

FILMING IN LETHBRIDGE
PRODUCTION GUIDELINES

TABLE OF CONTENTS

| | Page |
|---|------|
| 1. Film Request Form Requirement | 3 |
| 2. Contact Information | 3 |
| 3. Production Hours | 3 |
| 4. Indigenous Considerations / Filming on Indigenous Land | 3 |
| 5. Parks/Public Space Usage | 4 |
| 6. Road Occupancy | 4 |
| 6.1. Road Closure | 4 |
| 6.2. Removal of street signs, signals or road markings | 5 |
| 6.3. Parking | 5 |
| 6.4. Transit | 6 |
| 7. Construction | 6 |
| 8. Resident & Business Notice / Permissions | 6 |
| 9. Conduct and Considerations | 7 |
| 9.1. Conduct | 7 |
| 9.2. Lighting | 7 |
| 9.3. Generators | 7 |
| 9.4. Clean up | 7 |
| 10. Insurance | 7 |
| 11. Drones Helicopters Hot Air Balloons | 8 |
| 12. SFX (Special Effects) | 9 |
| 13. Security Police | 9 |
| 13.1. Firearms | 10 |
| 14. Fire and Emergency Services | 10 |
| 15. Mandatory Forms / Information | 11 |
| 16. Related Policies / By-Laws | 11 |
| 17. Attached Forms | 11 |

1. FILM REQUEST FORM REQUIREMENT

The City of Lethbridge (City) recognizes the economic and social benefits received by the film and television industry choosing to complete location filming in the city and wishes to make location filming in Lethbridge a straightforward, safe and film friendly process.

The City of Lethbridge requires a film request form to be obtained for location filming within the city, except for current affairs newscasts, personal videography and individuals retained by City of Lethbridge to prepare training or promotional materials for City purposes.

All productions (film, series, commercials, documentaries, music videos) must complete Lethbridge's film request form and will be considered on a case-by-case basis. All concerns will be discussed, considerations made, approvals/special requirements identified (such as police and/or fire approval). Once all requirements are met, as outlined in this document, a film request will be granted. It is recommended productions submit their film request form a minimum of ten (10) days prior to filming.

Please see Section 13 for all mandatory forms and review the following guidelines.

2. CONTACT INFORMATION

film@lethbridge.ca

City of Lethbridge

910 - 4th Ave. S.

Lethbridge, Alberta T1J 0P6

3. PRODUCTION HOURS

Filming, move-ins, move-outs and all related filming activities are permitted:

Monday to Saturday 7:00am to 10:00pm

Sunday and Holidays 9:00am to 10:00pm

If filming is required beyond these hours, permission can be obtained for extended hours when the film request form is completed and approved. The City of Lethbridge requires approval by area properties to work beyond the above hours and will help you determine the necessary permissions required.

4. INDIGENOUS RELATIONS

The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pay respect to the Blackfoot people past, present, and future while recognizing and respecting their cultural heritage, beliefs, and relationship to the land. The City of Lethbridge is also home to many First Nations, Metis, and Inuit people. The City of Lethbridge's Indigenous Relations Office is an available resource if productions require support or direction on applicable protocol for working with Indigenous communities and / or filming on Indigenous land.

Indigenous Relations Office, City of Lethbridge

(403) 320-3111

5. PARKS / PUBLIC SPACE USAGE

In addition to a film request form, any location filming taking place in municipal parks, trails or other public spaces requires a rental or occupancy permit from the City of Lethbridge. A detailed map of filming activity, vehicles, tents, vehicle parking, etc. will be required. The Recreation and Culture department will assist with the facilitation of this process. All prior bookings and public needs will take precedence.

leisure@lethhbridge.ca
Rec and Culture
403-320-3011

Public notification is required in advance of filming if a park, trail or public space is to be closed or unavailable to the public. The film production must post notice 48 hours in advance of filming and the municipality may require papered notices. Requirements will be determined on a case-by-case basis. Environmentally sensitive areas, including the Old Man River valley, may have additional restrictions and restoration requirements that will be reviewed by the City on a case-by-case basis

The production company will be responsible for all related costs which the municipality incurs related to repairing damage to property within city buildings, as well as turf, trees, shrubs, pathways, and other park amenities that result from filming activities. A damage deposit may be required upon rental.

