

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
OP.611.1		Vice President Finance and Administration	
Procedure Name			
Filming and Photography			
Policy This Procedure is Under		Category	Next Review
OP.611 Filming and Photography		IM&DT	October 2029
Date Issued	Date Revised	Date in effect	Related Policies
October 2021	October 16, 2024	October 16, 2024	B.506 Standards of Conduct B.700 Privacy and Access to Information B.701 Student Code of Conduct B.605 Records Management Policy

1. PURPOSE

- 1.1 This procedure describes the process that must be followed in order to receive permission to conduct Filming or Photography on Capilano University (“the University”) Property or Premises or at University Events in support of OP.611 Filming and Photography Policy
- 1.2 The University reserves the right to withhold approval for Filming and Photography.

2. DEFINITIONS

- 2.1 The definitions found in the Policy are used in these procedures.

3. PROCEDURE

Obtaining and Recording Permission for Filming and Photography (Members of the University community)

- 3.1 Employees are permitted to engage in Filming and Photographing activities or to contract with a third party for Film or Photography services to support University Activities or Events at the direction of their manager. Engagements with third parties must comply with B.313 Procurement Policy and Procedure and B.215 Spending and Signing Authority Policy and Procedure.
- 3.2 Students are permitted to engage in Filming and Photography for class projects that are approved by an assigned instructor. Students must also follow any departmental guidance relating to Filming and Photography, including completing forms and complying with course requirements.

- 3.3 Permission of the instructor is required for Filming, and/or Photographing within any classroom and learning environment, including online learning.
- 3.4 The responsible instructor or manager will send a request for approval at least 10 working days in advance of the planned Filming or Photography activity (the “Shoot”) that includes:
- a) the purpose for Filming or Photography including the planned distribution and/or use of photographs or video recordings;
 - b) the intended location(s);
 - c) the activities planned and
 - d) the date and time of the Shoot.
- to the Manager, Security Technology and Access using the email filmlocations@capilano.ca together with a copy of the Multimedia Consent Form created for the Shoot.
- 3.5 The Manager, Security Technology and Access will review the request and notify the responsible instructor or manager within five (5) working days as to:
- a) if the request is approved as is,
 - b) if any additional permissions are needed including approval to use Restricted Areas,
 - c) if safety or privacy mitigation actions are required before the Shoot can be approved; or
 - d) if the request is denied.
- 3.6 On the day of the Filming or Photography the instructor or manager will post a notification of the Filming or Photography activity to In the Loop via Frontlines and install signage if directed by the Manager, Security Technology and Access.
- 3.7 Students and employees must carry Capilano University-issued identification with them while filming and photographing on University property and be prepared to produce their identification if requested by Security. Capilano Students’ Union officials must carry CSU identification.

Outside Parties Filming and Photographing on University Property

- 3.8 Individuals and/or organizations under contract to provide Filming or Photography services for the University must report to Security (or an agreed alternate) on arrival and carry identification while fulfilling their contractual duties on University Property or Premises or at the University Event.

- 3.9 Outside Parties wishing to Film or Photograph on University Property or Premises or at University Events must apply to Corporate Services for permission at least 15 working days in advance of the planned Shoot, using the email supportservices@capilanou.ca. The following information must be provided:
- a) the purpose for Filming or Photography including the planned distribution and/or use of Photographs or Film;
 - b) the intended location(s);
 - c) the activities planned;
 - d) the date and time of the Shoot.
 - e) contact information for the individual leading the project (or a nominated liaison)
 - f) the names and roles of everyone involved with the Shoot who it is anticipated will be on University Property or Premises or at the University Event.
- 3.10 All requests will be assessed against the criteria set out in section 6.3 of the Policy and for alignment with University values to reduce the risk of reputational harm. Scripted productions must share a complete script for review and production plans must include action to preserve the anonymity of the University. Plans to Film for social media campaigns must be approved by Marketing & Digital Experience.
- 3.11 Corporate Services will act as the initial liaison for the Outside Party, working with Facilities, Safety and Emergency Services, Marketing & Digital Experience, Communications, and other relevant University parties to confirm that:
- a) proposals will not interfere with University Related Activities or conflict with University values;
 - b) appropriate arrangements are in place for liaison between the Outside Party and the University;
 - c) safety and access arrangements are agreed and enforced;
 - d) arrangements to ensure consent have been established;
 - e) appropriate liability insurance is in place; and
 - f) an appropriate fee is charged.
- 3.12 The use of Restricted Areas by Outside Parties will not normally be approved.
- 3.13 Any set construction or alterations are only permitted with explicit written permission from Facilities and an agreed plan for set up and break down with all related costs to be incurred or reimbursed by the Outside Party.

