



Policy No. 12 – 61 – 26/03/02
Department: Administration

Film Production Policy

SCOPE:

The Town of Nanton manages commercial and non-commercial filming and related activities occurring within Town facilities, streets, parks, trails, and public spaces. Filming activity must be coordinated to reduce impacts on residents, businesses, infrastructure, municipal operations, and the natural environment.

PURPOSE:

The film production application process ensures filming activities are coordinated in a safe, orderly manner while supporting economic development and showcasing the community. The Town recognizes the value of film activity to local promotion and business benefit while balancing impacts on public access and municipal services, similar to the permitting process used for community events.

DEFINITIONS:

CAO means the Chief Administrative Officer or designate.

Film Production means any commercial or non-commercial still or motion photography requiring municipal approval due to equipment, crew size, traffic impact, use of Town property, or intent of financial return.

Street Use includes any occupation of public roadways, sidewalks, or rights-of-way for filming purposes.

Special Effects include pyrotechnics, open flame, atmospheric effects, simulated gunfire, or activities requiring additional review.

POLICY:

1. OVERVIEW

- 1.1 Filming must be conducted in a manner that minimizes impact on residents, businesses, and municipal operations. Productions should incorporate opportunities for the public to benefit when feasible. Written approval must be obtained before advertising filming dates or making financial commitments.
- 1.2 The permit holder accepts locations as-is and uses them at their own risk. The permit holder is responsible for supervision, safety, and compliance with all applicable laws and bylaws. All equipment, signage, and temporary materials must be removed immediately following filming. If the Town is required to undertake clean-up or removal, costs will be charged back to the permit holder.

- 1.3 Noise exemptions must be requested if filming occurs between 9:00 p.m. and 7:00 a.m., in accordance with the Community Bylaw provisions.

2. SITE AND SERVICE REQUIREMENTS

- 2.1 Vehicle access into parks is not permitted unless authorized. Electrical capacity is limited and must be identified in the initial application. Staking into park grounds is prohibited due to underground utilities; alternative weighting methods may be approved.
- 2.2 Solid waste must be removed by the permit holder immediately after filming. Traffic control is required when filming affects parking, pedestrian flow, or roadways. Temporary road closures are subject to the Traffic Bylaw with approval from the CAO or designate.
- 2.3 Portable washroom facilities may be required depending on crew size and location. Production companies are responsible for providing site plans that identify equipment placement, vehicle staging, pedestrian routing, and emergency access.
- 2.4 Aerial drone use must comply with federal regulations and may require separate approval.

3. FEES

- 3.1 Fees and deposits will be applied in accordance with the Fees and Rates Bylaw. Where no fee exists, the CAO or designate may identify a reasonable charge. The Town currently charges minimum fees for street use or closure requests and noise exception permits; however, this amount may be reviewed at the discretion of Administration depending on community impact.
- 3.2 The Town reserves the right to recover staff time, contractor costs, and any repairs required as a result of filming activity.

4. INSURANCE AND DAMAGE DEPOSITS

- 4.1 Minimum insurance requirements will be based on risk and scope. Productions involving stunts, special effects, aerial activity, or high-risk elements may require additional coverage as recommended by the insurer. Damage deposits may be required for use of indoor or outdoor facilities and will be refunded upon satisfactory inspection.
- 4.2 Filming activities conducted on municipal land, facilities, roadways, parks, or rights-of-way are considered a temporary third-party use of municipal land. As such, filming permits issued under this policy are subject to the principles and risk management framework established in the policy Third Party Uses of Municipal Land and Improvements, as amended from time to time.

5. COMMUNICATIONS AND NOTIFICATION

- 5.1 The permit holder is responsible for notifying affected residents and businesses at least one week prior to filming when impacts are anticipated. Notifications must include dates, times, parking changes, road interruptions, and contact information for the production and the Town.



- 5.2 The Town of Nanton may share general filming information through its public communication channels.

