



Filming in Sun Peaks (2024)

Tourism Sun Peaks (TSP) is the first point of contact for all requests for permission to create commercial media in public areas within the Sun Peaks Mountain Resort Municipality (SPMRM) and the Controlled Recreation Area (CRA).

TSP asks all producers, directors and photographers who wish to film in Sun Peaks to start by reviewing these guidelines and consider your location needs before applying for a Film Permit or securing a business license.

Tourism Sun Peaks

Colin Brost – Senior Director, Destination & Market Development

P: 250-819-4000, #13-3250 Village Way, Sun Peaks, BC, V0E 5N0

E: colin@sunpeakstourism.com

About Sun Peaks - Sun Peaks is the ideal location for film productions interested in mountain scenery, whether winter/snow or summer/alpine meadows. The pedestrian-only village of Sun Peaks offers a European look and feel with surrounding neighborhoods including houses, chalets, condos and townhouses.

The heart of the Village consists of hotels and lodges cradling an intimate collection of locally owned boutique shops (clothing, equipment, galleries, grocery and liquor), restaurants, cafes' and pubs that line a pedestrian-only cobblestone street known as the "Village Stroll".

In winter, the Village Stroll maintains a snow base for ski-through access to the main chairlifts and includes snow-free covered walkways for easy pedestrian access to the shops creating a winter wonderland complete with twinkly lights in the trees and on the buildings.

Sun Peaks' CRA includes over 10,000 acres of varied terrain including streams, bridges, a golf course and many kilometers of hiking, biking, Nordic and snowshoe trails within the valley and in the alpine. Sun Peaks is the second largest ski area in Canada with over 4,000 acres of skiable terrain.

The Sun Peaks Centre, located across from the Village Stroll includes an open air, but covered NHL sized ice skating rink, a fitness gym and meeting and conference facilities.

Important Notes

- The Village Stroll cannot be 100% exclusively closed to public access.
- Access to restaurants, stores and other services must be maintained unless arrangements have been made in advance.
- Vehicle access within the Village Stroll is limited and MUST be arranged in advance.
- The Village Stroll is a fire lane and any activity must ensure the fire lane is not compromised.
- All impacted businesses and residents in a location area must be notified of filming in writing at least 5 business days prior to any activity.

- TSP will work with all productions to ensure that information is effectively exchanged and that all parties are informed to schedules and potential impacts.
- TSP shall be notified for any production on or in private property within the Sun Peaks area.

Permitting - A Film Permit from TSP and a Business License from SPMRM, must be acquired, with the exception of news media, by all creators of: commercial media, including but not limited to, all motion picture and audio recordings, still photography, photogrammetry, and media for holographs, digital animation and visual effects, augmented and virtual reality, and all media known and unknown.

Permitting Process - TSP requires a Film Permit Application Fee (non-refundable), and a *Letter of Intent*, before the application is assessed.

- Download and complete the Film Permit Application.
- Pay the \$100 non-refundable application fee. Payments can be made by Visa, MasterCard, debit, or cheque.
 - If the production budget is under \$50,000 the fee will be reduced to \$50
- Provide the following information as the Letter of Intent:
 - The action to take place
 - Where the action is to take place at Sun Peaks
 - Preferred dates and times including prep, production and wrap
 - Number and types of vehicles
 - Estimated number of cast and crew
 - Construction and staging details
 - Special effects details (e.g. snow, rain, explosion, fire, stunts, animals, gun fire, etc.)
 - Use of any animals and safety precautions if applicable
 - Catering and Craft Service details
 - Waste, compost and recycling plan
 - Noisy equipment usage details (e.g. helicopters, drones, generators, snowmobiles, diesel vehicles, etc.)
 - Letter of Intent must be signed by person authorized to sign on production's behalf

All of this information is necessary to assess the Film Permit Application. If the application is approved by TSP and the non-refundable application fee has been paid, there are some other conditions that must be met before access is granted:

1. **Certificate of Insurance** - TSP requires proof of liability insurance naming Tourism Sun Peaks, Sun Peaks Mountain Resort Municipality and Sun Peaks Resort LLP (SPRLLP) as additional insured. Insurance must contain a cross liability clause in favour of those entities for \$5 million CDN liability. A copy will be kept on file with TSP.

