

**MISCELLANEOUS PLANNING ITEM
PLANNING AND DEVELOPMENT REPORT TO COUNCIL
REPORT FOR COUNCIL'S CONSIDERATION ON FILM PRODUCTION
April 22, 2026**



**PROPOSAL: REVIEW PROPOSED POLICY FRAMEWORK FOR
FILM PRODUCTION IN FOOTHILLS COUNTY.**

FILE MANAGER: Coreena Carr, Planner

PURPOSE:

To present a proposed policy framework for film production in Foothills County for Council's consideration.

The proposed policy establishes a clear and proportionate framework that supports film production, addresses potential impacts, and maintains a film-friendly, low-regulation approach.

BACKGROUND

On **January 7, 2026**, Council directed Administration to proceed with developing a framework to deal with film and media production in the County and to return to Council for further consideration.

RATIONALE

Foothills County has a long history of supporting film production as an economic activity and has generally taken a hands-off approach to filming on private land. Filming has occurred for many years with few concerns raised. Administration is aware of only limited concerns, primarily related to communication with nearby residents and perceived nuisance impacts.

While the film industry has largely operated responsibly, the absence of a formal framework may result in inconsistent communication and limits the County's ability to respond when concerns arise. Due to the temporary nature of filming, traditional enforcement processes may also have limited effectiveness once an activity is underway or complete.

The proposed policy is intended to address these gaps without fundamentally changing how filming occurs in the County.

PROPOSED POLICY FRAMEWORK

The proposed *Film Production Coordination and Communication Policy* establishes a non-regulatory administrative framework to support film production while balancing the interests of residents, public safety, and rural character. A copy of the draft Policy is attached as **Appendix A**.

The framework is intended to encourage economic activity, reduce red tape, and ensure County involvement is proportionate to the scale and impact of filming activities.

The proposed three-tiered system includes:

- 1. Notice of Filming (Low Impact / Private Land)**
Applies to low-impact filming on private land with no County involvement required. No approval is required; notification supports awareness and response to inquiries.

2. **Operational Film Permit (Moderate Impact / Coordination Required)**

Required where filming involves County roads and County property, traffic control, emergency services coordination, public safety considerations, or potential off-site impacts.

3. **Film Site Licence (Ongoing or Repeated Use)**

Applies to recurring filming locations or sites with standing sets or infrastructure. Provides a longer-term administrative agreement with site-specific conditions.

This tiered approach allows low-risk filming to proceed with minimal oversight while ensuring higher-impact activities are appropriately coordinated.

The Policy emphasizes communication, neighbour notification, public safety, and voluntary compliance, while relying on existing bylaws where enforcement is required.

The following additional draft information is attached for Council's information:

- **Appendix B** - Draft Guidelines for Film Production in Foothills County;
- **Appendix C** - Draft form and declaration of understanding for film production in Foothills County.

KEY POLICY CONSIDERATIONS

1. **Enforcement Practicality for Temporary Uses**

Formal enforcement tools such as stop orders or appealable decisions are not well suited to temporary uses such as filming. Productions are often short in duration, and formal processes may conclude after the activity has ended. As a result, proactive communication, rapid issue resolution, and voluntary compliance are more effective responses to neighbour concerns.

2. **Complaint Relevance and Fair Administration**

Administration notes that concerns related to filming activities should be assessed based on whether the issue is reasonably connected to the filming operation or its off-site impacts. This helps ensure legitimate concerns are addressed while maintaining a fair and proportionate process that does not draw the County into unrelated private disputes or matters outside the scope of the framework.

3. **Supporting Economic Activity**

Maintaining a film-friendly environment by minimizing unnecessary approvals for filming.

4. **Communication and Neighbour Awareness**

Improving transparency through notification and clear communication where filming may affect surrounding properties.

5. **Proportionate Oversight**

Ensuring County involvement reflects the level of impact, with minimal oversight for low-risk activities and increased coordination where required.

