

VULCAN COUNTY POLICY NO. 12-1015	Filming in Vulcan County Policy
Effective: February 5, 2025	Amended:
Cross Reference: CC 2025-02-05-04	Page 1 of 7
Review Date:	



Filming in Vulcan County

1) PURPOSE

Vulcan County acknowledges the value of attracting motion pictures, television, and commercial productions, recognizing their role in fostering a diverse economy. This filming policy is designed to provide clear and consistent processes, requirements, and responsibilities to support successful film production within the Vulcan County’s public spaces while minimizing disruptions to residents and businesses.

2) SCOPE

This policy applies to all film, television, commercial, and other media productions conducted on public, municipally owned land; as well as productions valued at over \$25,000 and located on private property within Vulcan County.

This policy excludes television stations preparing stories for news or current event programs, as well as productions valued at \$24,999.99 or less held on private land, which do not require a filming permit. However, all filming within Vulcan County, whether on private or public property, is required to adhere to the guidelines laid out in this policy.

3) DEFINITIONS

- a. **“Bylaws”**: Local regulations enacted by Vulcan County that govern activities within the county, including noise, parking, and public conduct during filming.
- b. **“Comprehensive General Liability Insurance”**: A type of insurance coverage protecting the film production company and Vulcan County from claims arising from injuries, property damage, or accidents during filming activities.
- c. **“County”**: Vulcan County, in the Province of Alberta;
- d. **“County website”**: Vulcan County’s official website
- e. **“Damage Deposit”**: A refundable fee paid by the film production company to cover potential damages to public property during filming activities.
- f. **“Drone or Unmanned Aerial System (UAS)”**: An unmanned aircraft used for filming purposes, requiring specific permissions and insurance under federal and municipal regulations.
- g. **“Economic Development Office”**: The Vulcan County department responsible for coordinating film permit applications and supporting film productions within the county.

VULCAN COUNTY POLICY NO. 12-1015	Filming in Vulcan County Policy
Effective: February 5, 2025	Amended:
Cross Reference: CC 2025-02-05-04	Page 2 of 7
Review Date:	

- h. **“Emergency Response Plan (ERP)”**: is a formal written plan developed by the applicant that identifies potential emergency conditions at the site and prescribes the procedures to be followed to minimize or prevent loss of life and property.
- i. **“Essential Vehicles”**: Vehicles directly involved in the production process, such as equipment trucks, trailers, or transport for cast and crew, that require close proximity to filming locations.
- j. **“Film Permit”**: A formal authorization issued by Vulcan County, granting permission to conduct filming activities on public or municipally owned property, or any activity impacting public spaces.
- k. **“Film Production Company”**: Any organization, business entity, or individual engaged in the creation of film, television, commercial, or other media productions.
- l. **“Fire Safety Plan”**: a detailed document that outlines the fire safety practices for a specific project, building, or structure.
- m. **“Non-Essential Vehicles”**: Vehicles not critical to the filming process, including personal vehicles of crew members, which must be parked off-site or in designated areas.
- n. **“Notification Letter”**: A written notice provided by the film production company to inform residents and businesses of filming activities that may impact them, including potential noise, road closures, or parking disruptions.
- o. **“Public Property”**: Any land, building, roadway, park, or facility owned, leased, or managed by Vulcan County, including streets, sidewalks, and parking areas.
- p. **“Private Property”**: Land or buildings owned by individuals, businesses, or entities other than Vulcan County and not accessible to the public without the owner’s permission.
- q. **“Road Closure”**: A temporary restriction of access to a public roadway for the purpose of filming, requiring approval from Vulcan County.
- r. **“Special Effects”**: Activities or elements in a film production involving pyrotechnics, explosions, gunfire, stunts, loud noises, or other actions requiring additional safety measures.
- s. **“Special Flight Operating Certificate (SFOC)”**: A permit issued by Transport Canada for drone operations that deviate from standard aviation rules, required for aerial filming activities.
- t. **“Traffic Control Plan”**: A detailed strategy outlining measures to manage vehicular and pedestrian traffic safely and efficiently during filming activities that impact public roads or spaces.

VULCAN COUNTY POLICY NO. 12-1015	Filming in Vulcan County Policy
Effective: February 5, 2025	Amended:
Cross Reference: CC 2025-02-05-04	Page 3 of 7
Review Date:	

4) Procedure

- a. Permit Requirements: All filming on public property or affecting public spaces requires a film permit. This includes transportation disruptions. Film productions valued at \$25,000 or more on private property require a film permit.
- b. Application Submission: Applications must be submitted at least 14 days before filming begins. The following documents are required:
 - Film Permit Application Form
 - Proof of Insurance
 - Location Details and Site Plans (including placement of trailers and temporary structures.
 - Traffic Control Plans
 - If required, proof of licensing for a UAS or SFOC
 - Emergency Response Plan
 - Fire Safety Plan that includes but is not limited to;
 - Access routes for emergency vehicles.
 - Locations of fire extinguishers and other firefighting equipment.
 - Procedures for evacuations and notifying emergency services.
 - A designated Fire Safety Coordinator responsible for overseeing compliance.
 - Description of all fire hazards (special effects, pyrotechnics, flammable materials).
 - Notification Letters sent to affected residents/businesses
 - Notification Plans for affected residents/businesses
- c. Approval Timeline: Applications will be reviewed and responded to within 5 business days. Expediated permit requests will be accepted if the production has little community impact. These requests may be subject to additional fees.

