

## **AGENDA**

COMMITTEE OF THE WHOLE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, May 6, 2019 at  
Village of Longview Community Hall Commencing at 6:30 p.m.

### **1.0 CALL TO ORDER**

### **2.0 AGENDA**

### **3.0 DELEGATION**

3.1 Longview Seniors – Wheelchair Ramp

### **4.0 BUSINESS**

4.1 FCSS Committee make-up

4.2 Video Surveillance policy

4.3 Fire Department Update

4.4 Skateboard pad

### **5.0 CLOSE MEETING**

*Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIPP. No bylaw or resolution can be passed at an in-camera meeting except a resolution to revert to the council meeting in public or to recess.*

### **6.0 ADJOURNMENT**



# Video Surveillance Policy

## VILLAGE OF LONGVIEW

<b>POLICY:</b> VD-22-001 Video	<b>DATE APPROVED:</b> May 19, 2020
<b>EFFECTIVE DATE:</b> May 19, 2020	<b>AUTHORITY:</b>
<b>POLICY TITLE:</b>	<b>Video Surveillance Policy</b>

**POLICY PURPOSE:** This policy has been developed to govern video surveillance at municipally owned properties in accordance with the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). Division 1, 33 a), b), c)

**POLICY STATEMENT:** The Village of Longview recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of the Municipality's employees, clients, visitors, and property. While video surveillance cameras are installed for safety and security reasons, the Municipality's video surveillance systems must also be designed to minimize privacy intrusion. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep the Municipality's facilities and properties operating in a safe, secure, and privacy protective manner.

**APPLICATION:** This policy applies to all types of camera surveillance systems, surveillance monitors and camera recording devices used for security purposes at municipally owned properties. This policy does not apply to video surveillance used for employment related or labour-related information nor to the videotaping, audiotaping and broadcast of Council or Committee Meetings. If taping of Council or Committee meetings occurs, disclosure must be made to the participants and attendees through signs being posted.

### **ROLES & RESPONSIBILITIES:**

The Chief Administrative Officer is responsible for

- the Video Surveillance Policy and ensuring municipal-wide compliance;
- approval of installation of video cameras at municipally owned properties based on Security Threat Assessment for the specific facility.
- implementation, administration and evaluation of the Policy and associated procedures;
- yearly evaluations of video surveillance system installations to ensure compliance with the Policy;



## Video Surveillance Policy

- review of the Policy as required, and forwarding recommendations for changes, if any, to Council for approval;
- disclosure of information from the video surveillance system as Head for the Municipality under FOIP;
- ensuring that information obtained through video surveillance is used exclusively for lawful purpose.
- any site under their responsibility with a video surveillance system; ensuring that the site complies with this policy, plus any site specific procedures that may be required;
- conducting Security Threat Assessment to determine the requirement for a video surveillance system;
- completion of Privacy Impact Assessment as required.
- overseeing day-to-day operations of the video surveillance system at their site location;
- ensuring monitoring and recording devices are stored in a safe and secure location;
- ensuring all aspects of the video surveillance system are functioning properly;
- documenting all information regarding the use, maintenance, and storage of records in the applicable logbook, including all instances of access to, and use of, recorded material to enable a proper audit trail;
- ensuring that no personal information is disclosed without the approval
- ensuring that no copies of data/images in any format (hardcopy, electronic, etc.) is taken from the video surveillance system without approval.
- recording all requests for access to video records

All municipal staff shall:

- adhere to the Video Surveillance Policy and not access or use information contained in the video surveillance system, its components, files or database for personal reasons, nor dispose, destroy, erase or alter any record without proper authorization and without following the Policy.

### **SECURITY THREAT ASSESSMENT (Schedule 1)**

Before deciding to install video surveillance, the following factors must be considered:

- the use of video surveillance cameras should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns;
- an assessment must be conducted on the effects that the proposed video surveillance system may have on personal privacy, and the ways in which any adverse effects can be mitigated;
- the proposed design and operation of the video surveillance systems should minimize privacy intrusion.