6. USE OF PHOTOGRAPHS FEATURING PRIVATE PROPERTY

- 6.1 When using photographs or video footage that feature identifiable private property, the Town of Nanton recognizes the importance of respecting both privacy and property rights. While it is not automatically illegal to use such photos, we are committed to adhering to privacy, intellectual property, and property rights laws.
- 6.2 If a photograph or video contains identifiable private property, including but not limited to homes, farms, or businesses, and the property could be linked to an individual or specific landowner, we advise the following:
- i. **Permission and Transparency:** It is recommended to reach out to the landowner for permission to use photos or footage that feature their property. Even if the property is not the main focus, the presence of identifiable features may still cause personal or commercial concerns for the landowner.
 - ii. **Avoiding Potential Harm:** Using images of private property without proper consent could cause unintended personal or commercial harm to the landowner, including privacy breaches or reputational concerns. To avoid such issues, obtaining the landowner's consent or offering transparency about the use of the photo or video is strongly encouraged.
 - iii. **Options for Removal:** If a landowner expresses discomfort with their property being featured, we will provide an option for removal of the image or video from public-facing materials. We are committed to resolving any concerns in a respectful and timely manner.

7. SUSPENSION OR REVOCATION

- 6.1 The Town may suspend or revoke permits due to non-compliance, safety concerns, weather events, or operational requirements. The Town is not responsible for financial loss resulting from cancellations.

RELATED DOCUMENTS: Town of Nanton Community Events Policy and Community and Traffic Bylaws as maybe amended from time to time

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments

Next Review Date:	
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REFERENCE NUMBER: 12-71-26/03/02
REPLACES POLICY DATED: n/a


MAYOR

March 2, 2026
Date


CHIEF ADMINISTRATIVE OFFICER

March 2, 2026
Date

REVISION HISTORY

Policy

In Effective

Inactive



REFERENCE NUMBER: 12-71-26/03/02
REPLACES POLICY DATED: n/a



Town of Nanton

Film Production Permit Application Package

Thank you for considering Nanton for your filming project. Please complete the applicable sections of this application for your event and submit your completed application to Town administration at least two weeks before your project. Please refer to the associated policy for assistance in completing this application. If the application is submitted less than two weeks prior to the event or the requirements have not been met, there will be no guarantee that the contract or permit will be issued. Application fee is \$55.00.

Application Requirements

Application fee is \$55.00. A signed waiver and agreement to comply with the terms and conditions of this application must be submitted to Town administration in order to complete this application. You may also need insurance coverage for the use of Town facilities. If insurance is required, the Town of Nanton must be named as an additional insured on your policy.

Filming Information

Production Title: _____

Film dates/times: _____ Crew Size: _____

Set-up dates/times: _____ Tear-down dates/times: _____

Applicant Information

Contact Name: _____

Phone: _____ Email _____

Production Company Name:

Address: _____
Street Address *Apartment/Unit #*

City *State* *Postal Code*

Phone: _____ Email _____

Web-site: _____

Onsite Contact Name:

Phone: _____ Email _____

FILMING DETAILS:

Requested Venues		
PARKS ☐ CENTENNIAL PARK ☐ LIONS' GROVE ☐ LUTHER PARK ☐ WESTVIEW POND ☐ DAVE WALLACE	RECREATION CENTRE ☐ THRC ARENA DRY SURFACE ☐ THRC ARENA ICE SURFACE ☐ THRC WARM ROOM ☐ THRC LOUNGE ☐ THRC POOL <i>THRC kitchen is commercially leased/unavailable for rent.</i>	OTHER ☐ TEMPORARY STREET CLOSURE ☐ CAR PARK LOCATION _____ Number of stalls: _____ ☐ OTHER PUBLIC OPEN SPACE Describe: _____ _____

Equipment/Services		
PLEASE SELECT ALL THAT ARE REQUIRED (Not available at all venues and potentially may need to be sourced from third party partners. Additional deposits or fees may be charged.)		
☐ POWER ☐ WATER ☐ TRAFFIC BARRICADES ☐ TRAFFIC CONES	☐ TOWN STAFF ASSISTANCE ☐ TRAFFIC CONTROL/SAFETY	Briefly describe staff/crew assistance sought: _____ _____

On-site Services	
TO BE USED, SUPPLIED AND/OR MANAGED BY THE APPLICANT	
☐ EMERGENCY PLANS ☐ SECURITY ☐ PORTABLE WASHROOMS (1 unit per 100 people)	☐ STAGING AREAS ☐ FIRST AID ☐ GARBAGE COLLECTION/ DISPOSAL

Initials: _____

Documentation List

PLEASE SELECT ALL THAT WILL BE SUBMITTED WITH YOUR EVENT APPLICATION

☐ SITE LAYOUT/MAP	☐ CERTIFICATE OF INSURANCE (comprehensive general liability insurance naming the Town of Nanton)
☐ TRAFFIC CONTROL MANAGEMENT PLAN	
☐ SAFETY/SECURITY PLAN	☐ RELEASE/ INDEMNIFICATION FORM