- 3.14 If the Shoot is approved a University representative will then be assigned to liaise with the Outside Party until the Shoot and any associated activities are completed.
- 3.15 Outside parties recording footage for social media campaigns must follow instructions provided by Marketing & Digital Experience.
- 3.16 Outside Parties must report to Security on arrival, stay in areas approved for the Shoot and carry identification while on University Property or Premises and/or attending the University Event.
- 3.17 Media and News Journalists on University Property or Premises:
 - a) Scheduled media interviews: Media and journalists on University Property or Premises for scheduled interviews are coordinated through the University's Communications team.
 - b) Breaking news: Media and journalists Filming breaking news on University Property or Premises should provide credentials if asked by Security

4. FILMING AND PHOTOGRAPHY IN RESTRICTED AREAS

Filming or Photography in Restricted Areas requires additional permission. A written application describing the nature and purpose of the Shoot must be submitted to the responsible Administrator at least 10 working days prior to the proposed Shoot.

Filming and Photography in the Children's Centre (including outdoor fenced play areas).

- 4.1 Filming or Photography in the Children's Centre requires advance permission from the manager, Children's Centre. Filming and Photography of children is forbidden without the permission of the manager, Children's Centre, and the permission of the subject's parent or legal guardian.
- 4.2 Photographs or Film must not be repurposed without the permission of the manager, Children's Centre, and the permission of the subject's parent or legal guardian.

Filming and Photography in the Kéxwusm-Áyakn Centre and at Indigenous cultural events

- 4.3 Filming and Photography in the Kéxwusm-áyakn Centre requires the permission of the Manager, Indigenous Education and Affairs. The appropriateness of the Filming or Photography will be confirmed in advance by the Community Relations representative in consultation with the Knowledge Keeper/Elder
- 4.4 Filming and Photography of Indigenous cultural events is forbidden without advance permission from the Manager, Indigenous Education and Affairs. Signage will indicate when Filming or Photography is permitted.

Filming and Photography in the BlueShore Centre for the Performing Arts

- 4.5 Filming and Photography in the BlueShore Centre is managed and/or arranged and approved by the general manager, The BlueShore at Capilano University.

Filming and Photography in the Library

- 4.6 Individuals and groups wanting to Film and/or Photograph in the library require the permission of the University Librarian. Students Filming and Photographing out of regular Library opening hours must be supervised by an instructor.

Filming and Photography in Student Residences

- 4.7 All Filming and photography in student residences (excluding for the personal use of residents and their invited guests only) requires prior approval by the Director, Student Housing and Food Services. Filming and Photography of occupied residence floors is subject to greater restrictions with preference given to projects that can be completed when students are not in residence.

5. USE OF REMOTELY PILOTED AIRCRAFT SYSTEM (RPAS) FILMING AND PHOTOGRAPHY

- 5.1 Permission to operate an RPAS must be obtained from Safety and Emergency Services prior to use.
- 5.2 RPAS operators must follow the Transport Canada's guidelines on drones.
- 5.3 RPAS pilots flying a RPAS weighing between 250 grams to 25 kilograms must follow the rules as outlined in the Canadian Aviation Regulations.
- 5.4 RPAS operators must comply with the Personal Information Protection and Electronic Documents Act.
- 5.5 RPAS pilots must be prepared to show a valid RPAS pilot certificate in advance of the request to Film and if requested by Campus Security.

6. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

- 6.1 The Director, Risk Management and the Director, Safety and Emergency Services are responsible for managing and administering this procedure.

7. RELATED POLICIES AND GUIDANCE

B.215 Spending and Signing Authority Policy

B.313 Procurement Policy

B.506 Standards of Conduct

B.700 Privacy and Access to Information

B.605 Records Management Policy

B.701 Student Code of Conduct

OP.304 Public and Media Relations

E.413 Temporary Rental of University Space

OP.421 Security Technology - Surveillance Systems

OP.609 Website and Digital Channels Policy

Capilano University Multimedia Consent Form

Departmental Filming and Photography guidance and forms

8. REFERENCES

BC Workers Compensation Act & Occupational Health and Safety Regulation

Canadian Aviation Regulations

Copyright Act

Freedom of Information and Privacy Act

Personal Information Protection and Electronic Documents Act

Protection of Privacy Act

Limitations Act