

**FILM & VIDEO GUIDELINES**  
**Parks Canada - Yukon Field Unit**  
(Revised August, 2005)

**Background Information**

The Yukon's National Parks and National Historic Sites contain a diverse range of natural and cultural scenery and subjects which offer unparalleled photographic opportunities. Filming and photography on Parks Canada properties are regulated by directives in the interest of protecting the environmental and heritage resources and visitor experiences. Filming proposals will be evaluated against these mandated responsibilities.

The following guidelines provide details on the application and approval process for filming or photographing on Parks Canada properties in the Yukon.

**Application and Review Process**

This process enables Parks Canada to evaluate and assess each application using the following criteria: (see "Explanation of Guidelines" beginning on page 3)

- \* environmental impact
- \* heritage resource impact
- \* visitor experience impact
- \* administration and operational impact

Please complete the attached "Application for Filming" in full and submit with the accompanying documentation and fees to initiate the review process.

The principal Parks Canada contact person is:

Hillarie Zimmermann, Manager Communications  
Parks Canada, Yukon Field Unit  
205 – 300 Main Street  
Whitehorse, Yukon Y1A 3V2  
Phone: (867) 667-3921  
Fax: (876) 393-6702  
Email: [Hillarie.zimmermann@pc.gc.ca](mailto:Hillarie.zimmermann@pc.gc.ca)

This contact person will coordinate the application and review process, providing liaison with park/historic sites selected. Site-specific contacts will be appointed as and when required. Applications are reviewed at a site level with ultimate approval for the application coming from the site superintendent.

Filming or photography portraying activities which are not appropriate within park/site boundaries, or which have a negative impact on Parks Canada's corporate image, will not be allowed. The applicant will provide Parks Canada with a brief explanation of the proposed filming/photography activity and a detailed shooting schedule.

Twenty (20) working days is the desired minimum amount of time for receipt of applications prior to filming, so all implications of the project can be evaluated. While this may not always be feasible, applicants are advised that it is most desirable to allow as much lead time as possible for processing the application. Without an appropriate amount of lead time, the application could be denied.

A representative of the individual or company making the application should provide an in-person project briefing to park or site officials. This briefing will allow Parks Canada staff to:

- 1) assess appropriateness of the project in the context of Parks Canada's mandate;
- 2) determine if there is a need for on-site supervision by Parks Canada staff; and
- 3) identify and discuss any supplementary requirements (see Explanation on page 4) for consideration such as, but not limited to:
  - proof of general liability insurance in the specified amount
  - security deposit (as appropriate) to guarantee rehabilitation of any damage
  - proof of company endorsement or authorization from the Yukon Department of Tourism
  - on-screen credit
  - provision of a courtesy copy of the finished product
  - authorization and cost recovery fee.

The representative will also be responsible for all activities of the production company at the Parks Canada location for the duration of the project. The representative will provide Parks Canada with a twenty-four hour contact number. Accordingly, Parks Canada will provide the same. In addition to ensuring that all Parks Canada instructions are carried out, the representative must also ensure that no activities, beyond those which have been approved, are undertaken without prior written consent of Parks Canada.

Unforeseen circumstances such as unfavourable weather or mechanical breakdowns may alter the approved schedule. Please provide Parks Canada of any necessary changes to the approved shooting schedule. These changes will then be reviewed as quickly as possible.

The Park or Site Superintendent will issue a "Letter of Authorization" when the production is approved. The letter becomes valid when:

- it is co-signed by the designated Parks Canada representative and the individual/company authorized signatory; and
- Parks Canada has received any associated fees, bonds or additionally-requested documentation.

Authorizations may be revoked without notice if the terms and conditions of the agreement are violated. Deliberate infraction of the terms and conditions of the authorization or deliberately giving false or misleading statements during the application and review process to obtain authorization are cause for immediate cancellation of the authorization.

