

A collage of film production scenes. The top half features a close-up of a cameraman with a beard looking through a professional video camera. The bottom half is split into two scenes: on the left, a film set with a large mountain backdrop and several people; on the right, a film set with a bright yellow light and a person in a white protective suit. A film strip graphic is overlaid on the left side.

GUIDELINES FOR FILMING IN EDMONTON



TABLE OF CONTENTS

Introduction3

Guidelines

General Filming guidelines4
Public Notification7

Civic Services

Edmonton Police Services8
Emergency Medical Services9
Edmonton Fire Department9
Transportation Department10
 Closures10
 Street signals11
 Parking11
 Hooding Parking Meters11
 Towing12
Noise bylaw12

Special Effects

Explosives and pyrotechnics13
Firearms14
Transportation and storage of explosives14
Aircrafts in City Airspace (helicopters, hot air balloons etc)14

Contact information15

INTRODUCTION



Edmontonians are proud of our vibrant and creative culture. We are committed to supporting and advancing the film industry and will make every effort to accommodate those who chose Edmonton as a film location. To those in the film industry, welcome to Edmonton!

A handwritten signature in black ink that reads "Stephen Mandel".

Mayor Stephen Mandel



On behalf, of the Edmonton Film Office, it gives me great pride to extend a very warm welcome to you from Alberta's Capital City. I am confident you will have an enjoyable and memorable visit to our city.

Year round, Edmonton offers a vast number of locations suitable for filming opportunities. You will be astounded by the numerous beautiful, outdoor locations suitable for filming. If you would like to enjoy 17 hours of sunlight each day, for an extended period of time, then June is the month to film in Edmonton. For snow days or long days Edmonton will be your choice location for all your filming requirements.

The Edmonton Film Office encourages you to contact us when doing future filming in Edmonton for our assistance. It is my personal commitment that you will receive excellent service and focused attention on all your production needs.

Enjoy Edmonton and all it has to offer.

Warm regards,

A handwritten signature in black ink that reads "Patti Tucker".

Patti Tucker
Edmonton Film Commissioner



GUIDELINES

GENERAL FILMING GUIDELINES

To start the filming process in Edmonton, the Production Company must follow the General Filming Guidelines as outlined below. Further questions can be directed to the **Filming Liaison** who will help guide you through the process.

Film and Television Event Application Form

The Production Company has to fill out and submit a Film and Television Application Form to the **Filming Liaison** for review and approval.

Completion of this form is required in order to obtain permission from the City of Edmonton to film any theatrical motion picture, television program, commercial and/or music video, where City property is being used. If changes, corrections, or additions need to be made, then a new application form is required.

Please note: This form is not required when television stations are preparing stories for news or current affairs programs.

To download a Film and Television Application Form please visit: www.filminedmonton.ca

Proof of Insurance

The Production Company must acquire comprehensive general liability insurance for a minimum of \$2 million CDN for any occurrence. The Production Company must also name the City of Edmonton as an additional insured. Further coverage may be required depending on the specific filming activities and will be determined by the City's Risk Manager.

If vehicles are being used, third-party automobile insurance for \$1 million CDN will be required to cover all vehicles used in connection with the film-making activities.

All insurance must be provided by a registered insurance company. Any and all claims, legal suits, or action 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.



Responsibilities of the Production Company in City Areas

The Production Company should conduct itself in a safe and professional manner. This includes refraining from trespassing, littering, lewd or improper language or dress.

The safety of the citizens of Edmonton and enjoyment of their property should not be jeopardized. Therefore, care should be taken that vehicles/generator exhaust and spillover lighting does not negatively affect the residents and businesses.

Production crews must clean up and restore the filming location to its original condition at the end of filming, unless otherwise directed by the Edmonton Film Commission.

The Production Company must insure that their activities do not disrupt normal business activities. This means customers are to be granted access to local businesses and deliveries should not be obstructed, unless other arrangements have been made with the property or business owners.

Locations and times when Filming Activities are permitted

Filming will be permitted 24 hours a day in various locations throughout the City in accordance with City of Edmonton regulations. These locations include the non-residential area of the downtown core, industrial areas and major transportation corridors.

Filming in residential areas, between 11:30pm and 7am, shall be permitted only when the Production Company has received written support from 65% of the area residents. The **Filming Liaison** will determine the specific City boundaries within which residential support must be received.