6. **Past Compliance History**

Where repeated, substantiated concerns arise at a filming location, that history may inform future requests requiring County coordination or approval.

7. **Use of Existing Bylaws**

Relying on existing bylaws to address nuisance or safety concerns rather than creating a new regulatory regime.

CONCLUSION

The proposed framework provides a practical and balanced approach that supports film production while recognizing the interests of surrounding landowners.

The framework would improve the current system by:

- providing clear direction for industry and residents;
- establishing a single point of contact for effective communication and efficient concern resolution
- improving coordination across departments; and
- introducing neighbour notification where warranted.

Administration recommends a policy-based approach that builds on the County's existing framework without creating unnecessary regulatory burden. The proposed approach clarifies expectations, improves communication, and addresses identified gaps while maintaining Foothills County's attractiveness as a filming location.

The approach is administrative in nature and does not introduce new enforcement mechanisms. Where additional enforcement tools are desired, Council may direct Administration to explore amendments to existing bylaws, such as the Community Standards Bylaw currently under review, or return with a draft bylaw for future consideration.

Administration is seeking Council feedback and direction on the proposed policy framework.

OPTIONS FOR COUNCIL CONSIDERATION:

OPTION 1 — SUPPORT POLICY

That Council direct Administration to bring back a refined Policy for Council's consideration incorporating feedback provided.

OPTION 2 — POLICY + BYLAW AMENDMENT

That Council direct Administration to proceed with the Policy Framework and explore amendments to existing bylaws, including the Community Standards Bylaw, to address nuisance-related concerns.

OPTION 3 — BYLAW DIRECTION

That Council direct Administration to prepare a draft Bylaw for Film Production in Foothills County for future consideration.

OPTION 4 — POSTPONE

Council postpones consideration of the proposed Film Production Framework pending further direction.

APPENDIX

APPENDIX A – DRAFT FILM PRODUCTION COORDINATION AND COMMUNICATION POLICY

APPENDIX B – DRAFT GUIDELINES FOR FILMING IN FOOTHILLS COUNTY

APPENDIX C – DRAFT FORM AND DECLARATION OF UNDERSTANDING

APPENDIX A

Foothills County

FILM PRODUCTION

COORDINATION AND COMMUNICATION POLICY



1.0 PURPOSE

The purpose of this Policy is to:

- a. support and encourage film production within Foothills County as a temporary economic activity;
- b. provide clarity and transparency on process requirements and expectations for film activity in Foothills County;
- c. support effective communication between film producers, residents, and the County;
- d. protect public safety, municipal infrastructure, and emergency access;
- e. minimize unreasonable disturbance to neighbouring properties, agricultural operations, and the rural character of the County; and
- f. avoid unnecessary regulation or approval for low-impact filming; and
- g. establish a balanced framework that supports film production while ensuring filming activities are conducted responsibly and with respect for the surrounding community.

2.0 SCOPE

This Policy applies to film production activities occurring within Foothills County.

This Policy does not regulate film production as a land use, but rather provides a framework to support coordination, communication, and the management of potential nuisance associated with filming activities.

3.0 GUIDING PRINCIPLES

Film production within Foothills County will be approached in a manner that:

- a. maintains a supportive and film-friendly environment;
- b. respects the rights and enjoyment of neighbouring landowners;
- c. recognizes the importance of agriculture and rural character;
- d. emphasizes communication, transparency, and proactive coordination; and
- e. relies on existing bylaws and legislation where enforcement is required.

4.0 FILM PRODUCTION FRAMEWORK

Film production within Foothills County is managed through a tiered framework based on the location of filming activities and the level of County involvement required.

The level of County involvement will vary depending on the nature of the filming activity and may include one of the following:

a. Notice of Filming (No County Involvement)

Filming activities that occur on private land and do not involve the filming on County roads or County property, or require coordination with County services, and does not affect public safety or create a nuisance beyond the property boundary.