## Video Surveillance Policy

### PUBLIC CONSULTATION

The Municipality acknowledges the importance of public consultation when new or additional video surveillance systems are considered for municipally-owned buildings and property. The extent of public consultation may vary depending on the extent of public access.

When new or additional video surveillance installations are being considered for open public spaces such as streets or parks, the Municipality shall consult with relevant stakeholders and the public to determine the necessity and acceptability. When new or additional video surveillance systems are being considered for municipally-owned or operated buildings to which the public are invited, such as a library, art gallery, or municipal office, notice shall be provided at the site with an opportunity for public feedback. When new or additional systems are contemplated inside municipal buildings or staff parking lots where there may be a high risk to staff or clients, consultation shall not be required.

### DESIGNING AND INSTALLING VIDEO SURVEILLANCE EQUIPMENT

Video surveillance currently recorded by the Municipality is stored directly to hard drives. Other methods of recording/storage are acceptable provided requirements of this policy are met.

When designing a video surveillance system and installing equipment, the following must be considered:

- Given the open and public nature of the Municipality's facilities and the need to provide for the safety and security of employees and clients who may be present at all hours of the day, the video surveillance systems may operate at any time in a 24 hour period.
- The video equipment should be installed to only monitor those spaces that have been identified as requiring video surveillance. Front Office and Foyer.
- Operators' ability to adjust cameras should be restricted, if possible, so that they cannot adjust or manipulate cameras to overlook spaces that are not intended to be covered by the video surveillance program.
- Visible and/or hidden surveillance cameras may be installed, however, equipment should never monitor the inside of areas where the public and employees have a higher expectation of privacy (i.e. change rooms and washrooms).
- Video surveillance is motion activated.
- Reception/recording equipment must be in a strictly controlled access area. Only authorized staff, or those accompanied by authorized staff, shall have access to the controlled access area and the reception/recording equipment.
- Every reasonable attempt should be made to ensure video monitors are not in a position that enables the public and/or unauthorized staff. Only available to CAO.



## Video Surveillance Policy

The Municipality shall ensure that maps and floor plans are prepared to identify the location of all video surveillance equipment at each of the respective sites. The Clerk shall have copies of all such maps and plans, and each Senior Manager shall have a copy for any site for which they are responsible.

### **PRIVACY IMPACT ASSESSMENT**

The Municipality will conduct a Privacy Impact Assessment when there are significant changes made to the video surveillance program, using the Information & Privacy Commissioner's Planning for Success: Privacy Impact Assessment Guide or other appropriate resources. The Privacy Impact Assessment is a risk management tool that helps to identify the effects of a given program or other activity on an individuals' privacy, and the safeguards or strategies that may be employed to eliminate the adverse outcomes of those effects or reduce them to an acceptable level. FOIP indicated that the Village did not require a PIA for this application.

### **NOTICE OF USE OF VIDEO SURVEILLANCE SYSTEMS**

To provide notice to individuals that video is in use:

- The Municipality shall post signs, visible to members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance.
- The notification requirements of this sign must inform individuals of the legal authority for the collection of personal information; the principal purpose(s) for which the personal information is intended to be used; and the title, business address, and telephone number of the individual who can answer questions about the collection.
- A sample notice is included as Schedule 2. Other formats of signage may be used, where appropriate, provided it includes the required notification requirements.
- Notice may also be provided via the Village of Longview website.

### **PERSONAL ACCESS TO INFORMATION REQUEST PROCESS**

The Municipality recognizes that an individual whose personal information has been collected by a video surveillance system has a right to access his or her personal information under FOIP.

All inquiries related to or requests for video surveillance records shall be directed to the CAO. A person requesting access to a record should submit the prescribed "Request Form under the Freedom of Information and Protection of Privacy Act along with the prescribed fee. Processing of the request will be in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Municipality's Law Enforcement Officer Request Form (Schedule 3) and forward this form to the CAO.