Repeat filming

Filming in frequently used locations will be allowed at the discretion of the Edmonton Film Commission. If area residents and/or businesses raise concerns that their area has been disrupted too often, filming will only be permitted if the majority of the residents and/or businesses approve. Approval can be obtained through written support from the affected residents and/or businesses and should be submitted to the **Filming Liaison**.



Filming on City property (excluding streets, lanes, sidewalks and alleys)

The City of Edmonton owns many facilities that are generally available to the film industry. These include treatment plants, parks, recreation facilities, landfill sites, warehouses, and municipal buildings. Permission to film on these locations is arranged by the **Filming Liaison**. Request should be made in writing within a reasonable period of time and provide the following information:

- The specific location and why it is being requested
- Space needed for equipment
- The exact nature of the filming
- The date and time required including site set up and clean up
- The number of crew/cast, support vehicles and equipment
- The names of the cast that may attract many onlookers
- The script for the scene(s) to be shot
- Any special effects, stunts or loud noises
- Any special technical needs, e.g. utilities, parking, security, moving existing furniture, wall decorations, etc.
- Notice of any controversial scene(s) such as nudity, violence, etc.

Please note: The City of Edmonton requires these facilities to serve Edmontonians. Therefore, filming may not be permitted if it severely impacts the City's ability to function. Also City facilities may have specific conditions for filming at that location.



PUBLIC NOTIFICATION

Written Notification

It is the responsibility of the Production Company to provide written notification, outlining the details of the planned filming activities, to those residents and/or businesses directly impacted by the filming. It should include the following details:

- The name and phone number of the location manager and the Edmonton Film Commissioner (780-917-7627)
- The title of the production
- The date and time crews will be working in the area with a brief description of what the crew will be doing
- Where the production vehicles are permitted to park (see the Transportation section)

Written notification must receive the approval of the **Filming Liaison** prior to distribution. A copy of the approved notification should also be submitted to the Edmonton Film Commission. The **Filming Liaison** will determine the specific boundaries within which written notification is required.

Signage

The Production Company may be required to erect signage in the area advising the public that filming is taking place. The **Filming Liaison** will determine if this is necessary and the specific locations signage will be required.



CIVIC SERVICES

Cost of Services

The City of Edmonton supports filming in the City by providing access to Civic Services such as road closures, police services, fire permits, medical support etc. These services are provided on a fee for service basis. Cost estimates will be coordinated and provided by the **Filming Liaison**.

EDMONTON POLICE SERVICE (EPS)

Requirements for Police Service

Members of the EPS will be made available to support filming activity. EPS is required:

- To control traffic when major roads are closed temporarily
- For any filming involving weapons that will be visible to the public whether they will be fired or not (see Special Effects section)
- For any filming involving moving camera vehicles. Movie production vehicles shall not move opposite to the flow of traffic at any time unless permitted to do so by EPS and the Transportation Department
- To control traffic during any stunts or special effects (see Special Effects section)
- When explosives are being used (see Special Effects section)

How to obtain Police assistance

A request for EPS assistance must be made at least five business days in advance to the **Filming Liaison**. The request should include:

- The specific details of services to be provided by EPS
- If the Production Company wishes to film police personnel, vehicles, equipment, buildings, uniforms etc
- All pertinent details of the script involving EPS

EPS Costs of Services

Costs associated with EPS members providing services are the financial responsibility of the Production Company. There is a minimum charge of three hours for each EPS member and a cancellation notice must be given, within a reasonable period of time, if booked services are no longer required.



EMERGENCY MEDICAL SERVICES (EMS)

How to obtain EMS assistance

A request for EMS assistance must be made at least five business days in advance of to the **Filming Liaison**. Short notice requests will be considered on an individual basis and every effort will be made to accommodate the Production Company. The request should include:

- Number of paramedic units required
- Number of paramedics required
- Special equipment requested
- The date, time and estimated duration of the filming
- Technical advisors requested for medical scripts
- Any special considerations for filming such as protective gear needed or special skills that may be required should also be outlined.

EMS Cost of Services

EMS can provide stand-by units/paramedics to the film company during potentially dangerous situations on a fee for service basis. These costs are the financial responsibility of the Production Company.

