

**Film and Commercial**  
Project Guide



CHOOSE  
CRANBROOK



## Introduction

Cranbrook is situated in the southern portion of the Rocky Mountain Trench, in a broad valley with wide open vistas. This geography makes the community and surrounding area a cinematic dream. With landscapes ranging from rugged mountain peaks, to old growth forests, and modern communities with proximity to everything, bring your next production to the quintessential Rocky Mountain paradise, the ultimate outdoor studio.

This guide is here to help you navigate the region, the permitting process, and entice you to come and scout for your next location shoot.



## Guidelines

All film, television, and video productions need to be communicated to the City to ensure a successful project. The following guidelines apply to all location filming or commercial production projects that take place in the City of Cranbrook, except for newscasts.

### Types of Projects

- Feature films
- Television films
- Network programs/series
- Commercials and music videos
- Documentaries
- Education films
- Commercial photography
- Other projects

If you are unsure if your project requires a Film and Commercial Project Permit, please contact the City's Engineering and Development Department. Contact Darren Brewer at: [Darren.brewer@cranbrook.ca](mailto:Darren.brewer@cranbrook.ca) or by phone on 250.919.9792





## Filming in Cranbrook

The City of Cranbrook will help your production company:

- Access municipal services and permissions identified in the application process
- Get film and other related permits suited to your production's specific needs
- Support the applicant notification with residents
- Help identify businesses and engagement opportunities
- Identify areas of sensitivity or constrained use
- Coordinate with user groups including street and infrastructure projects, development and construction and Special Events



### Student Projects

Student filming projects do not require a permit, however, filming in City parks, trails, parking lots, interior City buildings and/or any other City property may require additional permissions. Complete and submit the Student Filming Request Form no later than seven (7) days prior to filming.





### City Facilities and Property

Any company wanting to use a City park, picnic area, sports field, or City owned facility needs to include the request as part of the Film and Commercial Project Permit application. City departments that are involved will review and coordinate all requests and applications.

### Parking

All vehicles belonging to the production company will display City supplied parking badges on the dashboard that includes contact information for the designated person on site.

Production vehicles must comply with all municipal parking regulations as outlined in the City of Cranbrook bylaw Streets, Traffic, and Parking Bylaw No. 4044, 2021. Any requests for temporary exemption can be reviewed during the application process.

### Occupying a City Street

Prior to starting a project that will occupy a street for the purposes of filming or other commercial projects that affect the normal use of a City roadway an application must be received and approved by the City Engineer, or their designate.

The City Engineer, or their designate, will be guided by the following principles to determine the approval: Streets in the Downtown Core will not be closed during retail business days unless

1. Adequate alternate routes are available,
2. Adequate access to businesses is assured, or
3. Transit can be maintained on the portion of closed street or can be maintained on adjacent streets.





## Application Process

A Business Licence is a requirement for a Film and Commercial Project Permit. Apply early to allow time for processing. A Temporary Business License is required for production companies/applicants who are located outside the City to apply for a Film and Commercial Project Permit. A Film Licence Agreement is required prior to issuing permits. An agreement is not required for small projects that are limited to an individual location on

parkland. City staff will begin preparing the Film License Agreement once the initial application is submitted. All Film and Commercial Project Permit Applications need to be completed and submitted no later than two weeks (14 days) prior to the start of the project. A checklist of all items required as part of this process is included in the Film and Commercial Project Checklist.



## Application Process

The City will be guided by the following considerations when determining the approval of a Film and Commercial Project Permit Application.

1. Film and Commercial Project Permit  
Applications will be reviewed and processed in order received of a completed submission.
2. The City of Cranbrook reserves the right to approve or deny any requests for filming or shoots on locations involving City Property.
3. The City of Cranbrook reserves the right to deny applications that are detrimental to the safety and comfort of its citizens or that may negatively affect the environment.
4. It may be necessary to limit the use of desired locations. construction and Special Events