### **Explanation of the Criteria**

The National Parks Act, Parks Canada Policy and numerous other documents regulate activities allowed in national parks and national parks sites. Based on these regulatory documents, Parks Canada evaluates and assesses each application using the following criteria:

- 1) Environmental and heritage resources must be protected from damage. Filming activities will not be approved if it is deemed that the environment or heritage resources will be disturbed or altered. Areas for camping, setup, etc. will be pre-designated.
- 2) The use of wild animals which have been trained for performance purposes is prohibited in national parks and historic sites.
- 3) Feeding or harassment of wildlife is prohibited.

- 4) Take-off and landing of aircraft in national parks and national historic sites is strictly controlled. Take-off and landing sites must be indicated in the application and must be pre-approved. A \$30.00 landing fee applies to every landing. Please refer (where applicable) to the attached "Aircraft Use Guidelines and Conditions Summary" for Kluane National Park, Vuntut National Park, and the Chilkoot Trail National Historic Site.
- 5) Access or overflights by fixed wing or helicopter will follow normal Ministry of Transport aeronautical regulations and Parks Canada regulations. Flights must be no lower than 500 feet above the nearest obstacle in unpopulated areas and no lower than 1000 feet above the nearest obstacle in populated areas. It is incumbent on the film company to ensure the pilot is aware of these regulations.
- 6) Filming or viewing wildlife from the air in such a manner as to disturb the wildlife is prohibited.
- 7) The construction of props or sets on-site must be approved in advance. The location must be maintained free of construction debris and litter at all times and must be returned to its prior condition when filming is completed.
- 8) All special effects and stunts within the selected Parks Canada location must be approved in advance. Conditions and controls required by Parks Canada will be identified in the authorization letter.
- 9) Specific conditions and restrictions apply to the use of federal heritage buildings as a location. Smoking is prohibited; food and beverages may also be prohibited or restricted. Fire safety precautions must be guaranteed. Drilling, nailing or affixing lights, props or other decorative/technical requirements are prohibited unless authorized. Restrictions may also extend to the type of lighting used. In furnished buildings, artifacts may not be handled or used. Alterations to furnishings must be approved in advance, and will be made by Parks Canada staff only. Conditions and controls required by Parks Canada will be identified in the authorization letter.
- 10) Filming activity must not interrupt the public's normal use of national parks or national historic sites. Including visitors in the filming will be done with the permission of the visitor. No closures or partial closures to public access will be permitted. The most likely period of conflict with public use occurs during July and August.

### **Explanation of the Supplementary Requirements and Considerations**

- 1) **Site Supervision:** If, in the opinion of Parks Canada, the production may pose a threat or have negative impacts on any aspects of the desired location, Parks Canada may assign a staff member to monitor the activities in accordance with the mandate and permit conditions. This site supervisor will have the authority to approve minor changes to the "Letter of Authorization". A fee of \$50/hour will be charged for all hours that a site supervisor is required.
- 2) **Complimentary Copy Provision:** Parks Canada may request a complimentary copy of the completed work.
- 3) **Fees:** Parks Canada charges three types of fees for filming in Yukon National Parks and National Historical Sites:
  - a) application;
  - b) location; and
  - c) cost-recovery.

Location and cost-recovery fees are applied to each day, or part thereof. All fees are expressed in Canadian dollars and do not include the Goods and Services Tax of 7%. Discounts are available for clients whose project content (scenery, communication objectives, primary use) clearly present Parks Canada national parks and national historic sites and Parks Canada messages. Discounts vary for government, non-profit organizations/students, and commercial clients. Definitions of Project Content can be found under “number 6” listed below. Fees can be paid by Visa, Mastercard, American Express, certified cheque, debit card (only available in person), and/or cash.

- 1) **Application Fee:** A single amount assessed for the review and processing of each application. This is a fee based on the size of production, is non-refundable and must be submitted with the “Application for Filming”.