## **Video Surveillance Policy**

### **CUSTODY, CONTROL, RETENTION AND DISPOSAL OF VIDEO RECORDS/RECORDINGS**

The Village of Longview retains custody and control of all original video surveillance records. Video records are subject to the access and privacy requirements of FOIP, which includes but is not limited to the prohibition of all municipal staff from access or use of information from the video surveillance system, its components, files, or database for personal reasons. Since short retention periods minimize risk of improper use and disclosure, the Municipality shall ensure that there is a standard retention period for video surveillance records at all sites.

A record of an incident will only be stored longer where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. Video requiring viewing by law enforcement shall be copied from the hard drive and set aside in a clearly marked manner in a locked area until retrieved by the law enforcement agency. If personal information on video is used for law enforcement or public safety purposes, the recorded information shall be retained for one year after its use. Following investigation and any corresponding legal action, the law enforcement agency shall be required to destroy the video. If staff has reason to believe that the video contains personal information for law enforcement or public safety purposes, they shall notify the police and immediately make a copy from the hard drive. Copies made from the hard drive should be secured in such a way that they cannot be recorded over.

The Municipality will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Disposal methods will depend on the type of storage device.

### **OTHER PROMOTION**

The Municipality shall also ensure that information regarding this policy and the Municipality's Video Surveillance Systems is readily available at all sites with video surveillance systems and on the Municipality's website.



# Video Surveillance Policy

## SCHEDULE 1 - SURVEILLANCE VIDEO SECURITY THREAT ASSESSMENT

To Determine the Requirements for a Video Surveillance System

Site Name: \_\_\_\_\_

Location: \_\_\_\_\_

Proposed Video Location: \_\_\_\_\_

Requestor: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

1. Is there already a video surveillance system and/or camera on site? If so, please describe and advise if their set-up adheres to the Village of Longview's Security Video Surveillance Policy. (Use separate page if required). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Video surveillance should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable. Have the following security counter-measures been considered and rejected as unworkable?

Security Counter-Measure	Yes	No	Comment
a) Security Procedure	_____	_____	_____
b) Duress Buttons	_____	_____	_____
c) Door Locking Hardware	_____	_____	_____
d) Alarm System	_____	_____	_____
e) Access Control System	_____	_____	_____
f) Signage	_____	_____	_____
g) Security Guard/Officer Patrols	_____	_____	_____
h) Lighting	_____	_____	_____
i) Other	_____	_____	_____

3. The use of each video surveillance camera should be justified based on verifiable, specific reports of incidents of crime or significant safety concerns. Are there any documented incidents of crime or significant safety concerns in any of the following formats?

Documentation Formats	Yes	No	Comment
a) Corporate Security Occurrence Reports	_____	_____	_____
b) Police Reports	_____	_____	_____
c) H&S Consultants Report	_____	_____	_____
d) H&S Committee Minutes	_____	_____	_____



## Video Surveillance Policy

- e) Internal Minutes \_\_\_\_\_
- f) Other \_\_\_\_\_

4. An assessment should be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which any adverse effects can be mitigated. Have the following effects and mitigation strategies been considered?

Effects & Mitigation Strategies	Yes	No	Comment
a) The location of the proposed camera is situated in an area that will minimize privacy intrusion?	_____	_____	_____
b) Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in a washroom or change room, etc.)?	_____	_____	_____
c) Is the location of the proposed video camera Visible?	_____	_____	_____
d) Can the video surveillance be restricted to the recognized problem area?	_____	_____	_____
e) Is space allocated for proper video surveillance signage?	_____	_____	_____
f) Has a drawing been attached showing the video location?	_____	_____	_____
g) Other	_____	_____	_____

5. The proposed design and operation of the video surveillance systems should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?