### Special Effects

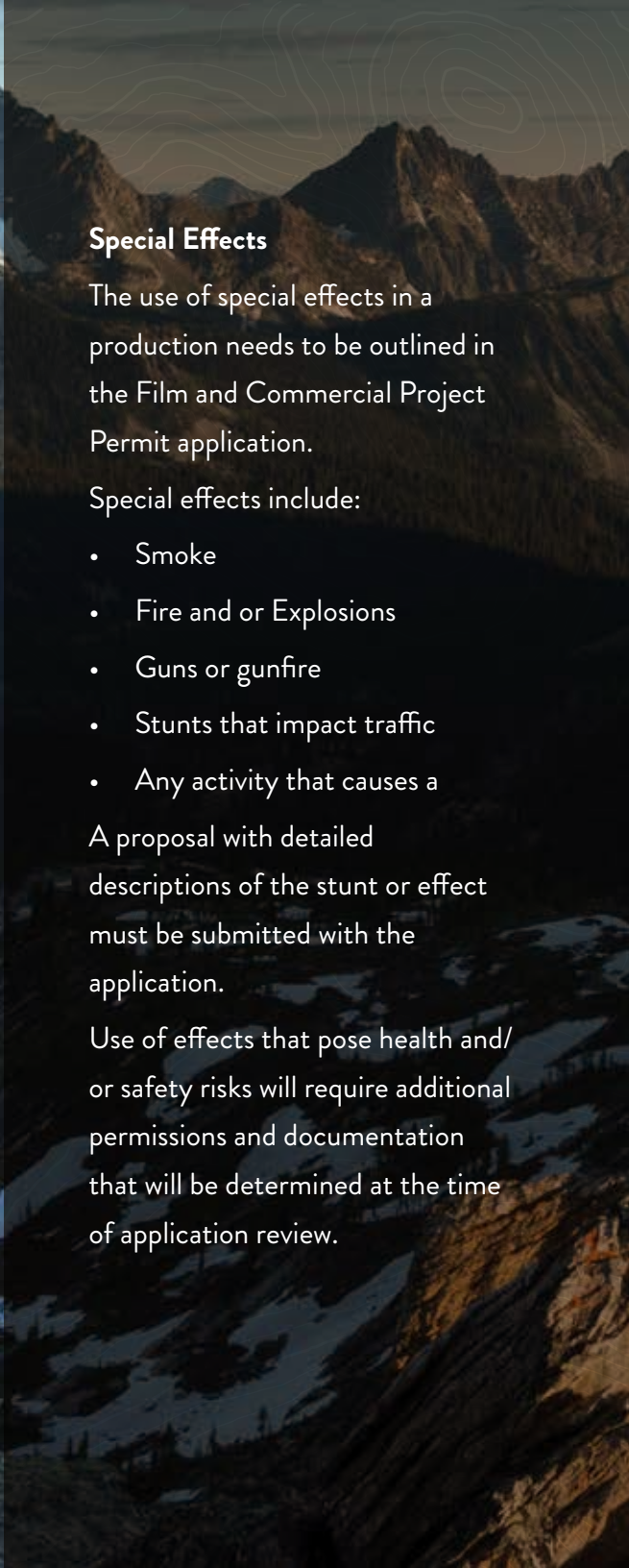
The use of special effects in a production needs to be outlined in the Film and Commercial Project Permit application.

Special effects include:

- Smoke
- Fire and or Explosions
- Guns or gunfire
- Stunts that impact traffic
- Any activity that causes a

A proposal with detailed descriptions of the stunt or effect must be submitted with the application.

Use of effects that pose health and/or safety risks will require additional permissions and documentation that will be determined at the time of application review.



### Drone Usage

Transport Canada regulations ([link](#)) and all Provincial and Federal privacy laws must be followed for all use of drones when filming in the City of Cranbrook. Filming or commercial photos using a drone or drones at and/or near the Canadian Rockies International Airport must submit a flight plan for approval with the Film and Commercial Project application.

Flight path restrictions may also be imposed over certain areas and parks to protect wildlife; such as birds during nesting season.



### Construction and Alterations

Projects requiring alteration to the existing areas natural setting, neighborhood and urban area, or the building of a film set, all construction must be approved by the City of Cranbrook. A site inspection and approval of technical drawings may be required. City staff may be required to perform the requested alterations, any fees or costs will be borne by the applicant.

### Noise

Move-ins, move-outs and any related noisy activity involved in a project will comply with applicable City bylaws. Requests for temporary exemption can be reviewed during the application process. The City Engineer, taking into consideration the impact on residential premises, will review the application and approve or deny the request.