5) Filming Guidelines

- a. Hours of Operation: Filming is permitted:

VULCAN COUNTY POLICY NO. 12-1015	Filming in Vulcan County Policy
Effective: February 5, 2025	Amended:
Cross Reference: CC 2025-02-05-04	Page 4 of 7
Review Date:	

- Monday to Saturday: 7 AM – 10 PM
- Sunday and Holidays: 9 AM – 8 PM

These hours may be extended, through the film permit, if approved.

b. Public Notification: Residents and businesses affected by closures, noise, or parking disruptions must be notified a minimum of 5 days before filming. The applicant is responsible for distributing notification letters to the impacted landowners, while Vulcan County will also post the notification on its website. Notification letters must include:

- identify the Film Production Company, type and title of Film Production on the Film Production company letterhead;
- provide the name and phone number of the location manager and assistant location manager;
- provide dates, times, and the duration of filming.
- state the proposed parking locations of the production unit.
- propose alternate parking arrangements for any parking who may be displaced by the Film Production, as it is up to the Film Production company to find suitable alternative parking for residents;
- detail any street dressing, gunfire or special effects;
- any road closures
- all details on disruption to local residences and businesses

c. Road Closures, Parking and Access:

- Applications for closures must include traffic control plans.
- Essential vehicles may be granted street parking; all non-essential vehicles must use off-street locations or shuttles.
- Traffic Control Personnel shall be trained in the safe execution of traffic flagging, as well as how to properly manage traffic flow. Certification shall be provided to the County.
- Ensure a clear 3-meter (10-foot) fire lane is maintained around all trailers and hydrants for emergency vehicle access.

VULCAN COUNTY POLICY NO. 12-1015	Filming in Vulcan County Policy
Effective: February 5, 2025	Amended:
Cross Reference: CC 2025-02-05-04	Page 5 of 7
Review Date:	

d. Structures:

- Temporary structures may be permitted under the film permit. Prior to filming, these structures may require an inspection be completed by the Director of Protective Services.
- All trailers, including dressing rooms, offices, and storage units, must maintain a minimum spacing of 3 meters (10 feet) from each other, all permanent structures, and flammable or combustible materials.

6) Safety

- a. Pyrotechnics and open flames require a separate permit from the Vulcan County Protective Services Department. For this permit;
 - A certified Pyrotechnician must oversee all activities.
 - Adequate fire suppression equipment must be on-site.
- b. Trailers must be equipped with portable fire extinguishers rated for Class A, B, and C fires.
- c. Electrical connections must comply with the electrical code requirements to prevent overloading or potential fire hazards.
- d. Generators and fuel storage areas must comply with National Fire Code – Alberta Edition.
- e. For scenes involving large gatherings, compliance with National Fire Code – Alberta Edition provisions for assembly occupancies is required.

7) Insurance

- a. The Proponent shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to Vulcan County and underwritten by an insurer licensed to conduct business in the Province of Alberta. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
 - A limit of liability of not less than \$2,000,000/occurrence with an aggregate of not less than \$5,000,000
 - Vulcan County as an additional insured with respect to the operations of the Named Insured.

VULCAN COUNTY POLICY NO. 12-1015	Filming in Vulcan County Policy
Effective: February 5, 2025	Amended:
Cross Reference: CC 2025-02-05-04	Page 6 of 7
Review Date:	

- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured.
 - Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96).
 - The policy shall provide 30 days prior notice of cancellation.
- b. Depending on the scope, additional insurance (e.g., aviation, drone usage) may be required.

8) Lighting Design and Equipment

- a. Use of Downward-Casting Fixtures: Employ lighting fixtures that direct light downwards to minimize skyglow and reduce light trespass into surrounding areas.
- b. Shielding: Utilize fully shielded lighting equipment to prevent light from spilling upwards or horizontally.
- c. Intensity Control: Adjust lighting intensity to the minimum levels necessary for filming to reduce excessive illumination.

9) Fees

- a. Permit and service fees will be set as per Vulcan County Fee's for Service Bylaw. This will include a permit fee as well as cost recovery for any additional expenses incurred by the County.

10) Responsibilities

- a. Film Production Companies: Responsible for adhering to this policy, all county bylaws, restoring filming locations, and minimizing disruptions.
- b. Vulcan County: Vulcan County, through the Economic Development office, will provide guidance, review applications, and coordinate with municipal departments.

11) Location Credit Acknowledgement

- a. The Production Company will acknowledge Vulcan County within the location credits.

VULCAN COUNTY POLICY NO. 12-1015	Filming in Vulcan County Policy
Effective: February 5, 2025	Amended:
Cross Reference: CC 2025-02-05-04	Page 7 of 7
Review Date:	

12) Inspections and Enforcement

- a. Vulcan County Protective Services may conduct a pre-production inspection of the filming site and periodic inspections during filming. Non-compliance may result in a stop-work order or fines.
- b. Productions must reimburse Vulcan County Protective Services for any costs incurred from emergency responses to incidents which were planned however not included in the application.
- c. Failure to comply with these requirements may result in:
 - Revocation of permits.
 - Fines under Vulcan County bylaws.
 - Liability for damages or costs incurred due to non-compliance.