

Video Surveillance

Information Systems Policy R4

Policy:	R4 – Video Surveillance
Policy Department(s):	Information Systems, Records and Information Management
Adoption Date:	November 23, 2015
Adoption Reference:	CM20151123.1053
Effective Date:	November 23, 2015
Last Amended:	July 13, 2026

Policy Purpose

To balance public safety and the protection of municipal property with individual privacy rights in alignment with provincial and federal legislation. Video surveillance systems are not used as a method of tracking employee work habits or the productivity of employees.

Policy Statement

The County of Grande Prairie utilizes overt Video Surveillance to discourage criminal activity, safeguard individuals and assets, and assist in the identification and apprehension of individuals involved in unlawful activities.

Definitions

"Authorized Personnel" means individuals who have been formally designated and trained to access, operate, manage, or review surveillance systems and data, in accordance with organizational policies and privacy legislation.

"Body-Worn Cameras" means wearable recording devices used by emergency services and enforcement personnel to capture real-time audio and visual evidence during public interactions, incidents, or emergency responses.

"CAO" also known as "County Manager" or "Chief Administrative Officer" means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

"Covert Surveillance" refers to hidden or non-obvious recording equipment to monitor individuals without their knowledge.

"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. This includes facilitating the viewing of a recording or providing a copy of a recording to a third party.

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“Law Enforcement Disclosure Form” refers to the official form on the Alberta.ca website that is used to document and assess requests from law enforcement agencies seeking personal information held by a public body.

“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.

“Privacy Impact Assessment (PIA)” means as defined in the Protection of Privacy Act (POPA).

“Reception Equipment” refers to devices and systems used to receive, view, or record audio and video signals from surveillance cameras, such as but not limited to monitors, digital video recorders (DVR), network video recorders (NVR), and servers.

“Storage Device” refers to any electronic media used to store the information captured by a surveillance system; including physical media and cloud storage.

“Surveillance Footage” means recorded video, images and metadata captured by Video Surveillance Systems.

“Video Surveillance System” is a network of cameras and related equipment used to monitor and record activities in a specific area.

Policy Guidelines

Designing and Installing Surveillance Equipment

1. Privacy Impact Assessments (PIA) must be conducted and subsequently approved by the CAO or Designated Privacy Officer prior to the installation or modification of Video Surveillance Systems. Public bodies are required to complete, or complete and submit, PIAs to the Office of the Information and Privacy Commissioner (OIPC) under current legislation.
2. Recording equipment such as video cameras may be installed where surveillance is a viable detection or deterrence activity.
3. Cameras shall not be directed at or aimed at areas where people have a reasonable expectation of privacy, i.e. through windows of adjacent buildings, showers, washrooms, etc.
4. Video Surveillance Systems shall not record audio as to safeguard the private conversations of employees and the public.
5. Reception equipment shall be located in controlled access areas.
6. Only Authorized Personnel shall have access to Video Surveillance System controls, Reception Equipment, Storage Devices and Surveillance Footage.

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Awareness of Cameras

7. The County employs only Overt Surveillance methods.
8. Persons shall be notified of surveillance with clearly written signs prominently displayed at the perimeter of surveillance areas.

Use, Disclosure and Retention of Personal Information

9. All Storage Devices shall be stored securely in a controlled access area.
10. All Surveillance Footage that is captured will be kept for a maximum of three months, unless the personal information in the footage is used by the County, to make a decision about an identifiable individual, in which case the footage will be retained for one year in accordance with legislation.
11. If the Surveillance Footage noted above is Disclosed about the administration, management and operations of peace officers, it shall be retained for a minimum of 3 years, in alignment with s.16(b) of the Peace Officer Act Ministerial Regulation.
12. An individual who is the subject of the Surveillance Footage has a right to access his or her recorded information through the Access to Information request process in alignment with the legislation.
13. Surveillance Footage must be securely disposed of at the end of its retention period.
14. The Law Enforcement Disclosure Form must be completed before any Storage Device or Surveillance Footage is disclosed for law enforcement purposes.
15. Video surveillance systems, Reception Equipment, and storage devices shall be subject to periodic audits conducted at irregular intervals to ensure proper use and security.

Exceptions to this Policy

16. This policy does not apply to Covert or Overt surveillance cameras being used as a case-specific investigation tool for external law enforcement purposes or in contemplation of litigation.
17. This policy does not apply to workplace investigations involving surveillance of employees.
18. This policy does not apply to Body-Worn Cameras used by emergency services and law enforcement personnel.
19. This policy does not apply to vehicle or pedestrian traffic monitoring systems.

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Attachments

N/A.

References

Legal Authorities	Access to Information Act (ATIA) Protection of Privacy Act (POPA) Peace Officer Act Regulations
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy P1 – Records and Information Management
Other	Service Alberta Guide to Using Surveillance Cameras in Public Areas

Revision History

Review Date	Description
July 13, 2026	Reviewed, Amended and transferred from Legislative Services (B17) to Information Systems (R4) CM20260713.055
May 30, 2022	Reviewed and Amended CM20220530.008
February 12, 2018	Reviewed and Amended CAO Approval
November 23, 2015	Adoption Date CM20151123.1053