These activities require notification only.

b. Operational Film Permit (County Coordination Required)

Filming activities that involve the use of County roads, County property, or require coordination with the County, including traffic control, emergency services, or activities that may affect public safety or create a nuisance beyond the property boundary.

c. Film Site Licence (Recurring or Ongoing Use)

Filming activities involving repeated use of a property, standing sets, or the storage of film infrastructure between productions. These activities may require site-specific agreements and ongoing coordination.

5.0 NOTICE OF FILMING

5.1 Notice of Filming

To support coordination between the County, film producers, and area residents, film producers are expected to submit a Notice of Filming prior to commencing filming on private lands in Foothills County.

Submission of a Notice of Filming does not constitute an approval, but assists the County in:

- a. responding to public inquiries; and
- b. coordinating with internal departments.

5.2 When Notice of Filming Applies

Notice of Filming applies where:

- a) filming occurs on private land (not on County roads or County land);
- b) no coordination with County services such as emergency service, fire, public works is required;
- c) no traffic control, temporary closures, or parking restrictions required;
- d) filming does not present a public safety risk; and
- e) no nuisance is created beyond the property boundary as a result of the film activities.

5.3 Multi-Location Filming

A Notice of Filming may include one or more filming locations associated with a single production.

Each filming location will be reviewed independently to determine the appropriate level of County involvement.

5.4 Additional Information

For Notice of Filming submissions, the County may request additional information where necessary to support coordination or respond to public inquiries.

In most cases, no additional documentation will be required where filming activities are low impact and contained to private land.

6.0 OPERATIONAL FILM PERMIT

6.1 When Required

An Operational Film Permit may be required where filming:

- a. uses, obstructs, or affects a County road or right-of-way;
- b. requires traffic control, temporary closures, or parking restrictions;
- c. occurs on County-owned or managed property;
- d. requires coordination with emergency services;
- e. presents a safety risk to the public; or
- f. creates a nuisance beyond the property boundary.

6.2 General

The Operational Film Permit is an administrative, project-specific, and temporary instrument used to coordinate filming activities and protect public safety and municipal infrastructure.

An Operational Film Permit may be issued for the duration of the production.

6.3 Multi-Location Application

An Operational Film Permit may apply to one or more filming locations and may include location-specific requirements or conditions.

6.4 Additional Requirements

Depending on the nature, scale, and location of the filming activity, the County may require additional information or documentation as a condition of issuing an Operational Film Permit.

This may include, but is not limited to:

- a. a traffic accommodation strategy or traffic control plan;
- b. an emergency response plan or site-specific safety plan;
- c. proof of appropriate liability insurance and indemnification;
- d. execution of a film production agreement for use of County roads, rights-of-way, or property;
- e. copies of approvals or permits from other regulatory agencies, where applicable, including but not limited to:
 - i. Alberta Transportation and Economic Corridors (Provincial Highways);
 - ii. Transport Canada (drones or aviation activities);
 - iii. applicable fire authorities (open flame, pyrotechnics, fireworks);
 - iv. Coordination with Emergency Services or Law Enforcement (use of replica firearms, traffic control, or public safety concerns), and other applicable agencies; and
- f. any other information required to address public safety, infrastructure protection, or nuisance.

Requirements will be determined on a site-specific basis, having regard for the scale and nature of the proposed filming activities.

7.0 FILM SITE LICENCE (RECURRING OR LONG-TERM USE)

7.1 When a Film Site Licence is Appropriate

A Film Site Licence may be required where a property is:

- a. used repeatedly for film production; or
- b. contains standing sets, facades, or stored film infrastructure between productions.

The licence is a contractual or administrative instrument and does not constitute a land use or development approval.

7.2 General

A Film Site Licence authorizes ongoing access and use of a site for filming purposes and may include site-specific terms related to safety, access, servicing, and emergency planning.

A Film Site Licence may be issued for a term of up to five (5) years and may be renewed prior to expiry.