FIRE DEPARTMENT SERVICES

How to obtain Fire Department Services

A request for Fire Department services must be made at least ten business days in advance to the **Filming Liaison**. The request should include:

- The specific details of services to be provided by the Fire Department
- If a film production wishes to film fire personnel, vehicles, equipment, buildings, uniforms etc
- All pertinent details of the script involving the Fire Department
- If the use of a fire hydrant is required

Please note: repair costs for any damages from use of fire hydrant, will be the financial responsibility of the Production Company. During an emergency, the Fire Department's use of the fire hydrants shall supersede any current use of the hydrant.



Fire Department Cost of Services

Costs associated with Fire Department members providing services are the financial responsibility of the Production Company.

TRANSPORTATION DEPARTMENT

Requirements for closing streets, sidewalks, lanes and alleys

All closure requests can be made through the **Filming Liaison**.

The City of Edmonton is willing to close streets, sidewalks, lanes and alleys to allow for actual filming. The transportation department will put up “No Parking” signs 24 hours in advance of the closure to notify the public. EPS officers must be present to undertake traffic control duties for any on-street filming that will affect or interfere with traffic unless otherwise approved by the Transportation Department.

The following information is required to proceed with a closure:

- The specific street closure location
- The number of traffic lanes to be closed
- The existing parking regulation on the street such as no parking/loading zone/parking meters etc.
- A plan on how access will be maintained to adjacent businesses/residential areas
- A detailed description of the filming to be done within the requested location
- The date and time of filming

Closing streets in the downtown core

Streets in the downtown core will not be closed during the normal business day unless:

- Adequate alternate routes are available
- Adequate access is assured to adjacent businesses/residential areas
- Public transit can be maintained on the portion of the street to be closed or on adjacent streets
- Otherwise approved by the Transportation Department.

Closure requests can be made through the **Filming Liaison**.



Street signals

If it is necessary for street signals, street names, traffic control signs, directional signs, traffic lights, and/or road markings to be removed, please contact the **Filming Liaison** five business days in advance.

The Highway Traffic Act; Chapter H-7, Section 139 states “No person shall willfully remove, throw down, deface or alter, injure or destroy a traffic control device, placed, marked or erected on a highway.”

Parking

The City of Edmonton will attempt to provide street parking space for essential film unit vehicles. As the City must post “No Parking” signs a minimum of 24 hours in advance of the effective date of the permit, the following information must be provided five business days in advance:

- The streets to be reserved for parking vehicles
- Existing regulations on the street such as parking/no parking zones, meters, rush hour limits, handicapped parking, etc.
- A detailed description of the filming to be done
- The date and time the signage is required

Permitted streets will be reserved overnight if the permit allows for shooting on consecutive days.

All film production vehicles must display a valid parking permit in the windshield of each parked vehicle. Vehicles not displaying a valid permit may receive parking fines. A parking pass will be provided by the **Filming Liaison**.

Vehicles are prohibited from parking within 5 meters of a fire hydrant or street corner, unless otherwise permitted by a traffic control device. Vehicles are prohibited from parking within 1.5 meters of a private driveway, unless otherwise prohibited by a traffic control device.

Vehicles are also not permitted to park in Emergency Access Routes, Disabled Parking Zones, and any other safety violations such as parking with wheels to curb, unless they receive a ‘Permission to Park’ and there is no public access to the above locations.

Hooding parking meters

A request must be made to the **Filming Liaison** for hooding meters, as it is the Traffic Operations branch’s responsibility to install and remove the hoods from any parking meters used for film parking.



Towing

If it is necessary to tow a vehicle that is parked in a signed area, the location manager must call EPS at 780-423 4567 to dispatch parking enforcement services to tag the vehicle and arrange for towing.

Courtesy towing

Courtesy tows are generally done as a customer friendly way of dealing with parked vehicles which interfere with filming. Courtesy tows are generally coordinated by the Transportation Department employee assigned to the film shoot or EPS. A tow truck will be dispatched to the location requested and an on site City employee or Production Company designate will coordinate courtesy tows.

Cost of Services

All services provided by the Transportation Department as noted above, are provided on a fee for service basis. Cost estimates will be coordinated and provided by the **Filming Liaison**.

NOISE BYLAW

The City of Edmonton governs the level and duration of sound under the Noise Bylaw. Any requests for filming activity that is expected to generate loud or continuous sounds must be submitted five business days in advance to the **Filming Liaison**.

