



Video Surveillance in Public Areas

Legislative Services
Policy B17

Policy:	B17 – Video Surveillance in Public Areas
Policy Department(s):	Legislative Services
Adoption Date:	November 23, 2015
Adoption Reference:	CM20151123.1053
Effective Date:	November 23, 2015
Last Amended:	May 30, 2022

Policy Purpose

To develop a video surveillance system policy that complies with the Freedom of Information and Protection of Privacy Act thereby ensuring consistency of surveillance measures.

Policy Statement

The County of Grande Prairie recognizes the need to balance an individual's right to protection of privacy against the County's duty to promote a safe environment to all citizens and to protect County property. The objective of video surveillance in public areas is to apprehend those who are committing crimes against both persons and property, as well as to deter those who may consider committing crimes.

Definitions

"Authorized Personnel" means the CAO and the Information Systems department, or other such person as delegated by the CAO to maintain the system;

"CAO" means the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County or designate;

"Covert Surveillance" refers to the secretive continuous or periodic observation of person, vehicles, places or objects to obtain information concerning the activities of individuals;

"Council" means the duly elected Council members of the County of Grande Prairie No. 1;

"County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation;

"Disclosure" refers to the release of relevant information by the County to a third party. Disclosure includes facilitating the viewing of a recording as well as providing a copy of a recording to a third party;

"Freedom of Information and Protection of Privacy Act" means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP;



Video Surveillance in Public Areas

Legislative Services
Policy B17

“Law Enforcement Disclosure Form” means the official Freedom of Information and Protection of Privacy Act form used for a request for disclosure under Section 40(1)(q) of the Freedom of Information and Protection of Privacy Act available through Service Alberta website;

“Overt Surveillance” refers to the non-secretive continuous or periodic observation of person, vehicles, places or objects to obtain information concerning the activities of individuals;

“Person” includes an individual, partnership, association, corporation, trustee, executor, administrator, or legal representative;

“Personal Information” is defined in Section 1(1)(n) of FOIP as recorded information about an identifiable individual. It includes the individual’s race, colour, nation, ethnic origin; the individual’s age and sex; the individual’s inheritable characteristics; information about an individual’s physical or mental disability; and any other identifiable characteristics listed in that section;

“Reception Equipment” refers to the equipment or device used to receive or record the personal information collected through a surveillance system, including a video monitor;

“Storage Device” refers to a videotape, computer disk or drive, CD ROM or computer chip used to store the recorded visual images captures by a surveillance system;

“Video Surveillance System” refers to a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces, public buildings or public transportation.

Policy Guidelines

1. This policy may apply to interior or exterior areas of all County facilities subject to a determination by the Chief Administrative Officer (CAO) and the person responsible for such facilities to install video surveillance equipment.
2. These guidelines do 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. They are also not intended to apply to workplace surveillance installed to conduct surveillance of employees.

Designing and Installing Surveillance Equipment

3. Reception equipment such as video cameras may be installed in identified public areas where surveillance is a necessary and viable detection or deterrence activity.
4. Cameras shall not be directed or aimed into areas where people have a heightened expectation of privacy i.e. through windows or adjacent building, showers, washrooms, etc. Cameras shall not be used to monitor the work of employees as that is not the intent of surveillance.



Video Surveillance in Public Areas

Legislative Services
Policy B17

5. Only Authorized Personnel shall have access to the video surveillance system's controls and reception equipment.
6. Reception equipment shall only be in a controlled access area.

Public Awareness of Cameras

7. The County will employ only overt surveillance methods. The public shall be notified that they will be under video surveillance through clearly written signs, as depicted in Schedule A – Security Notice Display Sign, prominently displayed at the perimeter of video surveillance areas.

Use, Disclosure and Retention of Personal Information

8. All storage devices shall be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used shall be numbered and dated.
9. Access to the storage devices shall only be by authorized personnel.
10. All images that are captured will be kept for a maximum of three (3) months, unless the personal information in the images is used by the Municipality, to make a decision about an identifiable individual, in which case the images will be retained for 1 year in accordance with the FOIP Act Sec. 35(b).
11. If the images noted above are disclosed to a police/peace officer, they shall be retained for a minimum of three (3) years pursuant to s.16(b) of the Peace Officer Act Ministerial Regulation.
12. An individual who is the subject of the information has a right to access to his or her recorded information via the FOIP request process. Access may be granted in full or in part depending upon whether any of the exceptions in FOIP apply and whether the excepted information can reasonably be severed from the record.
13. All access requests shall be made to the County's FOIP Coordinator, who will consider and respond to the requests in accordance with the FOIP Act and related Regulations
14. Old storage devices or recorded images kept for the maximum time period must be securely disposed of by shredding, burning or magnetically erasing the information.
15. The Law Enforcement Disclosure Form shall be completed before any storage device is disclosed for law enforcement purposes. This personal information / images will be disclosed to law enforcement authorities and the individual who is subject of the information only for law enforcement purposes.
16. Employees and Contractors with access to Video Surveillance equipment are responsible to review and comply with this policy in performing their duties and functions related to the operation and maintenance of a video surveillance system. If a contractor fails to comply with this policy or FOIP, it will be considered a breach of contract. Employees who breach this policy may be subject to disciplinary action.



Video Surveillance in Public Areas

Legislative Services
Policy B17

Attachments

Schedule A – Security Notice Display Sign

References

Legal Authorities	Freedom of Information and Protection of Privacy Act Peace Officer Act Regulations
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development
Other	Service Alberta Guide to Using Surveillance Cameras in Public Areas

Revision History

Review Date	Description
May 30, 2022	Reviewed and Amended CM20220530.008
February 12, 2018	Reviewed and Amended CAO Approval
November 23, 2015	Adoption Date CM20151123.1053



Schedule B – Security Notice Display Sign



Personal information is collected by video recording in accordance with Section 33(b) of the Freedom of Information and Protection of Privacy Act for the law enforcement purposes of deterrence and detection of crime and will be protected under Part 2 of that Act.