

**TOWN OF BON ACCORD
BYLAW 2025-03
FILM PRODUCTION BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH GUIDELINES AND PERMIT FILM PRODUCTION WITHIN THE TOWN OF BON ACCORD.

WHEREAS pursuant to section 7(a) of the Municipal Government Act, RSA 2000, c M- 26, a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

WHEREAS, pursuant to section 7(b) of the Municipal Government Act, RSA 2000, c M- 26, a Council of a municipality may pass bylaws for municipal purposes respecting people, activities and things in, on or near a public place or place that is open to the public; and

WHEREAS, pursuant to section 7(f) of the Municipal Government Act, RSA 2000, c M- 26, a Council of a municipality may pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality;

WHEREAS, the Town of Bon Accord recognizes the positive impact the film industry may have on the Town and region;

AND WHEREAS, the Council of the Town of Bon Accord wishes to provide opportunities for both independent and major film producers to utilize the unique aspects of the Town of Bon Accord to produce films locally.

NOW THEREFORE, the Council of the Town of Bon Accord, in the Province of Alberta, duly assembled, enacts as follows:

1. Title

This Bylaw may be cited as the "Film Production Bylaw".

2. Purpose of this Bylaw

The purpose of this Bylaw is to establish a guideline for Film Production in the Town of Bon Accord.

3. Definitions

- a. "Armourer" means a licensed professional, qualified weapons handler, or firearms safety coordinator, who is responsible for transportation, storage, and safe use of weaponry and firearms on film sets.
- b. "Complex Film Production" means a Film Production that is held on or impacts Public Property that utilizes additional Town resources or support from multiple departments, or a film requiring closure of roadways.
- c. "Film Permit" means a Permit issued by the Film Official for a Film Production within the Town.

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- d. "Film Official" means the Town Manager, or designate, who is responsible for the issuance of a Film Permit.
- e. "Film Production" means the audiovisual creative production of an advertisement, TV series, motion picture, or other video-based medium, and includes all preparation activities, set up, dismantling, removal, and/ or restoration activities in connection with the creative procedure.
- f. "Fire Chief" means the individual appointed by Sturgeon County as fire chief for the Town, in accordance with the Town's Fire Services Bylaw.
- g. "Fireworks" means the pyrotechnics classified as fireworks pursuant to the Explosives Act and its Regulations, including consumer fireworks, display fireworks and special effect pyrotechnics, but does not include firecrackers or explosive devices.
- h. "Fireworks Permit" means a permit issued by the Fire Chief in accordance with the Town's Fire Services Bylaw.
- i. "Flora" means both naturally occurring and cultivated plant life.
- j. "Non-Profit Film Production" means a Film Production led by a registered non-profit that is held on either Private Property or Public Property that does not require Town resources nor Town support.
- k. "Notification" means correspondence distributed to all businesses and residences to inform them about upcoming Film Production activities in their area and what to anticipate during the process.
- l. "Permit" means a document that allows the holder to perform a specified activity within the Town.
- m. "Private Property" means property, including land, buildings, vehicles, and other assets, that is owned by an individual, partnership, or corporation and is not accessible to the general public without the owner's permission.
- n. "Proponent" means the Film Production company or individual responsible for the Film Production.
- o. "Public Property" means real or personal property, facilities owned, held by, leased, or in possession of the Town, including but not limited to, lands, roads, sidewalks, parks, buildings, signs, and vehicles.
- p. "Scope of Use" means a description and timeline of activities that will occur on Private Property or Public Property as part of a Film Production.
- q. "Simple Film Production" means a Film Production that is held on Public Property or Private Property and utilizes minimal Town resources and support and does not require closure of roadways.

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- r. "Town" means the Town of Bon Accord.
- s. "Town Manager" means the Chief Administrative Officer of the Town of Bon Accord.
- t. "Traffic Management Plan" means a description of how traffic will flow during the Film Production identification of any hazards to vehicles and pedestrians and how any potential issues will be mitigated. This may include communication such as signage or traffic control, methods to enhance safety of the Film Production crew, Town staff and the public.

4. Operative Clause

- 4.1. This Bylaw delegates the authority to the Film Official to approve Film Permits and road closure requests for Complex Film Productions, Simple Film Productions, and Non-Profit Film Productions.
 - a. Every Complex Film Production, Simple Film Production, and Non-Profit Film Production must adhere to all Town Bylaws, Policies, and Procedures, as well as all Provincial and Federal laws and regulations.
 - b. Every Complex Film Production, Simple Film Production, and Non-Profit Film production must ensure they have paid all required fees and applied for all required Permits prior to the start of production.
 - c. Every Complex Film Production, Simple Film Production, and Non-Profit Film Production must adhere to all safety and compliance requirements, including Occupational Health and Safety regulations, and all local laws and regulations pertaining to the safety of all individuals and animals taking part and surrounding the production.
- 4.2. The Proponent must ensure the preservation and re-establishment of any object or setting that is altered or removed for the Film Production.