6. ROAD OCCUPANCY

Permits are necessary for the following road occupancy:

- Park
- Occupy
- Close
- Partially close
- Reduce lanes
- Intermittent Traffic Stoppage
- Rolling Road Closure

A Street Use Permit is necessary if things like a demolition bin, moving bin, scaffolding, construction materials or equipment occupy space in a city owned right-of-way (i.e. alley, sidewalk, boulevard, and street).

6.1. Road Closure (partial, full or rolling)

Details of the road closure will require a minimum of one (1) month in advance of filming and should include the following:

- Where the filming is taking place
- Where the road occupancy will occur
- How access or affected driveways and/or businesses will be maintained
- Detailed description of the filming to be completed
- Dates and times of move-in, filming and move-out

- A Traffic Management Plan must be submitted

Traffic Operations, through the Recreation and Culture will inform the production if police officers are required to assist with the production's road closure. The Recreation and Culture department will provide productions with a contact at the Traffic Operations and/or Lethbridge Police to book traffic operations crews or police officers.

To close off a road, productions must obtain approval from affected properties. The Recreation and Culture department will determine the area and approval percentage required.

Advanced notification of road closures will also be required and should be included in the Traffic Management Plan submitted. Notification signs are required to be posted 48 hours in advance of the road closure.

CLOSURE OF ROADS ARE SUBJECT TO APPROVAL ON A CASE-BY-CASE BASIS. All road occupancy/closure requests will be considered and determined based on road work schedules. Emergencies will take precedence.

6.2. Removal of street signs, signals or road markings

If the production finds it necessary to remove street signs, directional signage, etc., permission to do so must be obtained from the City of Lethbridge prior to filming. All signs etc. must be reinstalled prior to re-opening the road at the production's expense.

6.3. Parking

The City will help you find parking for essential film equipment vehicles. Parking for crew must be arranged for off the streets. Our film representative can help you find alternative parking nearby for your crew and/or "base camp." The production company must make arrangements, at their cost, to shuttle to and from off-street parking area(s) to film location(s).

Provide the following five (5) working days in advance of moving in.

- Diagram/map showing the exact locations to be reserved for production parking.
- Detailed description of the filming to be done.
- Dates and times of move-in and move-out.

The City will post "no parking" signs twenty-four (24) hours prior to move-in. A cost recovery charge may apply.

The production company is permitted to "cone off" the parking area twenty-four 24 hours prior to move-in.

Production vehicles must display a production vehicle sign in the windshield of each parked vehicle.

No vehicles are permitted to be (or they may be ticketed or towed):

- Parked within 5 meters of a fire hydrant.
- Blocking a driveway.
- Parked within 5 meters of a street corner or crosswalk.
- Parked within 1.5 meters of a lane or driveway.

Parking will not be permitted on native grassed areas and impacts of parking will need to be considered by the landowner. A damage deposit may also be applicable.

If a vehicle is already illegally parked or parked in a marked no-parking zone, prior to move-in, the production company must contact the film representative as soon as possible to address the situation.

6.4. Transit

If a road is occupied by parked vehicles or filming, or a bus stop/shelter will be in a scene, the production must check to see if there is a bus route on this/these roads. If so, this must be discussed with the Recreation and Culture and Transit departments.

Transit requires a minimum of one (1) month notice if routes or stops will be affected in any way.

7. CONSTRUCTION

A Building Permit may be required if a new structure (façade or complete) is being constructed. This applies to temporary structures of all kinds.

The erection of any facades or temporary construction must be secured to withstand local environmental conditions in accordance with good engineering practice.

Please provide drawings and description of what is being proposed to:

Planning & Design – Building Inspections
City of Lethbridge, 910 4 Ave S
(403) 320-3920
permits@lethbridge.ca

8. RESIDENT & BUSINESS NOTICE / PERMISSIONS

The production company is responsible for notification to all affected residents/businesses directly. The City will identify which area properties must be notified. The notification letter must be submitted to the Recreation and Culture department and approved prior to distribution. Letters must be distributed forty-eight (48) hours in advance of move-in or filming. If the production is closing a road or stopping traffic, permission from the affected properties must be obtained by the production company and submitted to the City five (5) business days in advance of filming. Permission will be in the form of a signature of the property's occupant. The production company will provide the property address, printed name of the occupant/owner, that person's signature and their approval indicated.

The production company will place signs in the area advising the public that filming is taking place. All signage must adhere to guidelines in the [Land Use By-Law](#) (see section 16 of this document for all applicable by-laws).

