

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
June 30, 2025 1:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

2. ADOPTION OF AGENDA

3. DELEGATION – CLOSED SESSION

3.1. 1:05 p.m. Development Matter – *Access to Information Act, Section 19*
Disclosure harmful to business interests of a third party

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5.1. Bill 50, Municipal Affairs Statutes Amendment Act (enclosure)

5.2. Access to Information Act and Protection of Privacy Act (enclosure)

5.3. Parking and Lane Designation: 51st Street (enclosure)

6. BYLAWS/POLICIES/AGREEMENTS

6.1. Filming Bylaw (enclosure)

7. CLOSED SESSION

7.1. Personnel – *Access to Information Act, Section 20 Disclosure harmful to personal privacy*

7.2. Strategic Priorities – *Access to Information Act, Section 26 Disclosure harmful to intergovernmental relations, Section 29 Advice from officials*

7.3. Enforcement Matters – *Access to Information Act, Section 20 Disclosure harmful to personal privacy, Section 29 Advice from officials*

8. ADJOURNMENT

TOWN OF BON ACCORD

REPORT TO COUNCIL

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 30 th , 2025
Presented by:	Jodi Brown, Town Manager
Title:	Bill 50, Municipal Affairs Statutes Amendment Act
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

Bill 50, the *Municipal Affairs Statutes Amendment Act*, 2025, received royal assent earlier this month.

There are two key changes for Council to be aware of (reference: <https://www.abmunis.ca/news/how-does-repeal-code-conduct-provisions-affect-you>)

- ✓ All **Code of Conduct Bylaw** provisions are no longer legally enforceable.
- ✓ **Natural person powers – New ministerial authority:** Bill 50 introduces a provision that allows the Minister of Municipal Affairs to create regulations requiring CAOs to report to council when the municipality exercises its natural person powers.

Municipal Affairs will consult municipalities on various components of Bill 50, including natural person powers and a proposed provincial standard for meeting procedures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Town of Bon Accord Council Code of Conduct Bylaw

The Town of Bon Accord's Council Code of Conduct Bylaw will be removed from the list of active bylaws. There is no requirement for Council to formally repeal the bylaw.

If code of conduct provisions are included within another bylaw, those specific provisions are now without legal force. These bylaws should be amended, repealed or replaced with new versions that exclude code of conduct content.

Administration will conduct a review of Town bylaws and policy documents that may be impacted by this change in legislation. For example, the Code of Ethics Policy.

Natural person powers – New ministerial authority:

This amendment addresses concerns raised by the Alberta Municipalities Association (ABmunis) about overly prescriptive timelines for CAO reporting when the bill was first introduced. When engagement begins on the forthcoming regulation, ABmunis will advocate for a narrow and specific scope, ensuring CAOs are only required to inform council in limited, clearly defined circumstances.

Provincial Standard for Meeting Procedures: Once the province has finalized the provincial standard for meeting procedures, the Town's Procedural Bylaw will be impacted.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

Not applicable

TOWN OF BON ACCORD

REPORT TO COUNCIL

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 30 th , 2025
Presented by:	Jodi Brown, Town Manager
Title:	Access To Information Act (ATIA) and Protection of Privacy Act (POPA)
Agenda Item No.	5.2

BACKGROUND/PROPOSAL

Alberta has modernized its access to information and protection of privacy legislation. The [Access to Information Act](#) (ATIA) and [Protection of Privacy Act \(POPA\)](#) both came into on force on June 11, 2025, and replace the [Freedom of Information and Protection of Privacy Act](#), which is now repealed.

The ATIA allows access to records held by public bodies in Alberta and is the cornerstone of an open, accessible and accountable public body. It aims to strike a balance between the public's right to know information and protecting confidential information required to ensure effective operations of government and public bodies (including municipalities).

The POPA establishes the legislative framework by which public bodies may collect, use, or disclose personal information and establishes requirements on the protection of personal information held by public bodies. It also establishes a requirement for public bodies to create, use and disclose non-personal data in limited circumstances.