7.3 Additional Requirements

Where a Film Site Licence is required, the County may require site-specific agreements, plans, or conditions to address the ongoing nature of filming activities.

This may include, but is not limited to:

- a. a Film Production Agreement outlining operational expectations;
- b. emergency response plans or ongoing safety procedures;
- c. site access, traffic management, and parking arrangements;
- d. servicing and sanitation provisions;
- e. storage and placement of sets, props, or equipment; and
- f. measures to address potential nuisance to neighbouring properties.

Requirements will be determined on a location-specific basis.

8.0 NEIGHBOUR NOTIFICATION AND COMMUNICATION

Film producers are expected to:

- a. notify affected landowners and occupants where filming is in close proximity to adjacent lands or may result in nuisance extending beyond the property boundary;
- b. provide clear information regarding the nature, timing, and duration of filming activities;
- c. make reasonable efforts to address questions or concerns raised by neighbouring landowners; and
- d. ensure a contact person is available during filming to respond to inquiries.

9.0 PUBLIC SAFETY AND NUISANCE

Film producers are expected to ensure that:

- a. emergency access is maintained at all times;
- b. filming activities do not create unsafe conditions for the public or surrounding area;
- c. any required safety measures are implemented appropriate to the nature of the activity; AND
- d. filming activities do not create any off-site nuisance to neighbouring properties.

Emergency Response Plans and/or Traffic Accommodation Strategies may need to be included with applications for a licence or permit at the discretion of the County.

10.0 ADMINISTRATION OF POLICY

County Administration may designate a Film Services Coordinator to:

- a. receive and process notices, permits, and licence applications;
- b. coordinate with film producers, residents, and internal departments;
- c. respond to inquiries and concerns related to filming activities;
- d. issue permits and licences where applicable; and
- e. develop and maintain supporting materials, including forms, agreements, and guidelines.

11.0 PROCESSING TIME / TURNAROUND COMMITMENT

11.1 Administrative Turnaround Target

Upon receipt of Notice of Filming, the County will make reasonable efforts to review the submission and confirm registration within twenty-four (24) to forty-eight (48) hours, excluding weekends and statutory holidays.

Where an application for an Operational Film Permit or Film Site Licence is submitted as complete, the County shall make reasonable efforts to:

- issue the permit or licence, or
- identify outstanding requirements,

within five (5) business days, excluding weekends and statutory holidays.

These timelines are administrative service targets only and do not constitute approval.

11.2 Incomplete Applications

Where an application is incomplete, staff will:

- advise the applicant of missing information as soon as practicable; and
- suspend the processing timeline until the required information is provided.

11.3 Expedited / Short-Notice Filming

Recognizing the time-sensitive nature of film production:

- short-notice requests may be accommodated where operationally feasible;
- flexibility may be applied where filming activities are low-risk and manageable.

The County will make reasonable efforts to support efficient coordination while ensuring public safety and compliance with applicable bylaws.

12.0 FEE STRUCTURE

12.1 Fee Structure

To minimize red tape and uncertainty, a flat administration fee will be applied. Fees will be scaled only where additional municipal oversight is required

All fees will be in accordance with the County's Fees and Charges Bylaw.

12.2 No Duplication of Fees

Where fees are already charged under existing bylaws (e.g., road use, traffic control, or park access), no additional film-specific fee shall be applied for the same activity.

13.0 RESPONSE TO CONCERNS AND COMPLAINTS

13.1 Concerns and Complaints

Where concerns or complaints are received, the County may consider whether the matter is reasonably related to filming activities or associated off-site impacts when determining the appropriate response.

13.2 Response to Complaints

Where concerns or complaints arise related to filming activities, the County may:

- a. facilitate communication between affected parties;
- b. respond to concerns through applicable municipal bylaws;
- c. work with film producers to mitigate nuisance and resolve issues; and
- d. request adjustments to filming activities to reduce disruption.

