for cast and/or crew will be arranged prior to the start of filming through the Chief Administrative Officer's office.

TOWN OF CROSSFIELD PERSONNEL AND FLEET VEHICLES

- a. Town fleet operated by Town operators can be filmed with the consent of and approval of the Town of Crossfield. Charges for the operator and unit are set by Chief Administrative Officer.
- b. Personnel dedicated to the exclusive use of the filming company can be provided by the Crossfield Fire Department, Community Peace Officers 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 AND DRONES

- a. Authority to fly lower than 1,000 feet above ground level is delegated to the Regional Director, Aviation Regulations, Transport Canada (Edmonton). 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 Crossfield named as additional insured.
- b. Permission from the Chief Administrative Officer is required for the use of drones. Additionally, the following documentation must be on file with the Town of Crossfield before any permits will be issued.
 - i. Film Production Information Sheet;



- ii. Acceptance of Terms and Conditions for Filming in the Town of Crossfield;
 - iii. 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 Crossfield (P.O. Box 500, Crossfield, AB, T0M 0S0) 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;
 - iv. 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;
 - v. \$2,000,000 (two million dollars) per occurrence on the Unmanned Aerial Systems insurance policy with the Town of Crossfield named as additional insured; and
 - vi. 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 AND HELICOPTERS

- a. The proposed use of special effects and weapons (whether fired or not) requires the applicant to submit a detailed written submission outlining the purpose, scope, risk assessment and safety plan to the Chief Administrative Officer for review and approval.
- b. The applicant must notify residents and business owners in the filming area verbally and in writing of its intent to use special effects. The Town of Crossfield reserves the right to have production companies survey affected residents before permits are issued in these cases.
- c. Any use of explosives requires permission from the Chief Administrative Officer and Crossfield Fire Department. The Town of Crossfield reserves the right to review all credentials of personnel involved in the filming using firearms by a Safety Codes Officer, and if required, the Senior Inspector of the Explosives Branch of Canada in Ottawa will be contacted for the verification of these qualifications.
- d. If any firearms are being used and seen by the public and/or discharged, the RCMP and Town Peace Officer must be notified at least one week (five business days) in advance. All film personnel using firearms must be in possession of and be able to produce a Possession and Acquisition License (PAL)

as required by the Federal Government on demand. They must also be familiar with all Canadian Laws with respect to storage/ transportation/regulation of permitted/restricted/prohibited firearms.

- e. The use of qualified protective services personnel is required for special effects which require traffic management for moving picture vehicles or when firearms and/or weapons are displayed or discharged. The applicant may be required to contract emergencies services to be on location during filming and/ or comply with any restrictions imposed by any applicable authority (i.e. Crossfield Fire Department, RCMP.)
- f. The use of artificial (chemical) snow must be approved, in writing, by the Chief Administrative Officer. The applicant is required to provide evidence (i.e. WHMIS documentation) that the use of chemical snow is safe, biodegradable and will not adversely affect citizens, vegetation or property.

Production crews will clean up and restore all filming locations to their original condition at the end of production unless otherwise directed by the Town of Crossfield.

CODE OF CONDUCT

- a. Production companies and their personnel are expected to uphold the Town's Code of Conduct guidelines. The production company will ensure its staff act in a safe and professional manner. This includes refraining from trespassing, littering, lewd or improper language or dress.

For more information, contact:

Sue Keenan
Chief Administrative Officer
Town of Crossfield
Ph: (403) 946-5565, ext. 224
suek@crossfieldalberta.com



FILMING PERMIT

Name of Company: _____ Date: _____
 Company Address: _____
 General Phone: _____ Fax: _____
 Location Manager: _____ Phone: _____
 Assistant Location Manager: _____ Phone: _____

Permit not valid without insurance. The Town of Crossfield must be named as additional insured on policy for minimum \$5 million liability. Insurance received: _____

I have been provided with and have read the Town of Crossfield's Filming Policy I agree: _____

Town Director of Operations requires 14 working days advance notice of effective date to ensure sufficient time for review and processing.

The Town of Crossfield and all emergency services reserve the right to access and/or service roads as required.