2. **Production Safety Plan** - TSP requires that the production's COVID-19 Production Safety Plan be submitted as part of the film application process and that it aligns with Sun Peaks COVID-19 Policy and Procedures. <https://www.sunpeaksresort.com/covid-19-policy-and-procedures>

3. **UAV's (Drones)** - SPRLLP prohibits the use of recreational drones within the CRA. Use of UAV's for commercial purposes may be granted after application and written consent by SPRLLP. Authorized

operation of any UAV is governed by Transport Canada rules and regulations, local law enforcement, and policies established by SPRLLP.

Applicants are required to provide evidence of certification, training, insurance coverage (minimum \$5,000,000 CAD), indemnification requirements, and waivers or releases of liability. SPRLLP has the right to refuse or suspend UAV use at any time due to the nature of the operation and for commercial and emergency aircrafts requiring to land in the CRA.

4. **Business License** - All productions must secure a Business License through SPMRM.

Sun Peaks Mountain Resort Municipality

P: 250-578-2020, 106 – 3270 Village Way, Sun Peaks, BC V0E 5N)

<http://sunpeaks municipality.ca/business/>

A Film Permit will not be issued without receipt of proof of insurance, Production Safety Plan, approved drone usage if applicable and a copy of the Business License at least 30 days prior to filming.

Summary of Fees

- TSP Film Permit Application: \$100 (non-refundable)
 - If the production budget is under \$50,000 the fee will be reduced to \$50
- TSP Per Day Location Fee: Maximum \$250
- SPMRM Business License Fee: \$95
- Sun Peaks Resort LLP Location Fee: *negotiated directly if exclusively filming on mountain

***Exception**

- If filming takes place exclusively on Mt. Tod, Sundance, or Morrissey, the location fee is to be negotiated directly with Sun Peaks Resort LLP. A Film Permit and Business License are still required. The TSP Per Day Location Fee will not apply.

Sun Peaks Resort LLP

Aaron Macdonald – Chief Marketing and Communications Officer

P: (250) 578-5489, 1280 Alpine Road, Sun Peaks, BC V0E 5N0

E: amacdonald@sunpeaksresort.com

Craft Services and Catering - Catering and craft services are to be sourced from local vendors (existing Sun Peaks businesses). If craft services are not available, local vendors cannot fulfill the needs or Union agreements apply requiring outside vendors, any and all vendors are required to obtain an independent Business License from Sun Peaks Municipality and abide by; and operate within their sector health guidelines and have all applicable certifications for safe operation. Tourism Sun Peaks can assist with contact details of local vendors.

Bylaws - It is the production teams responsibility to be aware of and abide by all federal, provincial regulations and [municipal bylaws](#).

Additional Resources (2021):

Sun Peaks Fire Rescue

www.sunpeaksfirerescue.com

info@sunpeaksfirerescue.com

P: 250-578-8985 non-emergency only

9-11 Emergency

1220 Alpine Road, Sun Peaks BC, V0E 5N0

Fire Chief Dean Schiavon

Thompson-Nicola Film Commission

www.FilmThompsonNicola.com

thadwin@tnrd.ca or tnfc@tnrd.ca

Terri Hadwin, Film Commissioner

P: 250-377-8673

Sun Peaks Ski Patrol

First Aid Services Available

Charles Albrow - Ski Patrol Director

P: 250-320-0992, 1280 Alpine Road, Sun Peaks, BC V0E 5N0

calbrow@sunpeaksresort.com

Royal Inland Hospital, Kamloops, is closest hospital

Crown Land - The CRA is surrounded by crown land and can be accessed via Sun Peaks. Requests to film on any adjacent crown land should be directed to the [Ministry of Agriculture and Lands](#). Crown lands are accessible and surround Sun Peaks. A Commercial Filming Permit must be acquired from Front Counter BC which is situated in Kamloops.

Additional Film Resources

[Creative BC](#)