14.0 PAST SITE HISTORY

14.1 History of Concerns

Administration may consider a site's history of repeated, substantiated off-site nuisance, safety, or material non-compliance concerns related to previous filming activities when reviewing future requests under this Policy.

14.2 Special Consideration

Where appropriate, Administration may require additional mitigation, apply conditions, require a higher level of review, or decline requests requiring County approval or coordination where concerns remain unresolved.

15.0 ENFORCEMENT AND COMPLIANCE

15.1 Enforcement Authority

This Policy does not create enforcement authority.

15.2 Use of Existing Bylaws

All filming activities remain subject to applicable municipal bylaws and legislation, including but not limited to:

- a. Community Standards Bylaw (including noise and nuisance provisions);
- b. Traffic and Road Use Bylaws;
- c. Land Use Bylaw, where filming activities constitute development; and
- d. any other applicable provincial or federal legislation.

Where a filming activity constitutes development under the Land Use Bylaw, the Land Use Bylaw shall prevail. Where existing bylaws do not adequately address nuisance or related concerns arising from film production, amendments to applicable bylaws may be considered.

15.2 Compliance-First Approach

Where issues arise, the municipality will seek voluntary compliance before taking enforcement action under applicable bylaws.

16.0 EFFECTIVE DATE

This Policy comes into effect upon approval by Council resolution.

APPENDIX B



GUIDELINES FOR FILMING IN FOOTHILLS COUNTY

Foothills County supports film and television production and aims to provide a clear, efficient, and film-friendly process. Most filming on private land does not require formal approval but you do need to complete a Notice of Filming Form. The County's role is primarily coordination, public safety, and responding to concerns where needed.

These Guidelines are intended to help producers, property owners, and residents understand how filming activities are managed within Foothills County.

DO YOU NEED TO CONTACT THE COUNTY?

Notice of Filming

A Notice of Filming is expected for organized commercial filming on private land where activities are low impact and do not require County coordination.

This typically applies where filming:

- occurs entirely on private land; and
- does not affect County roads or County property;
- does not require traffic control or parking restrictions;
- does not create public safety concerns; and
- is not expected to create off-site nuisance impacts.

Operational Film Permit

An Operational Film Permit may be required where filming involves:

- County roads, rights-of-way, or County property;
- traffic control, road closures, or parking restrictions;
- emergency service coordination;
- public safety considerations; or
- potential off-site impacts to neighbouring properties.

Film Site Licence

A Film Site Licence may be required for:

- recurring filming for multiple productions on one location;
- standing sets or facades remaining on site between productions; or
- long-term storage of film infrastructure between productions.

If you are unsure which category applies, contact the County before filming.

WHAT INFORMATION MAY BE REQUIRED?

A form for Film Notice and License/Permit Application is available on the website to include necessary information.

Depending on the nature of the production, the County may request:

- filming location(s);
- production dates and times;
- description of activities;
- site contact information;
- parking and traffic details;
- safety or emergency planning information;
- proof of insurance (where applicable);
- approvals from other agencies (where applicable).

Only information relevant to the scale and impact of the production will be requested.

NEIGHBOUR COMMUNICATION

Good communication is the most effective way to prevent concerns.

Where filming may be visible, audible, or otherwise affect neighbouring properties, producers are expected to notify nearby landowners or occupants in advance.

Neighbour notices should include:

- filming dates and times;
- a general description of activities;
- production contact information; and
- any expected temporary impacts such as lighting, traffic, or noise.

A copy of neighbour notification should be submitted to the County with relevant film activity information.

GOOD NEIGHBOUR PRACTICES

Producers are encouraged to:

- maintain a single point of contact at all times during filming timelines;
- direct lighting away from neighbouring homes where possible;
- place generators away from residences and minimize unnecessary idling;
- maintain emergency and driveway access at all times;
- ensure parking does not block roads or adjacent access;
- keep locations clean and organized; and
- respond promptly and respectfully to concerns raised during filming.

