



VILLAGE OF BITTERN LAKE

POLICY AND PROCEDURES

POLICY # 03/2018 – VIDEO SURVEILLANCE IN VILLAGE FACILITIES

APPROVED 180/18

MOTION

1. PURPOSE AND APPLICATION

Video surveillance when utilized with other security measures, is an effective means of ensuring the security and safety of Village facilities, the individuals who use them and the assets housed within them. The Village of Bittern Lake recognizes the need to balance an individual's right to protection of privacy against the Village's duty to promote a safe environment for all citizens and to protect the Village property.

The objective of a surveillance system in public areas is to apprehend those who have committed serious crimes against both persons and property, as well as to discourage those who may consider committing crimes.

2. GENERAL POLICY PRINCIPLES

- 2.1 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.
- 2.2 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.).
- 2.3 The Village of Bittern Lake under its mandate contained in the *Municipal Government Act* has the authority to place and operate surveillance cameras and is accountable for the collection, use, disclosure, security, retention and disposal of information.
- 2.4 All personal information and data obtained through the use of the Village's surveillance cameras will be properly of the Village of Bittern Lake.
- 2.5 The Government of Alberta, *Guide to Using Surveillance Cameras in Public Places, Revised 2004* and as further amended will be followed.



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3. RESPONSIBILITIES

- 3.1 Village Council to:
 - 3.1.1 Approve by resolution this Policy and any amendments.
 - 3.1.2 Appoint the CAO as the custodian of the surveillance program.
- 3.2 CAO to:
 - 3.2.1 Implement Policy and establish Administrative Directives for carrying out the Policy.
 - 3.2.2 Ensure that any new legislation and guidelines pertaining to the use of video surveillance is incorporated into this Policy, as required.
 - 3.2.3 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.
 - 3.2.4 Ensure Policy and Administrative Directive reviews occur and verify the implementation of Policies and Directives.
 - 3.2.5 Provide a list of all facilities where storage devices are in operation.
 - 3.2.6 Ensure the appointment of “Authorized Personnel” to access storage devices for a particular area.
- 3.3 Employees and Contractors to:
 - 3.3.1 Review and comply with this Policy 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

4. EXCLUSIONS

- 4.1 This Policy does not apply to covert or overt surveillance cameras being used as a case-specific investigation tool for law enforcement purposes.

5. DEFINITIONS

- 5.1 “Act” means the *Municipal Government Act, R.S.A. 2000* as may be amended from time to time.
- 5.2 “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.
- 5.3 “Authorized Personnel” means an employee who has been authorized by the CAO to access storage devices for a particular area.
- 5.4 “Village” means all the departments and offices which make up the Village, as well as any agency of the Village Council which is bound by this Policy.
- 5.5 “CAO” means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 5.6 “Council Policy” means Policy regarding governance, public issues and services to the public which require Council approval.
- 5.7 “FOIP” means the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000*, c.f-25.
- 5.8 “Management Team” means the CAO, Assistant CAO and Public Works Foreman.



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- 5.9 “Personal Information” is defined in Section 1(1) (n) of FOIP as recorded information about an identifiable individual. It includes the individual’s race, color, national or ethnic origin; the individuals’ age or sex; the individual’s inheritable characteristics; information about an individual’s physical or mental disability; and any other identifiable characteristics listed in that Section.
- 5.10 “Record” as defined in Section 1(1)(q) of FOIP 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.
- 5.11 “Storage Device” means a videotape, computer disk or drive, CD Rom or computer chip used to store the recorded visual images captured by a surveillance system.

6. SCHEDULE FOR REVIEW OF POLICY

- 6.1 This Policy will be reviewed every four years, unless an earlier review date is triggered by Council or legislation
- 6.1.1 This Policy was implemented on NOV. 15, 2018
- 6.1.2 Approved By Council Resolution: 180 / 18
- 6.1.3 This Policy must be review by OCT. 30, 2022