ATIA Regulations

There are 2 supporting regulations that establish administrative and procedural requirements of the Act:

- Access to Information Regulation, authorized by the Lieutenant Governor in Council, integrates access to information related provisions from the former FOIP Regulation and incorporates new and revised provisions to provide clarity and outline additional information to support the updated legislative requirements under the ATIA.
- The Designation of Public Bodies Regulation, under the authority of the Minister of Service Alberta and Red Tape Reduction, is a list of entities that may not definitively meet the requirements established in the ATIA definition of a 'public body' and need to be explicitly designated (such as, by name) as a public body in this Regulation.

POPA Regulations

The Protection of Privacy Regulation provides definitions for terms in the *Protection of Privacy Act* and the Protection of Privacy (Ministerial) Regulation provides specific requirements for concepts in the Act, like the privacy management program and privacy impact assessments. The Act and regulations work together to provide detailed, practical guidance to help public bodies implement the new rules.

An article by Lorne Randa from Brownlee LLP with an overview of the changes is below:

<https://news.brownleelaw.com/post/102kgkj/foip-no-more-albertas-new-public-sector-access-to-information-and-privacy-leg>

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The FOIP Act was essentially split between 2 separate Acts, therefore, section numbers have changed.

This report is to advise Council of the legislative changes that will directly affect access to information requests, collection, disclosure, and use of information, and under what authority the Town has, as a public body, to meet in closed sessions moving forward.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

Not applicable

TOWN OF BON ACCORD
REPORT TO COUNCIL

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 30 th , 2025
Presented by:	Jodi Brown, Town Manager
Title:	Parking and Lane Designation: 51st Street
Agenda Item No.	5.3

BACKGROUND/PROPOSAL

With the installation of the modular office structure near the fire hall and adjacent to 51st Street, parking for fire fighters is limited.

Administration moved the centre line during annual line painting maintenance near the office to allow more lane width on the west side to accommodate additional fire fighter designated parking on the west side of the street.

Parking is permitted on the east side of the street.

Engineers reference the Transportation Association of Canada Guidelines regarding road width and parking allowances.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

To safely permit **two-way traffic with parking on one side**, the following guidelines from the Transportation Association of Canada (TAC) are recommended:

Item	Minimum Requirement	Recommendation
Pavement Width	9 m	10–12 m for comfort
Travel Lane Width	3.0 m	3.0–3.3 m
Parking Lane Width	3.0 m	Add buffer to 3.3–3.5 m
Center Line Marking	Strongly recommended	Painted 100 mm solid line
Parking Regulations	Within 0.5 m	Parallel parking enforced

51st Street is approximately 10 metres wide (may vary in places along the length of the road.)

Under the TAC guidelines to allow two-way traffic and parking on both sides of the street, the roadway should be 11 to 11.6 m from curb to curb.

Hence given the width of 51st Street, two-way traffic with parking on one side of the street is within guidelines.

Additional Information: TAC Urban Road Design Recommendations is enclosed for reference.

Considerations:

1. Designated Fire Fighter Parking is located on the west side of the street in front of residential homes. This area has been expanded to provide more parking for Fire Fighters with the addition of the office trailer.
2. 51st Street is not wide enough according to the TAC recommendations/ guidelines to accommodate parking on both sides of the road.
3. If public parking is allowed in front of the homes facing 51st Street for the length of the road, then parking on the east side would be restricted and lines would need to be repainted.

STRATEGIC ALIGNMENT

Value Statement: Service Excellence

- Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

If Council decides to make changes to the current line placement or parking designations—there will be a cost to re-paint or add/change signage.