PUBLIC SAFETY AND SPECIAL ACTIVITIES

Additional coordination or approvals may be required for activities such as:

- prop firearms or simulated emergency scenes;
- open flame, smoke effects, pyrotechnics, or fireworks;
- drone operations;
- helicopter landings or aviation activity;
- stunts or unusual public safety risks; or
- significant traffic impacts.

County staff can help identify the appropriate approval agencies where needed.

CONCERNS OR COMPLAINTS

Where concerns arise, the County will seek practical resolution in the first instance through communication and reasonable adjustments where appropriate.

County responses will generally focus on matters reasonably related to filming activities or associated off-site impacts.

Where necessary, applicable municipal bylaws or other legislation may also apply and enforcement will be undertaken in accordance with those bylaws.

REPEATED CONCERNS

Where a filming location has been associated with repeated, substantiated off-site nuisance or safety concerns arising from prior filming activities, Administration may require future filming proposals at that location to be reviewed under a higher level of the Policy framework, including an Operational Film Permit or Film Site Licence where applicable based on the nature, scale, frequency, or potential impacts of the activity.

Administration may also recommend mitigation measures, neighbour notification, traffic management, security measures, scheduling limitations, or other reasonable measures intended to reduce recurring impacts.

Nothing in this Policy limits the County's ability to apply existing bylaws or legislation where contraventions occur.

PROCESSING TIMELINES

Administrative service targets are:

- Notice of Filming: 24 to 48 hours;
- Operational Film Permit / Film Site Licence: five (5) business days for complete submissions.

Short-notice requests may be considered where operationally feasible.

FEES

Applicable fees, where required, are set by the County's Fees and Charges Bylaw.

(Could add link to appropriate section of fee schedule.)

WHAT THIS FRAMEWORK IS INTENDED TO DO

This framework is intended to:

- provide clarity and predictable processes;
- reduce unnecessary red tape for low-impact filming;
- protect public safety and infrastructure; and
- help address legitimate off-site impacts through communication and coordination.

WHAT THIS FRAMEWORK DOES NOT DO

This framework does not:

- regulate unrelated private property activities;
- create unnecessary approvals for low-impact filming; or
- involve the County in unrelated private disputes.

Contact

Foothills County Film Services

Email: filming@foothillscountyab.ca

Phone: [Insert Number]

APPENDIX C

Film Production in Foothills County FILM NOTICE AND LICENSE/PERMIT APPLICATION



Application received Office Use Only

Mail/Deliver: Film Services Coordinator
Foothills County
309 Macleod Tr. S., Box
5605,
High River, AB T1V 1M7
Filming@FoothillsCountyAB.ca

PART A - TYPE OF FILMING ACTIVITY

- Private Land – Notice of Filming Only** (No road impacts, no public safety concerns, no County involvement required)
- Operational Film Permit Required** (Filming impacts County roads, public safety, or infrastructure)
- Filming on County Property**
- Film Site Licence** (Recurring Film Location and/or storing or retention of sets between productions)
- Multi-location production** (multiple sites within Foothills County)

PART B - FILM PRODUCITON COMPANY & CONTACT INFORMATION

Production Company Legal Name: _____
Production title (working title acceptable): _____
Production Manager / Location Manager: _____
24-Hour On-Site Contact (mandatory): _____
 Phone: _____ Email: _____
Emergency Contact (if different): _____
 Phone: _____ Email: _____

PART C1 – LOCATION & LANDOWNER INFORMATION (SINGLE LOCATION)

(Complete this section for the primary filming location. Additional locations may be provided in Part C2 or attached schedule.)
Landowner Name: _____
 Phone: _____ Email: _____
Legal Description: _____
Civic Address (911 address): _____
 Written landowner authorization attached

PART C2 – ADDITIONAL FILMING LOCATIONS (IF APPLICABLE)

Where a production includes multiple filming locations within Foothills County, the applicant may provide all locations as part of a single submission. Complete one row per filming location.