5. Environment

- 5.1. All Film Productions within 15 metres of any body of water or environmentally sensitive area must be conducted in a manner that prevents any damage to waterways or vegetation.
- 5.2. The Town has the right to impose site-specific restrictions in or near environmentally sensitive areas.
- 5.3. Damage or pruning of Town flora is not permitted, and any flora damage will result in deductions or forfeiture of the Film Production's damage deposit.

6. Restrictions

- 6.1. Film Production activities are restricted from being conducted on statutory holidays.
- 6.2. Film Production activities are not allowed on Private Property without the express, written consent of the owner of the Property as outlined in section 11.3.

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6.3. The Proponent may be required to contract emergency services to be on location during filming and/or comply with any restrictions imposed by any applicable authority.

6.4. *Firearms and Weaponry*

- a. All Film Productions using weaponry and/or firearms must have a licensed professional Armourer present during Film Production and must adhere to all safety and compliance requirements.
- b. The Proponent will incur all costs related to seeking and obtaining a professional Armourer.
- c. The Proponent must submit a notice to utilize firearms or weaponry and provide a safety plan for firearms or weaponry as part of their Film Permit application.
- d. Use of live ammunition is strictly prohibited.

6.5. *Fireworks*

- a. All Complex Film Productions must obtain a Fireworks Permit for Fireworks from the Fire Chief, in accordance with the Fire Services Bylaw, and trained professionals must be on site.
- b. The Proponent will incur all costs related to seeking and obtaining permissions or implementation of Fireworks.

6.6. *Special Effects*

- a. The use of special effects requires a detailed written submission outlining the purpose, scope, risk, and safety plan as part of the Film Permit application.
- b. Special effects must comply with all provincial and federal laws and all such applicable permits must accompany the Film Permit application.
- c. The Proponent will incur all costs related to seeking and obtaining permissions or implementation of special effects.
- d. The use of any chemical or substance for any special effect (e.g.: artificial snow) must be approved, in writing, by the Film Official. The Proponent must provide evidence (e.g.: WHIMIS documentation) that the use of the chemical or substance is safe, biodegradable, and will not adversely affect citizens, vegetation, or property.

7. Revocation

- 7.1. The Film Official reserves the right to revoke or suspend a Film Permit if the holder fails to comply with this bylaw or any conditions attached to the Permit.

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8. Liability and Indemnification

- 8.1. The Proponent must have:
 - a. Public liability insurance in the minimum amount of five million dollars (\$5,000,000) indemnifying the Town against liability;
 - b. Adequate equipment coverage and employee's bodily injury; and
 - c. Coverage through the Worker's Compensation Board (WCB).
- 8.2. The Proponent will provide proof of section 8.1 to the Film Official as part of the Film Permit application.

9. Fees

- 9.1. Film Permit fees are established in Schedule "A" attached to and forming part of this Bylaw.
- 9.2. Prior to the issuance of a Film Permit, the Proponent must pay to the Town all Film Permit Fees in accordance with Schedule "A".
- 9.3. If the Film Permit holder causes damage, requests additional Town services, or does not meet permit conditions, this may result in partial or full forfeiture of the damage deposit.
- 9.4. Insured post-secondary student Film Productions are exempt from filming fees but are subject to charges if municipal services are utilized (e.g.: facility rentals, utilities, etc.). Proof of post-secondary enrollment is required.

10. Private Property Compensation

- 10.1. Prior to filming, it is expected that Private Property owners will negotiate compensation related to the use of property, impact, etc. directly with the Proponent. All such negotiations are separate from the Town.

11. Permitting Process

11.1. *Film Permit Application*

- a. The Proponent must apply to and receive permission from the Town to film within the Town.
- b. Permits are processed on a first-come, first-served basis.
- c. Permits must be approved
 - i. at least ten (10) business days prior to filming for Complex Film Productions.
 - ii. At least three (3) business days prior to filming for Simple and Non-Profit Film Productions.

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- d. The Town retains the right to limit or refuse any Film Permit or Film Production activity.
- e. All Film Permits are for the temporary use of Public or Private Property and have no effect on zoning.
- f. Once a Film Permit is approved, the Film Official must approve any changes in the Scope of Use. Failure to obtain this approval may result in the cancellation of the existing Film Permit without compensation and require submission of a new Film Permit application and fee payment.

11.2. *Film Production on Public Property*

- a. As part of the application process, the Proponent must submit a Scope of Use for any Public Property within the Town.
- b. The Proponent must coordinate Film Production activities utilizing Public Property, including accessing and securing public spaces, with the Film Official throughout Film Production.
- c. The Proponent must have written permission from the Film Official for any changes or alterations of Public Property.
- d. The Film Official will coordinate with the Proponent written Notification, as appropriate, to residents and businesses in Town.