Measures to Mitigate Effects	Yes	No	Comment
a) Can the proposed camera be restricted through hardware or software to ensure that Operators cannot adjust or manipulate cameras to overlook spaces that a threat assessment has not been Completed for?	_____	_____	_____





## Video Surveillance Policy

- b) Is the reception equipment going to be located in a strictly controlled access area? \_\_\_\_\_
- c) Can the Video Surveillance Monitor be installed in such a way that it will be hidden from public view? \_\_\_\_\_
- d) Other \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Completed By (Print)                      Signature                      Date                      Position Title



## Video Surveillance Policy

### SCHEDULE 2 – NOTICE OF COLLECTION



This area may be monitored by Video Surveillance Cameras (CCTV).

The personal information collected by the use of the CCTV is used for the purpose of promoting public safety and reduction of crime at this site.

Questions about the collection of the personal information may be addressed to the CAO of the Village of Longview, PO Box 147, 128 Morrison Road, Longview, AB T0L 1H0 Phone: (403) 558-3922.

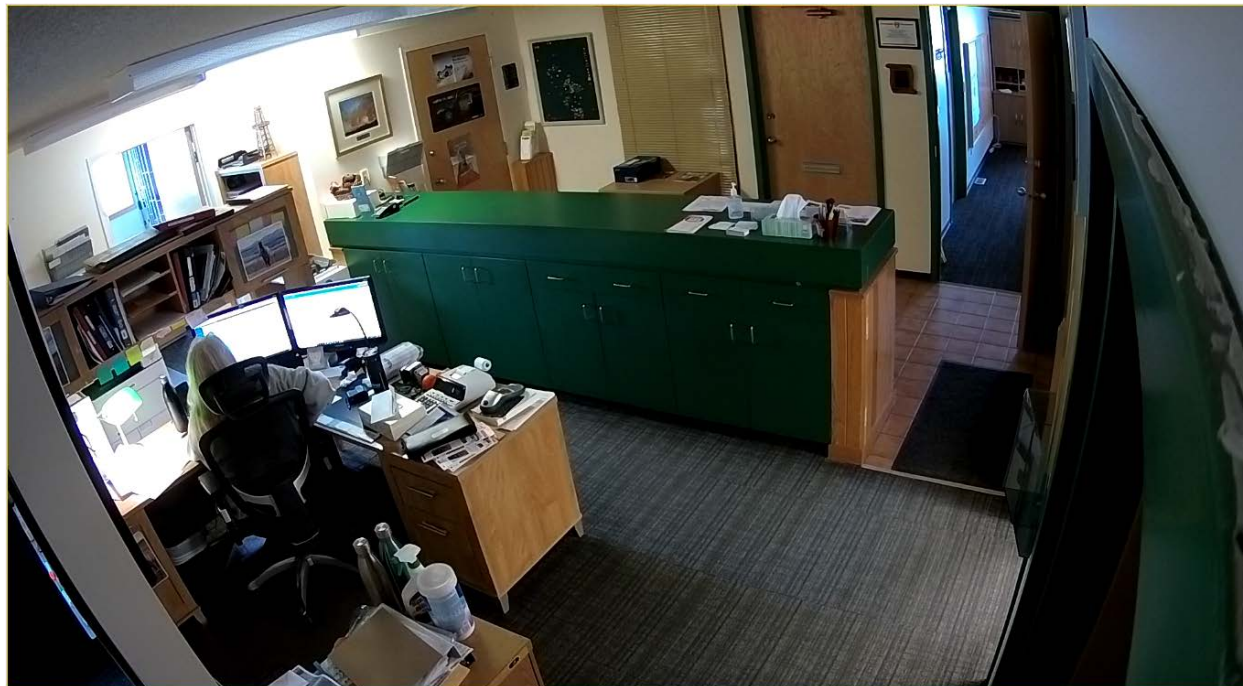




# Video Surveillance Policy

## SCHEDULE 4 – COVERAGE OF CAMERA

Camera 1



Camera 2