9. CONDUCT AND CONSIDERATIONS

9.1. Conduct

In addition to the procedures detailed in this document, the production company will ensure considerate and appropriate conduct by all of their crew / staff. This includes trespassing, littering, lewd or improper language or dress. See [Public Places By-law 6280](#).

9.2. Lighting

Lighting should be oriented away from neighboring properties unless permission has been obtained by affected properties. Lighting should not interfere with the safe movement of traffic.

The direct environmental impact of lighting must be considered as it relates to wildlife and habitats. A mitigation strategy that addresses this concern must accompany any application that requires lighting in normally unlit park spaces.

9.3. Generators

Generators must be “blimped” generators (i.e., noise reduced generators) unless otherwise approved by the City of Lethbridge.

9.4. Clean Up

The production company is responsible for all the cleaning up after completion of the film project. The property should be returned to its original condition, including garbage removal. Failure to clean up may result in additional charges being levied by the municipality and/or location.

10. INSURANCE

Production companies filming in the City of Lethbridge must provide proof of commercial general liability insurance in the amount of no less than \$2 million, with the City of Lethbridge named as an additional insured. Increased amounts and additional coverage may be required by the municipality based on details of the filming to take place.

The production must obtain automobile liability insurance for all vehicles connected with the production of no less than \$2 million inclusive combined single limit per accident.

It is understood that the production must obtain their own property insurance covering loss or damage to their own chattels, machinery, tools, equipment, and any other property owned, borrowed or leased by the production. The City of Lethbridge is not responsible for loss or damage to the property of others.

If the production is using a helicopter, hot air balloon or any other means of flight, aviation liability insurance is required in the amount of \$25 million with the City of Lethbridge named as an additional insured.

Insurance must be provided by an insurance company registered to do business in the Province of Alberta. The production shall furnish the City of Lethbridge with a Certificate of Insurance affecting coverage prior to commencement of filming.

11. DRONES / HELICOPTERS / HOT AIR BALLOONS

The drone operator must have a pilot certificate if flying a drone 250 grams or heavier.

If a production wants to fly their drone outside of the rules for a special purpose, they must obtain an SFOC-RPAS (Special Flight Operating Certificate for a Remote Piloted Aircraft System).

Visit the following Transport Canada web page to determine if you need an SFOC.
<https://tc.canada.ca/en/aviation/drone-safety/drone-pilot-licensing/get-permission-specialdrone-operations>

Drone flights (over 249g) are not permitted within 5.6 km of an airport or 1.9 km of a heliport (e.g. Chinook Hospital). Flying within this area will require permission from Transport Canada.

It is the responsibility of the production company to obtain the necessary approvals from [Transport Canada](#) and/or [Nav Canada](#) and to provide proof to the City of Lethbridge. Transport Canada may require communication from the City stating whether it has objections to the flight(s).

The City of Lethbridge requires all production companies using aerial vehicles to provide a Flight Plan, which includes where the vehicle will take off and land, and the route inbetween. The Flight Plan submitted may be reviewed by the Lethbridge Airport prior to approval from the City of Lethbridge.

When a production company indicates their intent to use drones, helicopters or hot air balloons on the film request form, the Recreation and Culture department will contact the production company's location manager to ensure all paperwork is provided and the Lethbridge Airport has been contacted if needed.

12. SFX (SPECIAL EFFECTS)

Emergency Services (Fire and Police) must be notified through the City of Lethbridge at least ten (10) days in advance of any filming requiring use of special effects, fireworks, fake smoke, stunt, loud noises, pyrotechnics and visible weapons (being fired or not).

Fire and Emergency Services reserves the right to deny any request of pyrotechnics or special effects listed above if a Fire Ban is in place for the City of Lethbridge.

Use of fireworks at, or near, Lethbridge Airport may also require approval from Nav Canada. Contact landuse@navcanada.ca for more information.

Advanced notification of ten (10) working days are required to obtain necessary permits.

Include all details of SFX being used on Lethbridge's film permit application form. Additional information may be requested.

The presence of paid duty police and/or fire staff may be required during this type of filming. This will be determined by Lethbridge's police and/or fire departments.

A Fire standby crew will be required for any fireworks. Resources for such event will be determined by Lethbridge Fire & Emergency Services upon notification and schedule.

Filming Notification Letters must include reference to any SFX being used. If filming in a park, signage at entrances must include information of loud noises and SFX.

