
Filming on Campus

Policy No.:	7130
Version:	3
Category:	Safety, Security, and Emergency Management
Approving Body:	Board of Governors
Executive Sponsor:	VP Human Resources and People Development
Department Responsible:	Safety, Security, and Emergency Management
Directory of Records Class:	0650-15
Current Approved Date:	2023 May 30

Policy Statement

BCIT allows controlled access to Institute interior and exterior locations for commercial production companies producing feature films, commercials, still photography, and general entertainment programs.

BCIT ensures that:

- These activities are conducted with minimal or no disruption to the Institute's operations.
- Operations are conducted in compliance with industry standards and WorkSafeBC.
- The reputation and public image of BCIT are protected.
- All expenses associated with film liaison and other location services are recovered and remuneration is received.

This policy takes into account the complex requirements of film production companies in utilizing film locations, the physical resources of the campus that might be suitable for their requirements, Occupational Health and Safety requirements, security of assets, and the interests of students and employees. BCIT can terminate the Facility Access Agreement if the other party breaches any of its obligations within the agreement.

To ensure the privacy of staff, students and visitors on campus during filming, production companies will ensure that appropriate notices of filming operations are posted and handed to bystanders. The production companies will ensure all notices are removed upon completion of the production.

Purpose of Policy

The purpose of this policy is to set out conditions for delivering a timely and coordinated service to film production liaison and services, so that space and facilities on the Institute premises can be used by external media production organizations as film locations with minimal or no disruption to the Institute's operations.

Who This Policy Applies To

This policy applies to external media production organizations and BCIT departments and schools.

Related Documents and Legislation

Legislation

BC Workers Compensation Act

Occupiers Liability Act

BCIT

Policy 7150, Occupational Health and Safety

BCIT Contractor Safety (Safety, Security and Emergency Management Web Page)

BCIT Facilities Access Agreement (Safety, Security and Emergency Management Web Page)

Other Information

Fees paid by or on behalf of media production organizations are to be accumulated in the General Revenue Fund according to Finance policies.

Duties and Responsibilities

The BCIT Film Liaison

The BCIT Film Liaison is the contact person responsible for coordinating all activities and liaising with film production companies. BCIT campus Film Liaisons are referenced on the Safety, Security and Emergency Management Film Production web page.

The BCIT Film Liaison:

- Communicates with the Safety, Security and Emergency Management and Marketing and Communications departments regarding scheduling, potential media issues, and other details pertinent to safety, security and communications.
- Holds script approval over scenes to be filmed on BCIT campuses, to ensure inappropriate material that might damage the reputation of the Institute is not filmed on BCIT premises.
- Ensures Corporate Services reviews any requests by the film production companies to change any language within the Facility Access Agreement.
- Oversees the production and allows access to locations. At satellite campuses, a contact person is designated for this duty.
- Along with the Senior Director of Safety, Security and Emergency Management and school or department affected, ensures fees and expenses are recovered.
- Along with the Senior Director of Safety, Security and Emergency Management, ensures these activities are conducted with minimal or no disruption to the Institute's operations.
- Confirms that adequate privacy notices are posted and handed to bystanders in advance of active filming of students, staff, and visitors on campus, and the removal of all notices upon completion of the production.

Note: If any BCIT employees are affected or potentially affected by the filming activities, the BCIT Film Liaison will contact Labour Relations, prior to finalizing any agreements with the film production company.

The Senior Director of Safety, Security and Emergency Management

The Senior Director ensures that the film production company is in good standing with WorkSafeBC, and reviews and mitigates any safety-related impacts that the filming could present for the BCIT community.

Duties and Responsibilities

The Senior Director of Safety, Security and Emergency Management:

- Along with the BCIT Film Liaison, ensures fees and expenses are recovered and ensures there will be minimal or no disruption to the Institute’s operations.
- Confirms that adequate privacy notices are posted and handed to bystanders in advance of active filming of students, staff, and visitors on campus, and confirms the removal of all notices upon completion of the production.
- Completes sign-off on:
 - BCIT Contractor Safety
 - and all related facility access and shutdown forms
 - BCIT Facilities Access Agreement

Film Production Companies:

Film production companies are required to contact the BCIT Film Liaison for assistance in:

- Scouting locations
- Negotiation of filming agreements
- Establishing the coordinator contact with appropriate Departments and Schools

Procedures Associated with This Policy

None

Forms Associated with This Policy

- BCIT Contractor Safety
 - and all related facility access and shutdown forms
- BCIT Facilities Access Agreement

Amendment History

1. Created:	2012 Mar 30	Replaced
2. Revised:	2019 May 28	Replaced
3. Revised:	2023 May 30	In Force

In 2012, the policy number 7535 was retired, and this policy 7130 took its place. The revision history of the retired policy is as follows:

1. Created	2007 Sep 11	As Policy 7535
2. Revision 1	2009 Jul 02	
3. Revision 2	2010 Aug 06	
4. Retired	2012 Mar 30	Policy number changed to 7130

Scheduled Review Date

2028 May 30 (sooner if there are changes to the applicable regulatory framework or relevant operational circumstances).