

## **Surveillance System Policy**

**C-5C.021**

**Section:** 2.0 General Government and Administrative Services  
- A. Governance

**Authority:** Council

**Administering  
Department:** CAO Office

### **Statement**

The Municipal District of Bonnyville (M.D.) recognizes the need to balance an individual's right to privacy against the municipality's duty to promote a safe environment for all staff and citizens, and to protect municipal property.

### **Purpose**

The purpose of this policy is to establish guidelines for the collection, use, and retention of personal information by means of the M.D.'s security surveillance system to ensure compliance with provincial and municipal legislation and to ensure consistency of surveillance measures in public spaces, in and around M.D. facilities.

### **Definitions**

For the purposes of this policy:

- (1) "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) "Council" means the duly elected Council of the M.D.;
- (3) "Law Enforcement Agency" means any government agency responsible for law enforcement within a specific jurisdiction;
- (4) "Surveillance" means the continuous observation of a specific location by equipment installed by the M.D. for operational, security, and insurance and liability purposes;
- (5) "Surveillance Footage" means recorded videos and images from locations where surveillance equipment has been installed by the M.D. for operational and security purposes.

### **Policy**

- (1) Location and Use of Video Surveillance
  - (a) All surveillance shall be conducted in a professional, ethical, and legal manner for the purposes of public safety, insurance and liability, and protection of municipal assets.
  - (b) Surveillance shall not be used for the purpose of monitoring staff activity or

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*Date Reviewed<sub>(01)</sub>:*

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performance during working hours unless it directly pertains to a pending investigation.

- (i) If being used for an internal investigation, surveillance footage shall only be viewed by personnel authorized by the CAO.
  - (ii) If being used for an external investigation, surveillance footage may be provided to a law enforcement agency in accordance with Section (2) of this Policy.
  - (c) Cameras will be installed in public areas where surveillance is deemed by the CAO to be a necessary and viable detection or deterrence of criminal activity, or where surveillance is necessary to collect information which directly relates to and is necessary for an operating program or activity of the M.D.
  - (d) Cameras shall not be installed in private areas such as restrooms, changing rooms, or private offices.
  - (e) Signage will be posted within the perimeter of surveillance areas so the public is aware that surveillance is or may be in operation at any time in that area.
  - (f) Access to storage devices containing surveillance footage will be limited to personnel authorized, in writing, by the CAO.
  - (g) Surveillance footage may be viewed by the Public Safety Department when an incident relating to public safety or criminal activity has been reported or suspected, only with written authorization by the CAO.
- (2) Law Enforcement Disclosure
- (a) Recorded footage may be disclosed to a law enforcement agency to assist in an investigation in accordance with federal and provincial legislation.
  - (b) In the event that footage is required by a law enforcement agency to carry out an investigation, a Law Enforcement Surveillance Disclosure Form must be completed, signed and submitted to the CAO prior to the release of footage.
- (3) Storage and Retention of Surveillance Footage
- (a) The M.D. shall provide reasonable security measures to prevent unauthorized access, disclosure, or release of surveillance footage.
  - (b) All surveillance footage shall be retained and disposed of in a secure manner in accordance with the M.D.'s Record Retention Program, unless classified as a permanent record under federal or provincial legislation.
- (4) General
- (a) Any M.D. employees found to be in violation of this Policy may be subject to disciplinary action, up to and including termination.

*Note: It is important to recognize that this policy does not apply to covert or overt surveillance cameras being used as a case specific investigation tool for law enforcement purposes, or in contemplation of litigation.*

### Policy Review

Within four (4) years from date adopted / amended / reviewed.

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Date Adopted:

Resolution No:

Date Reviewed<sub>(01)</sub>:

Resolution No:

**For administrative use only:**

**Related Documentation:**

(plans, bylaws, policies, procedures, etc.)

Form: Law Enforcement Surveillance Disclosure Form

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