



<b>TITLE:</b> VIDEO SURVEILLANCE POLICY	<b>INTERNAL/EXTERNAL:</b> BOTH
<b>DEPARTMENT:</b> CORPORATE SERVICES	<b>POLICY NUMBER:</b> CS-019
<b>APPROVAL DATE:</b> SEPTEMBER 6, 2016	<b>IMPLEMENTATION DATE:</b> DECEMBER 5, 2016
<b>REVISED APPROVAL DATE:</b> NOVEMBER 7, 2017	<b>REVISED IMPLEMENTATION DATE:</b> NOVEMBER 7, 2017

## ARTICLE 1 RECITALS

### 1.1 Recitals

- (a) **WHEREAS:** The safety and security of workers, visitors, users and the public is of utmost importance to the Town;
- (b) **AND WHEREAS:** The Town has received: bomb threats, false activation of fire alarms, theft, vandalism, property damage, and complaints of illegal activity at various Town owned and/or operated facilities;
- (c) **AND WHEREAS:** The Town desires to install video surveillance at various public areas in or around Town owned and/or operated facilities;
- (d) **NOW, THEREFORE,** Council of the Town of Paradise hereby adopts the following Video Surveillance Policy:

## ARTICLE 2 OBJECTIVE

### 2.1 Policy Objective

- (a) To outline the guidelines to which the Town will follow with respect to the installation, monitoring and storage related to video surveillance systems and/or devices in and around Town owned and leased municipal buildings. The purpose of video surveillance is to provide additional security to Town workers, users/visitors to Town facilities, and Town property while complying with ATIPPA, 2015.
- (b) The information that the Town of Paradise obtains through its use of video surveillance will be used for security and law enforcement purposes. These purposes can relate to the enhanced protection and security of the Town's citizens, visitors, and employees or benefit these parties through the deterrence and detection of criminal activity, including but not limited to theft, vandalism, property damage, illegal drug possession and trafficking, and bomb threats.

## ARTICLE 3 DEFINITIONS

### 3.1 Definitions

- (a) "Act" or "ATIPPA, 2015" – The *Access to Information and Protection of Privacy Act, 2015*, SNL 2015, c A-1.2 as amended from time to time.
- (b) "Authorized Personnel" – those people outlined in Schedule A who the CAO designates (as amended from time to time by the CAO).
- (c) "CAO" – Refers to the Chief Administrative Officer of the Town of Paradise.
- (d) "Council" – Refers to the elected Town Council of the Town of Paradise. The Council's powers and responsibilities originate in the *Municipalities Act, 1999*, SNL 1999, c M-24.
- (e) "Town" – means the Town of Paradise.
- (f) "Video surveillance system" – Refers to a video surveillance system or device which is physical or other mechanical, electronic, digital, or wireless and that enables the continuous or periodic video recording, observing, or monitoring of specific locations on property owned and/or operated as well as the actions of individuals in those locations.

## ARTICLE 4 GENERAL PRINCIPLES

### 4.1 General Principles

- (a) Video surveillance will be conducted in accordance with the laws of the province of Newfoundland and Labrador.
- (b) Video surveillance will only be operated and accessed by Authorized Personnel.
- ~~(c) Appropriate signage will be posted in areas subject to video surveillance notifying persons that the area is under surveillance.~~
- (d) Data from video surveillance will be stored and maintained for at least 30 days in a manner that preserves the integrity of the recorded information so that it can be used for law enforcement.
- (e) The Town may retain the video surveillance records for up to 180 depending on the specific recording device(s) it employs at each video surveillance location in its owned and leased properties. Any Authorized Personnel may direct that the data be stored longer than the designated time if it is being used, or may be used, in a criminal, safety, and/or security investigation or if it is being used, or may be used, as evidence the a criminal, civil, or administrative proceeding.
- (f) The video surveillance system as well as this Policy will be subject to periodic audit.
- (g) The Town will appoint a designated representative to answer any questions regarding video surveillance and/or this Policy.

## ARTICLE 5 EQUIPMENT

### 5.1 Equipment

- (a) The Town will use IP based camera systems with backup power supply for its video surveillance system(s).
- (b) All records of video surveillance contemplated in this Policy shall be clearly labelled with the date(s) and location(s) where the video surveillance took place. The label may also include unique alphanumeric symbols which communicate the contents of the surveillance footage.
- (c) The Town of Paradise shall maintain a logbook for each location where it conducts video surveillance to record all usage, maintenance, cleaning, and/or replacement activities related to its video surveillance equipment. The logbook will also include all identifying information about the individual(s) accessing the video surveillance equipment with the specific date and time the equipment was used, maintained, cleaned, and/or replaced. The logbook must remain in a safe and secure location where only Authorized Personnel and video surveillance provider(s) can access and/or remove the logbook for authorized reasons. The Director of Public Works is responsible for the logbook unless otherwise delegated by the CAO.
- (d) All reasonable precautions must be taken to ensure that all storage devices and/or remote online storage accounts in which resultant video surveillance footage stored is secure and access-controlled. Authorized Personnel and video surveillance provider(s) will have knowledge of these storage security procedures and/or required pass codes for access to the stored video surveillance footage.

## ARTICLE 6 ACCESS

### 6.1 ACCESS

- (a) ~~Any data collected on video surveillance which shows potential unlawful activity will be reported to the relevant manager, director, municipal enforcement, and/or law enforcement. Specifically, the Town may use video surveillance records in criminal, civil, or administrative proceedings, as well as use in the media.~~
- (b) Requests by the public to access video surveillance footage will be dealt with under ATIPPA, 2015.
- (c) A breach of this Policy by a Town employee may result in disciplinary action up to and including termination of employment for just cause.

SCHEDULE A – List of Authorized Employees

See attached.

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**Policy Review**

Approval:

Approving Authority:

Chief Administrative Officer: (Thibault) Date: Nov. 7/2017

This policy will be subject to review annually following implementation, however, it may be subject to change following new experience or knowledge.

SCHEDULE A - POLICY NUMBER CS-019

Position	Department	Camera Access	Live Recorded	Server Room Town Hall	Server Room Arena
CAO	Administration	Administrative All Access	X	X	X
Director, Corporate Services	Corporate Services	Administrative All Access	X	X	X
Manager, Purchasing & Risk	Corporate Services	None		X	
Network Administrator	Corporate Services	Administrative All Access	X	X	X
Director, Planning & Protective Services	Planning & Protective Services	All Areas	X		
Foreperson, Enforcement	Planning & Protective Services	All Areas	X		
Public Works Manager	Public Works	All Areas	X		
Director, Infrastructure & Public Works	Public Works	All Areas	X		
Foreperson, Field Services	Public Works	Depot & Yard	X		
Foreperson, Transportation Services	Public Works	Depot & Yard	X		
Foreperson, Operations	Public Works	Depot & Yard	X		
Director, Recreation & Community Services	Recreation	Arena/Community Centre/Outside Facilities	X	X	X
Program Manager	Recreation	Arena/Community Centre	X		
Facilities Manager	Recreation	Arena/Community Centre	X		X
Parks & Recreation Supervisor	Recreation	Outside Recreation Facilities	X		
Recreation Supervisor	Recreation	Arena/Community Centre	X		
Receptionist	Recreation	Arena/Community Centre	X		