Permission is hereby granted to film within the Town of Crossfield as it relates to:

Film Location:	
# of Cast / Crew on Location:	
Project Description:	
Feature Film TV Series Made-for-TV Movie	Commercial Student Project Other
Gun Fire Explosion Fire Helicopter Wet Downs Rain or Snow	Car Stunt Tow Shots Drive Up / Away Drive By Stunts Other
Film Start Date:	Film End Date:
Prep Date(s):	Wrap Date(s):
Hours of Filming:	Curfew Extension
In accordance with current Noise Bylaw	

Parking Locations

Type of Vehicle(s)	# of Vehicles	Road	From	To



Town of Crossfield
 1005 Ross St. Box 500 | Crossfield, Alta. T0M 0S0
 (403) 946-5565
 Town@crossfieldalberta.com

Road Work at or on: Complete information for all roads being used.					
Road	From		To		
During the period of the permit, the highway shall have:					
Partial Obstruction	Yes	No	Road Closure	Yes	No
Alternating Traffic (provide traffic control plan)	<input type="checkbox"/>	<input type="checkbox"/>	Local Traffic Only	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining two-way traffic flow	<input type="checkbox"/>	<input type="checkbox"/>	Complete closure (Requires council notification)	<input type="checkbox"/>	<input type="checkbox"/>
Other (describe:)			Traffic signal in work zone	<input type="checkbox"/>	<input type="checkbox"/>
And shall be restricted to:			The permittee shall provide		
Days of operation: _____			Detour route signs	<input type="checkbox"/>	<input type="checkbox"/>
Hours of operation: _____			Certified flagperson(s)	<input type="checkbox"/>	<input type="checkbox"/>
Other or additional restrictions/conditions as noted below: _____			Letter to property owners	<input type="checkbox"/>	<input type="checkbox"/>
			Traffic control	<input type="checkbox"/>	<input type="checkbox"/>
Traffic control plan remitted shall be abided by and comply with requirements of the Alberta / Workers' Compensation Board Industrial Health and Safety Regulations and Alberta Transportation and Highways Traffic Control Manual for Work on Roadways.					
NO TRANSFER OF LOADS ON TOWNSHIP RIGHTS OF WAY WITHOUT SPECIFIC APPROVAL. ROADS TO BE KEPT FREE AND CLEAR OF DEBRIS AT ALL TIMES.					

I hereby agree to all the terms of the Town's current Traffic Bylaw and/or agreement attached hereto, as they pertain to this permit, and guarantee the fulfilment of terms set out herein with time specified in this permit.

Pursuant to the Alberta Workers' Compensation Act (WCA), (as amended,) I hereby acknowledge and agree that in respect of all matters pertaining to any work undertaken pursuant to this permit, the person to whom this permit is issued shall be the prime contractor as defined in the WCA for the purposes of the WCA and shall discharge the responsibilities of the prime contractor under the WCA and Alberta Occupational Health and Safety Act and nothing in this permit shall make the Town the prime contractor under the WCA. I also acknowledge and agree that I am fully responsible for the safety of the public and those working on this project notwithstanding anything in this permit. I further agree to indemnify and save harmless the Town of Crossfield and its employees against any and all claims, actions or expenses whatsoever or by whomsoever brought against the Town by reason of the Town granting me this Filming Permit or by reason of the above referenced works. This permit is subject to the cancellation clauses contained in the Town's Traffic Bylaw no. XXX.

Permittee's signature and date

PERMITTED ISSUED BY:
CAO or his/her delegate signature and date

Distribution	Fax/Email		Fax/Email
<input type="checkbox"/> Original to file		<input type="checkbox"/> RCMP / CPO	
<input type="checkbox"/> Applicant		<input type="checkbox"/> Dispatch	
<input type="checkbox"/> Project Manager/ Inspector		<input type="checkbox"/> Director of Operations	
<input type="checkbox"/> Fire Department		<input type="checkbox"/> Rocky View Schools (Road closures only)	
<input type="checkbox"/> Ambulance (Road closures only)		<input type="checkbox"/> Alberta Transportation Volker Stevin	
<input type="checkbox"/> Ambulance Service (Road closures only)		<input type="checkbox"/> Other:	

See Fee Schedule for fees listing

Fees	AMOUNT
Application fee	\$
Additional fees	\$
PERMIT FEE TOTAL:	\$

The filming company identified on this permit, reverse side, in consideration of being permitted to enter onto, use or occupy property or facilities belonging to or under the control of the Town of Crossfield for the purposes of filming, does hereby agree to waive, release absolutely, indemnify and save harmless the Town of Crossfield, its servants and agents from and against all claims, demands, awards, judgements, actions, causes of action and proceedings by whomsoever made or brought in respect of any personal or bodily injury (including death) to any person, and any loss of or damage to any property caused directly or indirectly by or as a result of filming by the film company identified on this permit, reverse side, or its servants, agents, contractor or their employees and sub-contractors, using, entering into or occupying property belonging to or under the control of the Town of Crossfield.