TAC Urban Road Design Recommendations

Urban Road Design Table

Item	Minimum Requirement	TAC Recommendation
Pavement Width	9.0 m (urban streets, curb-to-curb)	10-12 m for comfort
Travel Lane Width	3.0 m (urban design min)	3.0-3.3 m preferred
Parking Lane Width	3.0 m + buffer	3.3-3.5 m including buffer
Center Line Marking	Strongly recommended	Solid 100 mm painted line
Parking Regulations	Within 0.5 m of curb (parallel)	Enforced parallel parking

Additional Context & Rationale

- Lane widths of 3.0-3.3 m are optimal in urban settings for balancing safety and efficiency.
- Wider curbside lanes (3.3-3.5 m) include a gutter pan buffer (~0.25 m) and allow comfortable parking.
- A total roadway width of 10-12 m accommodates two 3.0-3.3 m travel lanes and one buffered parking lane.
- Centerline markings should follow MUTCDC standards: 100 mm solid yellow or white lines.
- Parallel parking within 0.5 m of the curb is the recommended regulation, minimizing obstruction.

Sources

References:

1. Transportation Association of Canada (TAC), "Geometric Design Guide for Canadian Roads", 2017.
2. TAC Cross-Section Elements - Chapter 4, Table 4.1.1: Urban Lane Widths.
3. TAC/MUTCDC Manual: Road Marking Guidelines, 2020.

TAC Urban Road Design Recommendations

4. City of Edmonton, Engineering Design Standards - Roadway Width and Parking.
5. City of Calgary, Complete Streets Guide - Curb Lane Design.

**TOWN OF BON ACCORD
REPORT TO COUNCIL**

Meeting:	Committee of the Whole
Meeting Date:	June 30, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Filming Bylaw
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

In 2024, Paul Salvatore of Municipal Experts Inc. completed an Economic Development Assessment for the Town. This assessment included the recommended strategies of:

1. Adding Bon Accord to the Alberta Film Commission location database and
2. Creating “film-friendly” policies that would allow the Town to ready itself for motion picture productions.

Excerpts from page 9 of the **Economic Development Assessment** are shown below:

“The Town may also want to attract motion picture production as a unique small-town backdrop for film crews to consider. Creating ties to Alberta’s film commissioner and location scouts would be logical steps for keeping Bon Accord top of mind in future productions.”

“The Town can create ‘Film Friendly’ policies that make it easy for film crews to shoot over extended production sessions at a minimal cost. Some examples include the Town of Crossfield (Ghostbusters), and the newly formed Mountain View Regional Film Office www.mountainviewfilm.ca which is a partnership with Mountain View County, the Town of Sundre, and the Town of Didsbury.”

These recommendations and the actions taken to forward these initiatives are outlined below.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

1. The Alberta Film Commission

This organization supports the growth of film, television, and digital media industries in Alberta. A scout from the Commission visited the Town for photos (approx. 2020), and the Town is now highlighted as a potential location for film and media productions on [this page](#). The Bon Accord Arena was given its own page [here](#).

2. Filming Bylaw

Based on advice from the Town's Economic Development Assessment by Paul Salvatore to create "film-friendly" policies, administration has researched a variety of Filming Bylaws. A Filming Bylaw would include a range of costs which would serve as a source of revenue for the Town. For example, the application fee in many municipalities is \$1000+.

At the February 26, 2025 Committee of the Whole meeting, administration presented a report to Council with this information and Council indicated interest in pursuing the next step of drafting a Filming Bylaw. Please see attached proposed bylaw for Council's review.

STRATEGIC ALIGNMENT

Priority #1: Economy

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and industrial development.

COSTS/SOURCES OF FUNDING

No costs are expected.

**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. "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.
- j. "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.
- k. "Permit" means a document that allows the holder to perform a specified activity within the Town.
- l. "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.
- m. "Proponent" means the Film Production company or individual responsible for the Film Production.
- n. "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.
- o. "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.
- p. "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.
- q. "Town" means the Town of Bon Accord.

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- r. "Town Manager" means the Chief Administrative Officer of the Town of Bon Accord.
- s. "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 ____ day of ____ 2025.

READ A SECOND TIME THIS ____ day of ____ 2025.

READ A THIRD TIME THIS ____ day of ____ 2025.

SIGNED THIS ____ day of ____ 2025.

Mayor Brian Holden

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