### Notifications

Production companies/applicants are responsible for the following notifications seven (7) days prior to the start of the project:

1. Occupants of properties within an area being used for filming or other commercial projects are to be informed of the activity by the production company.
2. In a residential area where a project will be taking place residents on the block will be advised of the proposed activities. The City Engineer may request a wider area of notification if it is believed to be advisable.
3. In downtown areas, the City Engineer, or their designate, will determine the extent of the area to be notified when filming is occurring.

All Notifications must include:

- Name of the production company
- Name and contact information for site manager
- Phone number of the City of Cranbrook Economic Development Office (may be engineering?)
- Date and time the project will be taking place in the area with a brief description of activities





### **Help getting set in the backcountry**

The raw, natural beauty of the Kootenays is what draws many film crews to the area. Some backcountry locations may fall within Provincial or National Parks, and as such require additional permitting in order to film.

These additional permits are outside the scope and jurisdiction of the City of Cranbrook, however, more info can be found by visiting <https://bcparks.ca/permits/film/> Commercial Filming in Parks and Protected Areas.

### **Choose Cranbrook**

Choose Cranbrook provides support to help businesses become established and grow in Cranbrook. With access to important market research and business intelligence, Choose Cranbrook actively works to facilitate local connections to help support the establishment of your business in the most dynamic and innovative city in the Kootenays. Your business can benefit from many incentives offered by the regional, provincial, and federal organizations to help lower your costs and move your business to Cranbrook.





### **BC Parks and Kootenay Film**

Untapped. Unique. Unbelievable.  
The Kootenay region offers diverse cinematic locations for your next production.

From interior rainforest, rocky mountains, natural hot springs, glacier-fed lakes to farmlands, ranchlands and hundreds of heritage assets in between, there is a perfect location for your next film or television series.

Our unique and uncrowded locations provide a real opportunity for you to get that award-winning shot.

<https://kootenayfilm.com/>

## Sustainability

The City of Cranbrook is committed to improving the environmental sustainability of our community. Companies are encouraged to use clean energy to reduce their reliance on traditional resources that have a more negative impact on the environment

Ways to promote sustainability include:

- Reduce waste by using minimal equipment
- Reuse materials
- Recycle items that cannot be reused
- Reduce traffic pollution
- Find alternatives to diesel generators

## Local Sourcing

Using the Economic Development Office as a resource, applicants will make every effort to use local businesses and services throughout the course of the project, including pre and post production work.

Please contact Darren Brewer at the Economic Development Office on: [Darren.brewer@cranbrook.ca](mailto:Darren.brewer@cranbrook.ca) or by phone on 250.919.9792



## Safety

The production company/applicant will ensure that the crew operates in a safe and professional manner in the course of their duties.

The production company and/or applicant must adhere to all applicable laws, regulations, and bylaws of the federal, provincial, and municipal governments.

ActSafe ([link](#)) and WorkSafeBC ([link](#)) guidelines are to be strictly followed throughout the project.

Potentially serious incidents or accidents need to be promptly reported to the City.

## Insurance

A comprehensive general liability policy or commercial general liability policy of not less than \$5,000,000 inclusive limit for any occurrence is required. The Corporation of the City of Cranbrook must be named as an additional insured and a cross liability clause must be included.

Aviation liability insurance is required for drone usage. This is in addition to the general or commercial liability insurance.

A thirty-day notification by the insurer to The Corporation of the City of Cranbrook must be included in the event of cancellation, termination, or material alteration to the policy.

The Film Licence Agreement will supply further details on insurance requirements.



## Acknowledgements

The City of Cranbrook is endeavoring to highlight its ability to support commercial, video, and film productions.

To enhance our continued growth the Economic Development Office requires that production companies/applicants provide, at no charge to the City:

- Completed budget information on the film permit application
- Screen Credit on the final project
- Stills and clips for promotional use in city materials
- Copies of media releases
- Permission to use Names and Titles in promotional material and digital platforms

### Contributing Photographers list

Dawnella Salant / Morgan Turner / Kari Medig / James Farnan / Cranbrook Tourism / Kyle Hamilton



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