Site	Landowner	Legal Description/Civic Address	Filming Dates (Start/End)	Daily Hours	Type of Activity
1					
2					
3					

Additional pages attached on Schedule A
Note: Each filming location will be reviewed independently to determine if a Notice of Filming, Operational Film Permit, or Film Site Licence is required.

PART D - FILMING SCHEDULE & ACTIVITY DESCRIPTION

(For multi-location productions, provide overall production dates here. Detailed per-location schedules must be included in Part C2 and attached Schedule A)
Start Date: _____ **End Date:** _____
Daily Filming Hours: _____
Night Filming: YES NO (Filming between 9:00 PM–7:00 AM may require additional mitigation or notification)
Number of crew on site: _____ **Number of Vehicles:** _____
Staging Area: _____
Parking location: _____
(Staging areas and parking location can be identified on a map if required.)

- Filming Activities (Check all that apply):**
- | | |
|---|--|
| <input type="checkbox"/> Lighting towers | <input type="checkbox"/> Smoke/atmospherics |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Drones |
| <input type="checkbox"/> Amplified sound | <input type="checkbox"/> Helicopters |
| <input type="checkbox"/> Blank firearms/replicas | <input type="checkbox"/> Temporary sets |
| <input type="checkbox"/> Stunts/precision driving | <input type="checkbox"/> Large crowds/extras |
| <input type="checkbox"/> Animals | |

PART D — NEIGHBOUR NOTIFICATION

Will filming be visible or audible beyond the property boundary?

Yes No

If **Yes**, the following is required:

- Neighbour notification delivered minimum **5 days prior to filming**
- Copy of notification submitted to the County
- Distribution list or map provided

Method of Delivery: _____

Date Delivered: _____

- Notification letter and distribution list/map attached
 Notification pending

PART E — COUNTY ROAD & PUBLIC IMPACT

(Complete ONLY if filming impacts roads or public safety)

If ANY of the below apply, an Operational Film Permit may be required:

- | | |
|--|---|
| <input type="checkbox"/> Parking on road allowance | <input type="checkbox"/> Intermittent traffic stoppage required |
| <input type="checkbox"/> Road closure | <input type="checkbox"/> Traffic control personnel required |
| <input type="checkbox"/> Filming from roadway | <input type="checkbox"/> Equipment on roadway |
| <input type="checkbox"/> Filming on bridge | |

Details: _____

Note: If the filming impacts Provincial Highways, approval by Alberta Transportation and Economic Corridors may be required.

PART F — COUNTY PROPERTY USE

(Complete ONLY if filming occurs on County-owned land)

- County owned park space _____
- County facilities: _____
- Parking lots: _____
- Pathways or trails: _____
- Other: _____

PART G — FILM SITE LICENSE (RECURRING FILM LOCATIONS AND FILM SET RETENTION)

(Complete ONLY for recurring filming locations and film set retention between productions)

Estimated number of productions per year: _____

Structures remaining on site: _____

Storage of props/sets: _____

Typical crew size: _____

Parking arrangements: _____

Washrooms/Servicing: _____

PART H — SAFETY COORDINATION

(Complete ONLY if applicable activities are proposed on site)

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Blank gunfire | <input type="checkbox"/> Pyrotechnics |
| <input type="checkbox"/> Simulated emergency vehicles | <input type="checkbox"/> Helicopter |

Other: _____

PART I — LIABILITY INSURANCE

(Only required where applicable)

Insurance is required where:

- filming occurs on or impacts County roads;
- filming occurs on County property; or
- a Film Site Licence is required.

