



**POLICY NO. XX
VIDEO SURVEILLANCE POLICY**

1.0 PURPOSE

- 1.1 The Municipality of the District of Barrington (The Municipality) is committed to the ongoing protection of the health and safety of its employees and the public, as well as the protection of municipal property. In pursuit of this commitment, this Video Surveillance Policy has been adopted to ensure that appropriate surveillance of municipal premises is performed, while minimizing privacy intrusion.

2.0 PLACEMENT OF CAMERAS

- 2.1 Surveillance cameras may be located on municipal properties at various dates and times and during various events at the discretion of the Chief Administrative Officer (CAO) in consultation with the Director of Property Services. Cameras shall be located on or near municipal property or other public property. Cameras shall not be located upon or directed toward private property unless prior written permission has been obtained from the owner.
- 2.2 When considering the placement of a video surveillance camera, the following criteria shall be considered and documented by the CAO:
- 2.2.1 the existence of demonstrated and significant safety or security concerns at the location, where placement of the camera is being proposed;
 - 2.2.2 what measures, other than the installation of a camera, are available to address the identified safety or security concerns;
 - 2.2.3 whether measures, other than the installation of a camera, would be effective in addressing the identified safety or security concerns;
 - 2.2.4 the effect that the proposed placement of a camera may have on personal privacy and ways in which privacy intrusion can be minimized;

2.2.5 any other criteria deemed relevant by the CAO.

3.0 VIOLATIONS

- 3.1 If a violation of any law or policy has occurred or is suspected to have occurred, then recordings may be viewed by the CAO or designate to determine if in fact there has been a violation and the identity of the person or persons can be determined.
- 3.2 If a violation has occurred and the CAO or designate are unable to determine the identity of the person or persons violating the law or policy, then the recordings may be viewed by such other persons approved by the CAO in order to attempt to determine their identity.

4.0 RETENTION

- 4.1 The recordings and information on the person or persons alleged to have committed the violation, will be retained in order to provide evidence for any prosecution or otherwise for the enforcement of any law or policy.
- 4.2 In the event that no violations of any law or policy has occurred or are suspected to have occurred, then the recordings will automatically be erased after thirty (30) days subject to the provisions of this policy.
- 4.3 If upon reviewing the recordings it is believed that an offence may have occurred, then the Municipal Solicitor shall be consulted for an opinion and the recordings may then be provided to the appropriate authority for use in an investigation or prosecution. In other cases, the recordings shall be provided to the RCMP, upon receipt of an appropriate subpoena or other Court Order requiring the production of the recordings. The recordings may also be provided to the RCMP upon a formal written request with an appropriate explanation, but such request shall first be referred to the CAO for his consideration.

5.0 NOTICE

- 5.1 Signs will be posted at all public access points to and within areas under video surveillance. Signage shall include the telephone number of someone who can answer questions about the collection of digital recordings.

6.0 CONFIDENTIAL AND PRIVATE INFORMATION

- 6.1 Any information and/or images recorded by surveillance cameras are to be treated as confidential and private information unless required for use in

prosecution or other enforcement, as provided for in a law or policy and shall not be made available for viewing by the public or other employees of the Municipality unless there is specific authorization by the CAO or the provisions of the Freedom of Information and Protection of Privacy Act have been complied with.

- 6.2 Recordings from cameras will be the property of the Municipality and will only be viewed by the appropriate personnel in the event a violation of a law or policy has occurred.

7.0 RECORD

- 7.1 The CAO shall maintain an inventory of all video surveillance cameras installed under this policy.
- 7.2 A record shall be kept by the CAO of all use or viewings of the recordings as provided for herein. Record is to include date, time, who viewed, etc.