Production Crew Size	Application Fee
1 – 6	\$150.00
7 – 15	\$375.00
16 – 30	\$750.00
31 – 99	\$2500.00
100+	\$3000.00

- 2) **Location Fee:** This is a daily fee for the use of the location, and is based on the size of production crew using the following scale:

Production Crew Size	Location Fee
1 - 6	\$500.00
7 - 15	\$1000.00
16 - 30	\$1500.00
31 - 99	\$2000.00
100+	\$2500.00

- 3) **Cost-recovery Fees:** These fees are established to recover the cost of staff wages for attendance at the location as required by the production or Parks Canada. This fee is assessed at the rate of \$50/hour for each Parks Canada staff member present. Historic, interpretive or technical expertise by Parks Canada staff is also available at the above rates.

Miscellaneous operational, maintenance or other fees may also be assessed for the use of Parks Canada facilities or other properties (props, costumes, etc.). These fees will be negotiated prior to the use of facilities or properties on a case-by-case basis, and will be included as part of the agreement.

Parks Canada will record all costs incurred as a result of filming activities. All costs will be collected at the conclusion of the shoot for productions of one week or less duration. Production companies will be billed weekly for projects requiring more than one week of filming activity. ALL COST-RECOVERY FEES WILL BE ESTIMATED AND INCLUDED IN THE “LETTER OF AUTHORIZATION”.

- 4) **Security Deposits:** The purpose of this deposit is to ensure site restoration and clean-up. The deposit required is a reflection of the potential for damage and the cost of repair. Generally the larger the production, the greater the security deposit required. The minimum deposit is \$2000, however, each application will be assessed individually.

A certified cheque, bank draft (payable to Receiver General for Canada) or a cash deposit is required prior to the issuance of the “Letter of Authorization”. The Park or Site Superintendent

has the authority to waive the security deposit where the assessed risk of damage resulting from activities is nil. Upon completion of the project, a site inspection will be conducted to determine if any damage has occurred and any necessary repairs are completed. If the repair work is not satisfactory, the security deposit will be used to finish the job as required. If insufficient funds exist, billing for the remaining costs will occur.

- 5) **Indemnification and Insurance:** In receiving permission to film within a national park or national historic site, the production company agrees to accept responsibility for any incidents which may occur. An indemnification clause is included in the "Letter of Authorization". In signing the letter, the applicant accepts the limitations and conditions stated therein.

Parks Canada requires a copy of the comprehensive liability insurance policy for the production indicating a minimum of \$1,000,000 in coverage is in place. The Park or Site Superintendent has the authority to waive the insurance requirements where the assessed risk is nil.

6) **Definitions of Project Content**

**Scenery:**

- a) Projects that use a location as an identifiable national park, national historic site or national marine conservation area.
- b) Projects that use a location purely as a backdrop with no reference to the park or site's significance.

**Communications Objectives:**

- a) Projects that present Parks Canada high priority messages without necessarily mentioning the Agency (i.e. ecological and commemorative integrity).
- b) Projects that contribute to informing, influencing and involving Canadians concerning Canada's nationally significant natural and cultural heritage.

**Primary Use:**

- a) Primary outcome of the project is either educational, or linked to tourism or entertainment.

- 7) **Miscellaneous:** There can be no actual or implied endorsement of the production or any commercial product unless authorized by the Park or Site Superintendent.

Parks Canada reserves the right to request inclusion or exclusion of a credit line identifying the national park or national historic site used as a location. Inclusion of a credit line will be worded as follows:

Filmed in \_\_\_\_\_ National Park/National Historic Site, Yukon.

**PARKS CANADA  
YUKON FIELD UNIT**

**APPLICATION FOR FILMING**  
(Revised August, 2005)

This application should be filed a minimum of 20 business days in advance of filming. This lead time is necessary to process the film application and evaluate the environmental, heritage, visitor experience and administrative implications. Applications received less than 20 working days prior to filming cannot be guaranteed for approval.

