

## FILM POLICY

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|------------------------------|--|
| <b>Policy Number:</b>        | 11/016.01 2024PO                         |
| <b>Policy Review:</b>        | Every 4 Years or upon Legislative Change |
| <b>Policy Owner (Dept.):</b> | Community Services                       |
| <b>Reference(s):</b>         | N/A                                      |

### 1. PURPOSE OF POLICY

- 1.1. To establish a clear and consistent framework for managing and coordinating film production activities within the City's boundaries. This policy aims to support the growth of the film industry, work to minimize disruption to the community during filming, and promote Lacombe as a film-friendly location. It outlines the responsibilities of Council and City Administration concerning film production in the community. Adherence to this Policy ensures all film-related endeavours align with the City's strategic goals, comply with relevant laws and regulations, and secure and pay for necessary permit approvals.

### 2. POLICY STATEMENT

- 2.1. The City of Lacombe acknowledges the significant impact that film production can have on a community's cultural, economic, and social vitality. As such, the City wishes to actively encourage, promote, support, and advocate for large-scale and independent film projects within Lacombe. The City aims to facilitate a supportive, safe, and legal environment where film production can mutually benefit the industry and the community.

### 3. APPLICABILITY

- 3.1. This Policy applies to Council, City Administration, and film producers. It applies to all City policies, programs, projects, and services supporting film industry-related activity in Lacombe.
- 3.2. This Policy comes into effect upon approval of Council.

### 4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **City** - means the municipal corporation of the City of Lacombe.
- 4.2. **Community** - refers to the City, residents, businesses, schools, religious institutions and all other organizations, agencies and groups that are part of Lacombe.
- 4.3. **Film Production** - means creating digital video, motion pictures, movies, theatrical films, television commercials, television series, and digital media, including those activities considered necessary to record sounds, scenes, images, parts or segments.
- 4.4. **Film Producer** - refers to anyone associated with film production within the boundaries of the City.

- 4.5. **Legislation** - refers to the pieces of law that govern the operations of the City.
- 4.6. **Stakeholder** - means anyone (individual, group, agency or organization) interested in an issue, will be or is likely to be affected by an issue, or can affect a decision or outcome.

## 5. ROLES AND RESPONSIBILITIES

### 5.1. Council

- 5.1.1. Approve this Policy.
- 5.1.2. Comply with this Policy.

### 5.2. Chief Administrative Officer

- 5.2.1. Ensure staff compliance with this Policy.
- 5.2.2. Ensure that the public is appropriately informed of the Policy.
- 5.2.3. Delegate or act as the primary liaison between the City of Lacombe and film producers in Lacombe.
- 5.2.4. Facilitate resolution where this Policy conflicts with City Policies and Bylaws, Provincial or Federal legislation.

## 6. POLICY DETAILS

### 6.1. Council will:

- 6.1.1. Serve as an advocate for film production and film producers by working with Administration to identify, advocate, encourage and create appropriate opportunities for film production in the City.
- 6.1.2. Recognize the benefits of film production in the community and consider the impact of film production when creating bylaws, policies, programming, events, operations, and any other City business that may impact film production in the community.
- 6.1.3. Encourage and promote Administration, members of the public, and any other stakeholders to support filmmaking in the City wherever feasible and appropriate.
- 6.1.4. Consider allocating resources wherever possible to support film producers in the City.

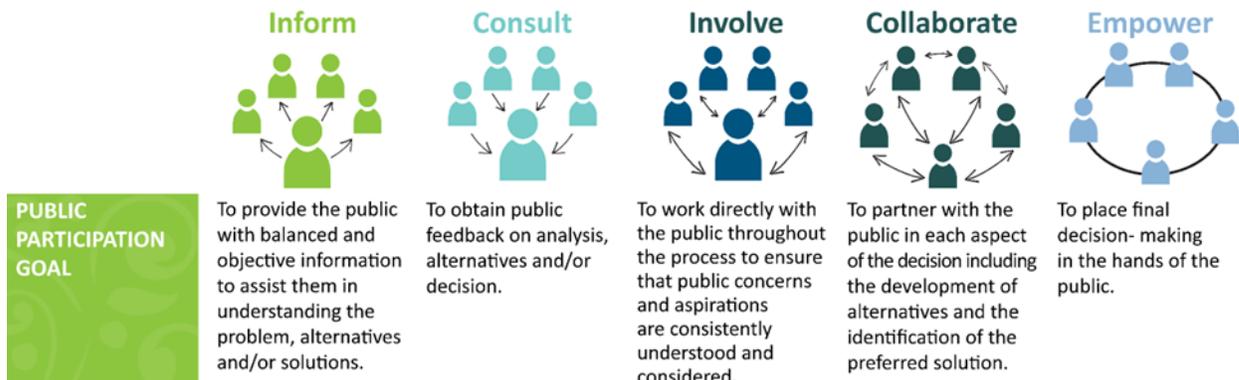
### 6.2. The Chief Administrative Officer will:

- 6.2.1. Support the attraction, retention, and growth of film productions in the City.
- 6.2.2. Ensure film producers work together and do not impede regular City services and operations.

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- 6.2.3. Work with film producers on potential locations for productions in the community. Assist them in applying for municipal permit approvals where required.
- 6.2.4. Expect that film producers follow all applicable municipal, provincial, and federal legislation.
- 6.2.5. Require film producers have proper insurance for any potential harm/damages caused.
- 6.2.6. Accommodate the requests of film producers where possible.
- 6.2.7. Require film producers have health and safety protocols to protect individuals, private property, and public property.
- 6.2.8. Ensure the economic and social benefits of film productions in the City are considered.
- 6.2.9. Document film productions in the community, including costs, timelines, and public assets utilized.
- 6.2.10. Use the IAP2 principles summarized below to ensure the community is appropriately informed about film productions in the community and any impediments they may cause.



- 6.2.11. Delegate liaison duties associated with film production in the City to other Administrative staff as they see fit.

## 7. END OF POLICY

Original Signed \_\_\_\_\_  
Signature of Mayor

Original Signed \_\_\_\_\_  
Signature of CAO

Approved by Council Nov 25, 2024 \_\_\_\_\_  
Date

Approved by Council Nov 25, 2024 \_\_\_\_\_  
Date

## COUNCIL POLICY



### **POLICY RECORD**

#### **Approval and Amendment History**

| Date of Council Meeting | Council Motion Number | Description |
|-------------------------|-----------------------|-------------|
| November 25, 2024       |                       |             |
|                         |                       |             |

#### **Review History**

| Date of Policy Owner's Review | Description/Action Taken or Required |
|-------------------------------|--------------------------------------|
|                               |                                      |