Town of Crossfield
1005 Ross St. Box 500 | Crossfield, Alta. T0M 0S0
(403) 946-5565
Town@crossfieldalberta.com

TOWN OF CROSSFIELD FILMING FEE SCHEDULE

1	Business Licence	Fee
	Business Licence – Production Office / Studio Non-Resident Required for all productions filming on location, with the exception of approved student projects.	\$50.00
2	Engineering	
	Film Application: Filming on private and/or public property Per production/episode – maximum \$300/TV Series season	N/A
	Highways / Roads / Airport Use Permit - Filming **Airport use requires a Development Permit and separate fee	Fees Vary
	Hydrant Use Permit	\$33.99/day minimum based on consumption.
	Security Deposit Dependent on proposed activities and projected municipal costs.	\$5,000 minimum deposit
3	Protective Services	
	Traffic Control, Special Effects	\$100/Hour (Two hour minimum)
	Fire Department – Chief – Site Meeting	\$100/Hour
	Fire Services <ul style="list-style-type: none"> • Aerial • Bush Buggy • Engine • ERU • Fire Engine Primary • Rescue • Tender (Water Tanker) • Engine • Fire Personnel – Volunteer • Fire Hall Rental for Training Room 	\$955/Hour \$415/Hour \$955/Hour \$955/Hour \$955 Hour \$955/Hour \$955/Hour \$955/Hour \$89 Hour \$84/Day or \$58/Half-day
4	Recreation, Culture and Parks	
	Town Arena	\$500/day plus damage deposit of \$500
	Ball Diamond / Park	\$75/day per diamond or \$200/day for entire park A damage deposit may be required
	Curling Rink Lobby and upstairs area	\$500/day plus damage deposit of \$500
Power consumption for trailers will be determined on a per use basis. Staffing fees for the Arena and the Curling Rink are \$50/hour.		



Sample Neighbourhood Notification Letter

Letter must be on letterhead.

Date the letter.

Identify address of location, dates and company information.

Forewarn of impacts:

- Scenes are indoors or outdoors or both;
- Lighting;
- Traffic control;
- Noise;
- Gunfire;
- Stunts;
- Special effects.

Outline all parking arrangements (including off-street parking) and restrictions clearly.

Contact information:

- Location manager;
- On-set locations rep.;
- Town of Crossfield Administration Office;
- Alberta Film Ministry;
- Crossfield Film Liaison (Development Officer)

Identify where on the Town's website residents and businesses can find a copy of the Filming Policy.

The location manager should sign letter, even if someone else has prepared the draft.

Production Company Letterhead

Date

Dear Neighbors of *(location address)*,

Please take a moment to read this notice about the filming of the TV movie *(film's title)* at *(location address)* on *(day/dates of filming)*. *(Production company name)* would like to provide some information that will help you prepare for our arrival and anticipate how our presence may affect your daily routine.

Filming is to start at *(time)* each day and finish by *(time)* each evening. Most of our scenes will take place inside *(location address)*; however, after dark we will film some scenes that will take place in the front yard and on *(street name)*. In this scene, a character pulls her car up to the curb in front of the house, walks across the lawn, and enters the house.

There will be a very bright light positioned on a mechanical lift raised to approximately 80 feet high at the northwest corner of *(street name)* and *(street name)*. This will make the neighborhood much brighter than usual, but will not be directed into any houses. Traffic delays of up to three minutes can be anticipated during the filming of this exterior scene.

There will be no special effects, gunfire or loud noises during filming.

In order to minimize the disruption to your neighborhood, we will park the majority of our vehicles in the parking lot located at *(parking lot address)*. However, in order to accommodate our essential vehicles and to ensure continuity of picture, the Town of Crossfield has allowed us to post temporary no stopping signs for the following areas and times:

***(Start date and time)* to *(end date and time)*:**

- West side of *(street name)* from *(street name or block)* to *(street name or block)*
- East side of *(street name)* from *(street name or block)* to *(street name or block)*

We emphasize that changes in parking are temporary and appreciate your co-operation in using alternative parking during this time. We will ensure any residents with special needs are accommodated promptly. Should you require parking or access within the restricted area, please contact me at the number below.

If you have any questions or concerns, please do not hesitate to contact me at our production office at *(phone number)*. While we are in your neighborhood please feel free to speak to *(assistant or location manager name)* at *(phone number)*, who will be on set. Information regarding filming in Crossfield is available through the Town of Crossfield Administration Office at (403) 946-5565.

A copy of the Policy for Filming in the Town of Crossfield can be found on the Town's website at www.crossfieldalberta.com

Thank you for your patience and cooperation.

Sincerely,

(Location manager name)

(Production company name)