DATE OF APPLICATION: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DESIGNATED REPRESENTATIVE ON-SITE: \_\_\_\_\_

24 HOUR FILM CONTACT PERSON: \_\_\_\_\_

LOCATION MANAGER AND PHONE NUMBER: \_\_\_\_\_

NAME ADDRESS AND PHONE NUMBER OF FILM PRODUCER:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OUTLINE OF PROJECT (attach additional sheets of paper if necessary):

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PROPOSED FILMING LOCATIONS (Name of Park/Site complete with location details:

include map noting location sites): \_\_\_\_\_

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BRIEF DESCRIPTION OF SCENE(S) TO BE FILMED AT SELECTED LOCATIONS(S)

(attach additional sheets is necessary): \_\_\_\_\_

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ALTERNATE LOCATIONS CONSIDERED:

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PROPOSED AIRCRAFT ACCESS SITES AND/OR ROUTES (please detail on an attached

map): \_\_\_\_\_

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DATES OF PROPOSED FILMING (including preparation and clean-up):

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Total number of filming days on or in Parks and Sites: \_\_\_\_\_

HOURS OF OPERATION FOR PROPOSED FILMING:

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TOTAL NUMBER OF CAST AND CREW: \_\_\_\_\_

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LOCATION OF STAGING AREA(S): \_\_\_\_\_

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TOTAL NUMBER OF VEHICLES AND PARKING LOCATIONS:

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DETAILED DESCRIPTION OF ALL ON-SITE PROPS OR PROP CONSTRUCTION

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TYPE OF EQUIPMENT INVOLVED AND EXTENT OF USE (including equipment for preparations and clean-up): \_\_\_\_\_

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DETAILED DESCRIPTION OF ALL SPECIAL EFFECTS AND/OR STUNTS (attach additional sheet if necessary): \_\_\_\_\_

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CATERING ARRANGEMENTS: \_\_\_\_\_

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SANITARY FACILITIES ARRANGEMENTS: \_\_\_\_\_

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WILL TWENTY-FOUR HOUR ON-SITE SECURITY BE PROVIDED (provide details):

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MAP(S) ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

**Please Note:**

1. An Authorization Fee (dollar amount depends on crew size – see page 4 for details), plus 7% GST must accompany this application. The Authorization Fee is non-refundable.
2. Insurance (public liability) in the amount of \$1,000,000.00 must be held by the applicant. (A copy of the policy must accompany this application and the name “Parks Canada” must appear as an insured/indemnify party.)
3. A Security Deposit in the sum of \$ 2,000, unless otherwise stated, must be attached to the application. The Security Deposit must be in the form of a bank draft or money order payable to “Receiver General for Canada”.
4. Parks Canada reserves the right to reject any application.

**THE APPLICANT AGREES THAT IF PERMISSION TO FILM IS GRANTED PURSUANT TO THIS APPLICATION, THE APPLICANT WILL ABIDE BY THE NATIONAL PARKS ACT, APPLICABLE NATIONAL PARK AND/OR NATIONAL HISTORIC SITE REGULATIONS, THESE GUIDELINES, AND THE “LETTER OF AUTHORIZATION” TO FILM.**

5. If this proposal is endorsed by the Government of Yukon, Department of Tourism, please attach a letter of endorsement from the Deputy Minister.

APPLICANT'S NAME : \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FOR (company name): \_\_\_\_\_

DATE: \_\_\_\_\_

**Please send the completed application form, required documentation and fees to the attention of:**

**Hillarie Zimmermann  
Manager, Communications  
Parks Canada, Yukon Field Unit  
205 – 300 Main Street**

**Whitehorse, Yukon Y1A 3V2**

**Phone: (867) 667-3921**

**Fax: (867) 393-6702**

**Email: [Hillarie.zimmermann@pc.gc.ca](mailto:Hillarie.zimmermann@pc.gc.ca)**