The City's Noise Bylaw sets out permitted sound levels measured at the point of reception for continuous sounds. These levels are:

- Continuous sound: any sound level that occurs for a continuous duration of more than three minutes or sporadically for a total of more than three minutes, in any continuous 15 minute time period.
- Day time sound: means the period beginning at 7am and ending at 10pm weekdays and beginning at 9am and ending at 7pm on Saturdays, Sundays and statutory holidays.

If sound levels are expected to exceed these levels or occur after hours, a Noise Bylaw Waiver may be granted. This request must be submitted five business days in advance to the **Filming Liaison**.



SPECIAL EFFECTS

EXPLOSIVES AND PYROTECHNICS

Request for use of explosives and pyrotechnics in the City of Edmonton must be submitted to the **Filming Liaison** five business days in advance. Due to the nature of these activities, additional services may be required from the Fire Department and EPS to conduct a pre-test prior to granting approval.

The level of notification required for these activities will be determined by the **Filming Liaison** in conjunction with Edmonton's emergency services.

Permits

The Production Company must obtain a permit for the use of explosives, fireworks, pyrotechnics and the burning of buildings and/or vehicles.


How to obtain a permit

The Production Company must submit a detailed description of the special effects to take place and include:

- A complete description of the device and materials that are being used to create the effect
- The exact amount of explosives to be used and the types of explosives to be used including the manufacturer and the color coding (i.e. det. Cords)
- The type of delays to be used
- How the effect is to be fired (electrically, remotely or manually)
- The name of the blaster in charge and the name of the pyrotechnic (must be the same company and names approved, who seeks approval for using explosives and/or pyrotechnics)
- The exact location including distances from any and all buildings
- The safety precautions and apparatus used to protect the public, cast and crews

Requirements for using explosives or pyrotechnics

- A detailed description of the company providing the explosives and/or pyrotechnics including experience and credentials must be sent to the **Filming Liaison** 21 business days in advance of usage.
- The **Filming Liaison** will verify credentials with the Senior Inspector of the Explosives Branch of Canada.
- A detailed listing of the devices and equipment, including black powders, det cords, pyro paks and pyrotechnics must be provided to the **Filming Liaison**.

- 
- The **Filming Liaison** will coordinate representatives of the Fire Department and EPS to examine and/or offer advice regarding the explosive to be used.
 - Once an inspection of the site and the special effect to be used has been completed, the appropriate permit for that effect will be granted. Any special effect not using high explosives (propane cannon, gasoline etc.) will also require an on-site inspection and approval.
 - Representatives from various emergency services, such as Fire, EMS, EPS may withdraw the permit and terminate the effect at any time if any type of danger is presented.

Requirements for using firearms

- The **Filming Liaison** must be notified at least 24 hours in advance if firearms are to be used, discharged, or may be seen by members of the public.
- The notification must include the time and location where the filming will take place, the nature of the firearms use, and their technical names plus the name, permanent address, phone number and date of birth of the firearms user.
- All firearm wranglers must be in possession of and be able to produce a Firearms Acquisition Certificate (FAC) on demand which, can be obtained at (www.cfc-cafc.gc.ca). The user must be familiar with Canadian Laws with respect to storage, transportation and regulation of permitted, restricted and prohibited firearms.
- All restricted and/or prohibited weapons must have a “Carry Permit” issued by EPS. This permit can be obtained by contacting the **Filming Liaison**.

Transport and storage of explosives

The transportation and storage of explosives is governed by and subject to the provisions of the Explosive Act (Canada). The Production Company is expected to be familiar with the Explosives Act (Canada) and conduct itself in a manner consistent with the Act.

Aircrafts in City Airspace

The use of all aircrafts, including helicopters, hot air balloons, and low flying planes, is governed by the Government of Canada. However, the Production Company is requested to inform the **Filming Liaison** of any request for the flight of aircraft(s) in City of Edmonton airspace.



