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## Video Surveillance in Public Areas

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**Policy Number:** CFS153/2019

**Approval Date:** June 11, 2019

**Supersedes Policy:** --

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### SECTION A

#### 1.0 Policy Purpose

- 1.1 Video surveillance when utilized with other security measures, is an effective means of ensuring the security and safety of town facilities, the individuals who use them, and the assets housed within them. The Town of Morinville recognizes the need to balance an individual's right to protection of privacy against the Town's duty to promote a safe environment for all citizens, and to protect the Town property.
- 1.2 The objective of a surveillance system in public areas is to investigate matters against both persons and property, as well as to discourage those who may consider committing crimes.


#### 2.0 Definitions

- 2.1 **"Active Monitoring"** includes but is not limited to a person or automated technology tool, as directed with the authority of the CAO or designate, to watch and report on any town cameras live feed.
- 2.2 **"Administrative Directives"** means a documented procedure that outlines a consistent approach to carrying out a specific Policy in the day to day operations of the organization.
- 2.3 **"Authorized Personnel"** means an employee who has been authorized by the appropriate Senior Leadership Team (SLT) member to access/retrieve video surveillance footage.
- 2.4 **"Chief Administrative Officer (CAO)"** means the individual appointed by Council to the position of Chief Administrative Officer as per the Municipal Government Act.

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- 2.5 **“Covert Surveillance”** refers to the secretive continuous or periodic observation of person, vehicles, places or objects to obtain information concerning the activities of individuals.
- 2.6 **“FOIP”** means *the Freedom of Information and Protection of Privacy Act, (FOIP)* R.S.A. 2000, c.f-25
- 2.7 **“Overt Surveillance”** refers to the non-secretive continuous or periodic observation of person, vehicles, places or objects to obtain information concerning the activities of individuals.
- 2.8 **“Personal Information”** is defined in Section 1(n) of FOIP as recorded information about an identifiable individual. It includes the individual’s race, colour, national or ethnic origin; the individual’s age or sex; the individual’s inheritable characteristics; information about an individuals’ physical or mental disability; and any other identifiable characteristics listed in that Section.
- 2.9 **“Privacy Impact Assessment”** is a tool that is used to address potential privacy risks that occur in a new or redesigned project.
- 2.10 **“Record”** as defined in Section 1(q) of the FOIP Act as *“a Record of information in any form and includes notes, images, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces Records.”*
- 2.11 **“Senior Leadership Team (SLT)”** means the Chief Administrative Officer (CAO) and the Directors of each Town Division or their designate.
- 2.12 **“Storage Device”** means a videotape, computer disk or drive, Optical Disc or removable media used to store the recorded visual images captured by a surveillance system.
- 2.13 **“Surveillance System”** refers to any mechanical or electrical equipment that enables the video reception or recording of designated areas. This equipment may include cameras, computers and video monitors that receive, record, and/or store collected site information.
- 2.14 **“Town”** means all the departments and offices which make up the Town, as well as any agency of the Town Council which is bound by this Policy.

### **3.0 Exclusions**

- 3.1 This policy does not apply to covert or overt surveillance cameras being used by the Town as a case-specific investigation tool for law enforcement purposes, where there is statutory authority and/or the authority of a search warrant to conduct the surveillance.
- 3.2 This policy does not apply to covert or overt surveillance body cameras or dash cameras being used by Town staff.
- 3.3 This policy is not intended to apply to workplace surveillance systems installed by the Town to conduct surveillance of employees. Other considerations may apply to this type of surveillance of employees and will not be covered in this policy.
- 3.4 This policy does not include live streaming of Town of Morinville events.

### **4.0 Policy Statements**

- 4.1 This Policy allows for the installation and use of surveillance systems in public spaces (indoor and outdoor), within the parameters and subject to the conditions established by this Policy.
- 4.2 The use of surveillance cameras is for the collection of Personal Information for the purposes of law enforcement under Section 33(b) of the FOIP Act to deter both property crimes (i.e. vandalism, theft, etc.) and person crimes (i.e. assaults, controlled substances offences, etc.).
- 4.3 The Town of Morinville, under its mandate contained in the FOIP Act, is accountable for the collection, use, disclosure, security, retention and disposal of information.
- 4.4 All Personal Information and data obtained through the use of the Town's surveillance cameras will be property of the Town of Morinville.
- 4.5 In an emergency situation, where the facility is being used as a Reception Centre, use of cameras will be evaluated and adjusted as directed by the CAO.
- 4.6 Only CAO or designate (Authorized Personnel) shall have access to the security surveillance system's controls and to its viewing equipment.

## 5.0 Responsibilities

### 5.1 Chief Administrative Officer (CAO) to:

- 5.1.1 Implement Policy and establish Administrative Directives for carrying out the Policy.
- 5.1.2 Appoint the Information Management/FOIP Coordinator as the custodian of the surveillance program.
- 5.1.3 Ensure that any new legislation and guidelines pertaining to the use of video surveillance is incorporated into this Policy, as required.
- 5.1.4 Ensure that periodic audits occur at irregular intervals for the use and security of surveillance equipment, including cameras, monitors, storage devices and log books that record all instances of access to, and use of, recorded material.

### 5.2 Senior Leadership Team (SLT) to:

- 5.2.1 Ensure that requirements of this Policy and its Directives are adhered to.
- 5.2.2 Approve all new equipment prior to installation.
- 5.2.3 Ensure that a Privacy Impact Assessment has been completed and submitted to the Information Management/FOIP Coordinator prior to any new surveillance system being set up or upgraded in a new location.
- 5.2.4 Provide a list of all facilities where Storage Devices are in operation and the location of the cameras to the Information Management/FOIP Coordinator.
- 5.2.5 Ensure the appointment of Authorized Personnel to access Storage Devices.

### 5.3 Employees and Contractors to:

- 5.3.1 Review and comply with this Policy and the Administrative Directive in performing their duties and functions related to the operation of a surveillance system. If a contractor fails to comply with this Policy or FOIP, it will be considered a breach of contract.

## 6.0 Review

- 6.1 This Policy is subject to periodic review and may be updated as legal requirements change, and per relevancy and necessity. A review will occur prior to May 1<sup>st</sup>, 2022.

6.2 The Policy shall be brought forth and accepted in its present or amended form or rescinded.

6.3 This Policy shall remain in effect if the review date passes prior to formal review.

## SECTION B

### 1.0 Reference to other Policy and Legislation


- 1.1 *Freedom of Information and Protection of Privacy Act (FOIP)*
- 1.2 Service Alberta Guide to Using Surveillance Cameras In Public Areas
- 1.3 Morinville Video Surveillance in Public Areas Administrative Directive

### 2.0 Persons Affected

- 2.1 All Town of Morinville employees and Contracted Service Providers.

### 3.0 Review/Revision History and Author

- 3.1 Initial Draft – April 16, 2019, Gene Anderson, Information Technology Coordinator and Lois Rusk, Information Management/FOIP Coordinator.



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Barry Turner  
Mayor



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Stephane Labonne  
Chief Administrative Officer