Community Bylaw Exception Application

Please see the Community Bylaw for noise regulations at www.nanton.ca

Location of works/ events: _____

Exact times for exception: _____

Reasons for requested exception: _____

Source of noise requiring exception: _____

Noise mitigation measures planned: _____

Adjacent property owners that have been consulted: _____

PLEASE ACKNOWLEDGE THE FOLLOWING:

☐ The applicant acknowledges that any exception provided by the Chief Administrative Officer under the Community Bylaw is revocable and that no warranty to undertake any activity or event is provided by an exception to this bylaw.

Street Closures

DESCRIPTION OF CLOSURE: (describe the affected road(s) and the general area involved, as well as any other relevant information, attaching any additional information to the application):

COMMENCEMENT OF STREET CLOSURE

DATE: _____ TIME: _____

ESTIMATED END OF STREET CLOSURE

DATE: _____ TIME: _____

Street closure section continued on next p

SCALE OF CLOSURE: A road closure that is of extended duration (more than 12 hours) and /or requires considerable equipment, services and planning may necessitate that you apply for a Town of Nanton Temporary

Initials: _____

License of Occupation, pursuant to policy, with a detailed site, parking and traffic control plan. The benefits of and support for a larger scale road closure may need to be quantified. You may choose to obtain signatures of support from residents and businesses.

SOLID WASTE: Garbage and recycling receptacles are required to be placed on the sidewalks if your event will have any impact on solid waste services.

NOTIFICATIONS/ COMMUNICATIONS: Evidence that you have consulted both property and tenant businesses is strongly recommended.

☐ MEET WITH THE NANTON CHAMBER OF COMMERCE

☐ LETTER TO DIRECTLY IMPACTED RESIDENTS

☐ LETTER TO DIRECTLY IMPACTED BUSINESSES

How will you communicate the street closure and parking availability to the public?

ACCESSIBILITY: Describe any provisions for temporary egress and access for property owners, tenants and the general public

The following forms will need to be printed, signed by the applicant or signatory, witnessed, and then submitted to the Town of Nanton. Please send the signed and completed application along with the permit fee to:

Town of Nanton
 Box 609
 1907 – 21 Avenue
 Nanton, AB T0L 1R0
 Email: develop@nanton.ca
 Phone: (403) 646-2029

Initials: _____

Terms & Conditions

By the signature of the applicant or the applicant's authorized signatory below, the applicant agrees to the following terms and conditions.

NAME OF APPLICANT: _____

1. The Applicant understands that any approval of this application shall not be construed as permission to film within the boundaries of the Town of Nanton, and future film projects will also require approval of the Town.
2. The Applicant must provide a refundable damage/clean-up security deposit if requested prior to event and that failure to clean up will result in the forfeiture of the deposit and other clean-up costs will be charged to the Production Company.
3. That the Applicant provide a Liability Insurance certificate in the amount as per requirements outlined in the associated policy naming the Town of Nanton as an additional named insured.
4. That the Applicant arrange for necessary Emergency Services to be on site during the event if applicable.
5. That the Applicant arrange for necessary approvals from the RCMP and Alberta Transportation.
6. That arrangements are made to provide adequate parking or that an alternate location be arranged for parking.
7. Should public washrooms not be available, or the washrooms available are not adequate to accommodate the number of attendees, the Applicant must provide sufficient portable toilets required for the total number of estimated attendees
8. If there are food services during the project, the Applicant must obtain any required government permitting.
9. If alcohol is being served at the event, a valid liquor license and confirmation that Liquor Liability is included in the insurance coverage must be submitted.
10. That the Applicant will ensure that all clean-up has been completed and that the park(s) and/or facility are returned to its pre-event state upon completion of the event.
11. Where applicable, custodial services may be scheduled for the event by staff to ensure life safety requirements are being met during events booked in a facility. In addition, custodians are responsible for light cleaning but are not responsible for dishwashing and set up/take down of the event. That is the responsibility of the event organizer as stated above.
12. The applicant will fill out all other permits for Town of Nanton facilities as use requires.