CONTACT INFORMATION

Filming Liaison:

- Barry Sawchuk
- Barry.sawchuk@edmonton.ca
- 780 496 8363

Edmonton Film Commissioner:

- Patti Tucker
- ptucker@edmonton.com
- 780 917 7627

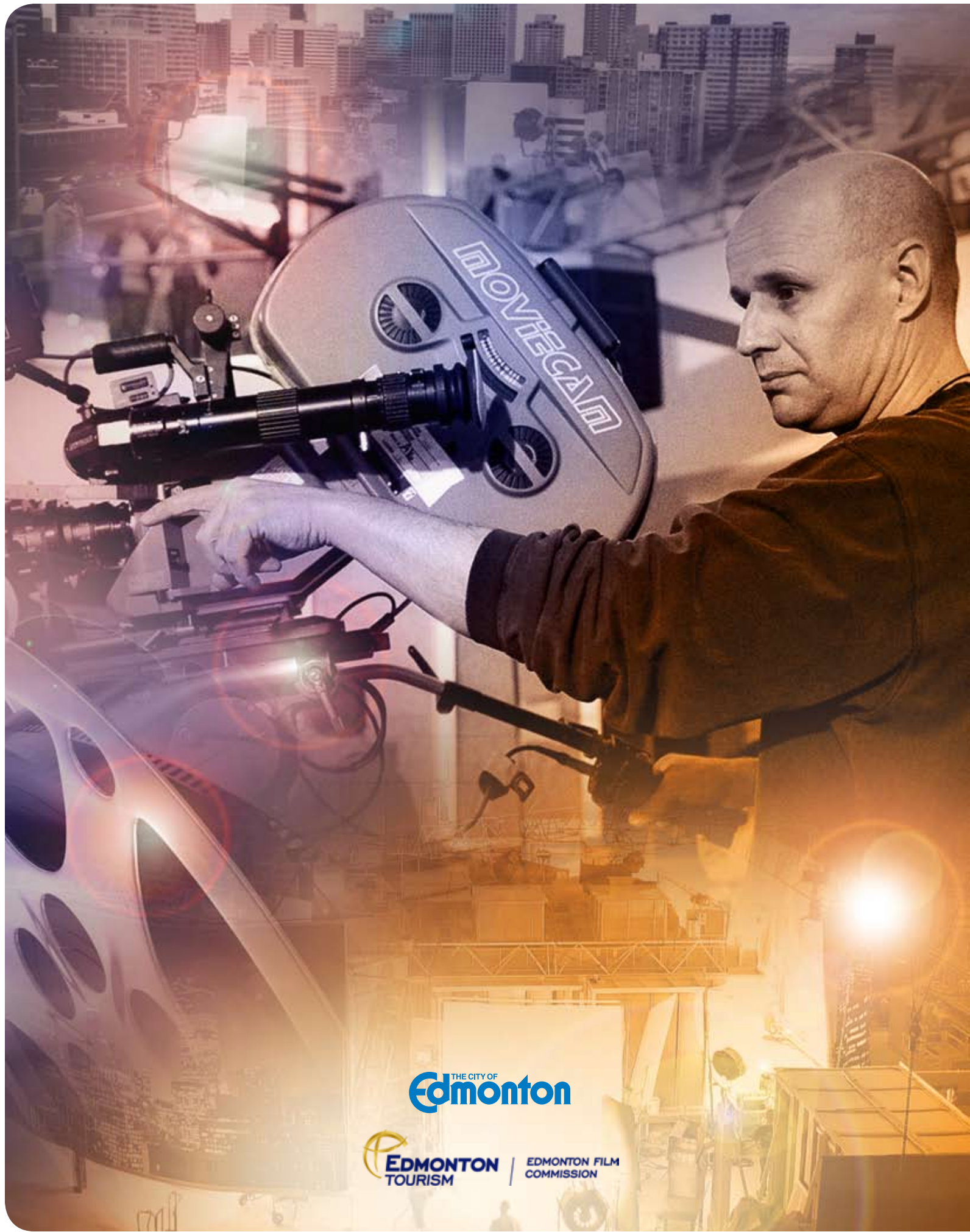
Edmonton Film Services Assistant:

- Nancy Holowaty
- nholowaty@edmonton.com
- 780 917 7626

City of Edmonton Film Coordinator:

- Brad Stromberg
- Brad.stromberg@edmonton.ca
- 780 496 8104

For more information on filming in Edmonton visit: www.filminedmonton.ca



THE CITY OF
Edmonton



EDMONTON
TOURISM

EDMONTON FILM
COMMISSION