13. SECURITY / POLICE

Police presence may be required:

- To control traffic during road closures, traffic stoppage or rolling road closures, if the City of Lethbridge Traffic Operations staff are not able to perform these tasks.
- For any filming involving weapons that will be visible to the public, whether being fired or not.
- When explosives/pyrotechnic effects are being used (Two (2) Explosive Disposal Unit or Tactical Team Members may be required).

The City of Lethbridge may require additional security for pedestrian control or other purposes. Filming Notification Letters must include reference to any SFX being used. If filming in a park, signage at entrances must include information of loud noises and SFX.

Applications for police assistance must be made directly through the Lethbridge Police Services a minimum of ten (10) working days in advance. A Paid Duty Request Form must be completed. The production company must show proof of booking of Lethbridge Police Services prior to obtaining a film request form with the City.

Lethbridge Police Service Paid Duty Representative
(403) 328-2210
135 - 1 Ave. S.

13.1. Firearms

If firearms are to be used and seen by the public (discharged or not), the Lethbridge Police Service must be notified in advance (ten (10) to fourteen (14) business days in advance). A minimum of two paid duty Lethbridge police officers will be required. Call Lethbridge Police Dispatch prior to discharge at their non-emergency number (403) 328-4444.

If the firearm is operational the production's wrangler will need to prove their PAL (Personal Acquisition License).

14. FIRE AND EMERGENCY SERVICES

Permits from Lethbridge Fire and Emergency Services are required if a production is:

- Using explosives
- Using fireworks
- Using any pyrotechnics
- Burning any buildings, vehicles, structures, etc.

Requests must be submitted in writing to Lethbridge Fire and Emergency Services ten (10) working days in advance. The scope of the activity and a safety plan will be required. Each request will be looked at on a case-by-case basis. Lethbridge Fire and Emergency Services will determine the required fire protection, and the production company will be required to provide evidence of planned fulfilment of these requirements to obtain their permit. Lethbridge Fire and Emergency Services will attempt to secure their own truck and crew but may require the production to hire a private fire crew. If utilizing municipal services, a fee based on the crew and truck required will be determined.

Lethbridge Fire and Emergency Services will require the following information five (5) working days in advance:

- A full description and specs of the device and materials being used.
- If using explosives, the exact amount and types being used (including manufacturer and color code)
 - Storage and transportation of all explosives are governed by and subject to the provisions of the [Explosives Act of Canada](#).
- The type of delays to be used, if applicable.
- How the effect is to be fired - electronic, remote, or manual.
- The exact location, including distances from objects/structures/people.
- All safety precautions and apparatus to be used to protect people in the area.
- The Fire Department may require additional details on the purpose of the event.

If the production wishes to use a fire hydrant, a request must be made five (5) working days in advance with the Lethbridge Fire and Emergency Services. Lethbridge Fire and Emergency Services will turn it on and off. A fee and water usage fee may apply. After completing filming, the hydrant will be re-inspected. If the hydrant is damaged, it will be repaired and the production company billed for repair costs. During emergencies, Lethbridge Fire and Emergency Services' use of fire hydrants supersedes any other use. Unobstructed access must be always maintained for emergencies.

The Lethbridge Fire and Emergency Services officer on site reserves the right to stop the effect at any time if they deem the public, cast, crew, etc. is in any danger from the effect.

**Lethbridge Fire Department (403)
320-3800 ext. 3
207 – 4 Ave. S.**

[Permit application forms](#) can be obtained online.

15. MANDATORY FORMS / INFORMATION

- Film Request Form
- Proof of Insurance
- Filming Notice Letter

Others if applicable:

- Road Closure Signatures
- Road Closure Plan
- Fire Department permit forms (pyrotechnics / explosives, burn, fireworks)
- Safety Plan
- Paid Duty Request Form (Copy) - if Paid Duty Required
- SFX
- Traffic Management Plan
- Building Permit

16. RELATED POLICIES / BY-LAWS

Policy #CC23 [Parkland & Roadway Special Event Policy](#)

[By-Law 6285 - Streets By-Law](#)

[By-Law 5858 - Open Burning By-Law](#)

[By-Law 5270 - Noise By-Law](#)

[By-Law 6280 - Public Places By-Law](#)

[By-Law 5542 – Fire Department By-Law \(contains Fee Schedule\)](#)

[By-Law 5651 - Parks By-Law](#)

[By-Law 6300 – Land Use By-Law](#)