PAYMENT AND CANCELLATION POLICY

1. Application fee is required at the time of permit issue, other fees are not negotiable if they are set by bylaw or policy.
2. Town staff must receive written notice of cancellation at least 10 days prior to the event for a refund of fees.
3. Events cancelled with less than 10 days prior to the event will not receive a refund. The application fee is not refundable

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Applicant or Authorized Signatory

Print Name:
Date:

Witness Signature

Print Name:

Initials: _____

Release and Indemnification

NAME OF APPLICANT: _____

The Production Company (the "Applicant") accepts and will use Town property and facilities subject to this application (the "Premises") at its own risk and shall assume all risks and hazards incidental to the use of the Premises by the Applicant.

The Applicant agrees to release, absolve, save harmless and keep indemnified the Town of Nanton, its agents, officers, employees, volunteers, and representatives (the "Released Parties") from an against all claims, actions, expenses and demands, including legal or other fees, incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with my use of the Premises.

I release the Released Parties from any and all claims including damages, liabilities, expenses, costs, including legal or other fees that I now have or may have in the future including claims of negligence or gross negligence by the Released Parties, or any of them, breach of contract, such duty of care owed under either common law or statute, including any applicable occupier's liability legislation arising out of my use of the Premises.

The Applicant is responsible for ensuring the Premises are appropriate for the activity and acknowledges that the Released Parties have not made any warranties or representations respecting the suitability or condition of the Premises.

I acknowledge and agree that the Released Parties have given no assurances or representations that the permit applied for shall be approved and issued and I release the Released Parties from any loss, damage or liability arising out of any contracts, including event ticket sales, made before the granting of a permit. Any contracts entered into by the applicant before the issue of a permit shall be at the applicant's sole risk.

In the event that the permit is revoked, I agree that the Released Parties shall not be liable for any loss, damage or liability arising out of the revocation of the permit including losses, damages or liability arising out of any contracts, including event ticket sales made by the Applicant before the revocation of the permit.

I declare that I have read, understand and agree to terms and conditions of this release and understand that it is binding on the Applicant, his/her heirs, executors, and assigns.

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Applicant or Authorized Signatory

Witness Signature

Print Name:

Print Name:

Date:

The personal information requested here is being collected under the authority of Alberta's Protection of Privacy Act, Section 4(c), which states that information may be collected if it relates directly to and is necessary for an operating program or activity of the public body, including a common or integrated program or service. This information is protected under the Act. If you have any questions about the collection, use, or disclosure of the personal information provided, please contact the Town of Nanton Administrative Office, 10979 – 21 Avenue, Box 609, Nanton, Alberta T0L 1R0 403-646-2029

Initials: _____

Film Production PERMIT

For staff: Section to be completed by staff subsequent to application review and returned to the applicant for endorsement if approval is issued or offered.

Permittee: _____

Phone: _____ Email: _____

Production Company Name:

Address: _____

<i>Street Address</i>	<i>Apartment/Unit #</i>
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Street Address

Apartment/Unit #

City

State

Postal Code

Fim name:

Film dates/times:

Venue(s):

Additional specific terms and conditions:

For use of administration if required.

The Permittee has applied to the Town of Nanton for permission to hold a Film Production in the venue(s) on the date and at the time specified above.

In consideration of the issuance to the Permittee of a permit for the Film Project, the Permittee agrees that the terms and conditions set out on the following pages form part of this Permit, and agrees to fully comply with and be bound by these terms and conditions.

THE PERMITTEE HAS READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND AGREES THAT THEY WILL BE OBSERVED BY THE PERMITTEE, ITS OFFICERS, EMPLOYEES, SERVANTS, AGENTS, LICENSEES AND INVITEES.

**THE PERMITTEE HAS READ AND UNDERSTOOD ANY ADDITIONAL SPECIFIC
TERMS AND CONDITIONS IN THE RETURNED DOCUMENT.**

Initials: _____

The Permittee warrants and represents that it has the power, authority and capacity to enter into this agreement on behalf of the Permittee and to bind the Permittee with its signature.

The return of a copy of this application to the Permittee, signed on behalf of the Town of Nanton will constitute the issuance of a Permit for the Event.

Dated this ____ day of _____, _____.

I declare that I have read, understand and agree to terms and conditions of this Permit and understand that it is binding on the Permittee, his/her heirs, executors, and assigns.

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Permittee or Authorized Signatory

Witness Signature

Print Name:

Print Name:

Date:

THIS PERMIT IS HEREBY ISSUED ON THE TERMS AND CONDITIONS SET OUT IN THIS AGREEMENT.

TOWN OF NANTON, by its authorized signatory,

Title:

Initials: _____