11.3. *Film Production on Private Property*

- a. As part of the application process, the Proponent must submit a Scope of Use for any Private Property within the Town.
- b. The Proponent must have written permission from the Private Property owner for any changes or property alterations on Private Property.
- c. The Proponent must provide written Notification to the Private Property owners at least five (5) business days prior to filming for a Complex Film Production and at least two (2) business days prior to filming for a Simple or Non-Profit Film Production. This Notification should clearly outline the dates, locations, and nature of the Film Production activities, as well as any potential impacts or expectations.
- d. The Notification distribution area will be defined by the Film Official.
- e. All initial Notifications and subsequent Notification updates regarding Film Production must be provided to the Town for review:
 - i. at least seven (7) business days in advance for a Complex Film Production

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- ii. at least two (2) business days in advance for a Simple or Non-Profit Film Production.

4.2. *Traffic Management*

- a. All Proponents must submit a Traffic Management Plan as part of their Film Permit application, including an evaluation of possible traffic hazards and specific control measures for traffic management.
- b. All Complex Film Productions must obtain a Permit for road closures.
- c. Alberta Transportation and/or another appropriate authority may be required for any Permit that alters traffic patterns (e.g.: intermittent traffic control, parking and/or road closures).
- d. Restrictions, conditions and requirements for traffic management services and/or the number of police officers and vehicles will be approved by the Film Official and appropriate authorities to ensure motor vehicle, crew, and pedestrian safety.
- e. At the Town's discretion, complex or large-scale road closures may require professional traffic management services to design a Traffic Management Plan, signage, and/or supply certified personnel to ensure safety.
- f. The Proponent will incur all costs related to seeking and obtaining permissions and implementation of professional traffic management services.

5. Pedestrians

- 5.1. The Proponent must:
 - a. Provide staff to ensure pedestrian safety on location, answer questions and temporarily restrict passage during filming; and
 - b. Cause to be posted signage that indicates:
 - i. Filming is in progress;
 - ii. Contact information for the Film Production manager; and
 - iii. Nearby businesses are open, if applicable.

6. Business License

All Complex and Simple Film Productions must obtain an appropriate Business License from the Town before commencing any Film Production.

7. Complaint Management Process

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All Proponents must establish a process for residents and businesses to file complaints about disruptions and provide contact information to the Film Official for the complaints process.

8. Waste

The Proponent shall properly dispose of all garbage and refuse from all filming locations including parking area(s).

9. Washrooms

The Proponent will provide and maintain temporary portable toilets for personnel and visitors during Film Production.

10. Animals

The use of domestic or exotic animals in a Film Production must be approved by the Film Official and comply with applicable laws and conditions imposed by Alberta filming requirements or other authorities.

11. Construction

The Proponent is not permitted to use Public Property to construct sets without written permission from the Film Official.

12. Harassment

The Film Official may cancel the Film Permit at any time without compensation or advance notice if Town staff are threatened, harassed, or verbally and/or physically abused by Film Production personnel, visitors, agents, and/or contractors.

13. Inspections

13.1. The Film Official and/or other authorities are permitted to randomly visit and inspect any Film Production location to ensure compliance with the Film Permit and/or Town bylaws.

13.2. Violations of Film Permit conditions or Town bylaws may result in a fine, order, and/or Film Permit revocation.

14. Events

Film Permits will not be issued on dates or in a location that affects civic or community events unless approved by the Film Official in writing.

15. Drones

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15.1. Use of drones for Film Production must follow the rules in the Canadian Aviation Regulations and be operated by a certified drone pilot, who must carry a valid drone pilot certificate issued by Transport Canada.

15.2. All drones used in Film Production must be marked and registered.

16. Use of Protective Services

Protective Services within the Town are operated by Sturgeon County. Film Productions that wish to utilize Sturgeon County Protective Services in their Production must contact Sturgeon County directly.

17. Force and Effect

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 2nd day of July 2025.

READ A SECOND TIME THIS 2nd day of July 2025.

READ A THIRD TIME THIS 2nd day of July 2025.

SIGNED THIS 2nd day of July 2025.

ORIGINAL SIGNED

Mayor Brian Holden

ORIGINAL SIGNED

Chief Administrative Officer, Jodi Brown

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**Schedule "A"
Film Production Fees**

Description	Fee	Approval Required From
Complex Film Production	\$1000 + \$3000 damage deposit	Film Official
Simple Film Production	\$750 + \$2000 damage deposit	Film Official
Non-Profit Film Production	\$300 + \$1000 damage deposit	Film Official
Post-Secondary Film Production	No charge	Film Official
Road Closures (as part of a Complex Film Production)	As determined by the Film Official	Alberta Transportation and Film Official
Temporary Permit (Parade, Parking, Obstruction, Off-Road Vehicle or Equipment)	As per the Town's Traffic Bylaw and/or Temporary Permit Policy	Film Official
Fire Permit (fireworks, etc.)	As per the Town's Fire Services Bylaw	Fire Chief and Film Official
Town-Owned Facility Rentals	As per the Town's Fees and Charges Bylaw	Film Official
Town Business License	As per the Town's Business License Bylaw	Film Official