Minimum: **\$5,000,000 General Liability** with Foothills County named as Additional Insured

- Certificate of insurance attached Pending

PART J - SUPPORTING DOCUMENTS

(Attach as applicable)

- Location map / site plan
- Multi-Location Filming Schedule (required where filming occurs at more than one site)
- Traffic Accommodation Strategy
- Emergency Response Plan/Job Hazard Analysis Plan
- Neighbour notification letter and distribution map
- Other agency approvals (e.g., Transport Canada – drones)
- Insurance certificate
- Filming schedule / contact list
- Multi-Location Filming Schedule (required where filming occurs at more than one site)

PART K — ACKNOWLEDGEMENT

I/We certify that the information provided is true and complete and agree to comply with all applicable bylaws, permits, licences, and conditions. I/We accept responsibility for any damage to County infrastructure resulting from filming operations.

I acknowledge that I have read and will comply with the Foothills County Film Production Guidelines and the Film Production Bylaw.

Applicant Name: _____

Signature: _____

Date: _____

Please complete and attach the Film Production Responsibility & Indemnity Acknowledgment to this form.

FOIP & RIGHT OF ENTRY

Personal information is collected under the Municipal Government Act and FOIP for the purpose of administering this application. Information may be shared with relevant agencies.

By signing this form, the applicant consents to reasonable site access by County representatives for inspection and compliance purposes.

FOR OFFICE USE ONLY

Date Received: _____

Application Type:

- Notification of Filming (Private Land)
- Operational Film Permit (County Roads)
- Operational Film Permit (County Property)
- Film Site License

Fee Received: \$ _____

Receipt No: _____

Date Circulated to Internal Departments: _____



DECLARATION OF UNDERSTANDING & INDEMNITY

Attach this to your application form. It is required for Notice, Operational Permit, and Site License applicants)

Production Title: _____

Production Company: _____

Primary Contact Name: _____

24-Hour Phone Number: _____

Filming Location(s): _____

Filming Dates: _____

1. Purpose

This Acknowledgement confirms that the Film Producer understands their responsibilities while conducting filming activities within Foothills County and agrees to comply with the Film Production Notification and Operations Bylaw.

Submission of this document does not constitute approval to film and does not authorize land use or development.

2. Producer Responsibilities

The Film Producer agrees to:

1. Act as the primary contact for all filming activities and respond promptly to County inquiries or public concerns.
2. Ensure all cast, crew, contractors, and subcontractors comply with County bylaws.
3. Conduct filming in a manner that does not create a nuisance to neighbouring properties.
4. Maintain safe access for residents, emergency services, and the public.
5. Follow all directions issued by a Designated Officer regarding mitigation of disturbance or safety concerns.
6. Restore any disturbed lands, roads, or property to pre-filming condition.
7. Notify affected neighbours where filming may be noticeable outside the property boundary.
8. Comply with all provincial and federal laws including firearms, traffic safety, aviation, and environmental regulations.

3. Nuisance and Mitigation

The Producer acknowledges that filming may continue at any hour provided it does not create an unreasonable disturbance beyond the filming property.

If a disturbance occurs, the Producer agrees to implement reasonable mitigation measures when requested by the County, including but not limited to:

- relocating generators;
- redirecting lighting;
- adjusting activities;
- modifying parking arrangements.

4. Insurance

Where required by the County, the Producer shall provide proof of liability insurance satisfactory to the County prior to filming involving County roads, County property, or a Film Site License.

5. Indemnification

The Film Producer agrees to indemnify and hold harmless Foothills County, its Council, employees, officers, and agents from any and all claims, actions, damages, losses, costs, or expenses arising out of or in any way connected to the film production activities, except where caused solely by the negligence of the County.

6. No County Supervision

The Producer acknowledges that the County does not supervise or control filming activities and is not responsible for safety management of the production.

7. Agreement

The Producer acknowledges that they have reviewed the Foothills County Film Production Guidelines and agree to conduct filming activities in accordance with those guidelines.

ARISINGI certify that I am authorized to act on behalf of the production company and agree to the terms above.

Name: _____

Title/Role: _____

Signature: _____

Date: _____