

Purpose

The purpose of this policy is to enhance the safety and security of employees, members of the public and Town property while minimizing privacy intrusion. The appropriate use of security cameras, combined with other safety and security measures, is an effective and sometimes necessary means of achieving these purposes. This policy will also ensure clarity for the public and employees of the Town with respect to the purposes for which video surveillance may be used.

Scope

1. This policy applies to security camera systems, both still image and video surveillance and records, administered by the Town. This policy does not apply to video recordings gathered in other circumstances (e.g. recordings of Council meetings and cameras for road conditions).
2. For the purposes of this policy, "Town property" includes all streets, public places, land and buildings that are owned or leased by the Town or its utilities.

Policy Statement

3. Subject to this policy, the Chief Administrative Officer has the sole authority to oversee and coordinate the use of any security camera system on Town property.
4. The Town recognizes the need to balance an individual's right to protection of privacy against the Town's duty to promote a safe environment for all citizens, and to protect Town property.
5. Any security camera system implemented under this policy will be designed and operated in a manner that minimizes privacy intrusion and that is reasonably necessary to achieve the lawful goals of the Town.
6. The Town may only use a security camera system for the following purposes:
 - a. to record unlawful acts and breaches of Town security
 - b. to ensure public health and safety
 - c. to prevent or deter unlawful acts and breaches of Town security
 - d. to aid law enforcement investigations

Guiding Principles

7. Security cameras may be located in various locations through the Town at various dates and times and during various events at the discretion of the CAO. The cameras shall be located on or near Town property.. The location shall generally be

where there have been breaches of any law or policy or it is suspected that there may be.

8. If a violation of any law or policy has occurred or is suspected to have occurred upon reasonable grounds, then the recordings may be viewed by the Chief Administrative Officer (CAO) or designate to determine if there has been a violation and the identify of the person or persons can be determined.
9. If a violation has occurred, and the CAO or designate are unable to determine the identity of the person or persons violating the law or policy, then the recordings may be viewed by such other persons approved by Council in order to attempt to determine their identity.
10. The recordings and information of the person or persons alleged to have committed the offense will be retained in order to provide evidence for any prosecution or otherwise for the enforcement of any law or policy.
11. In the event that no violations of any law or policy has occurred or are suspected to have occurred, then the recordings will automatically be erased after thirty (30) days subject to the provisions of section 12 of this policy.
12. If upon reviewing the recordings it is believed that an offense may have occurred under Federal or Provincial Statute, then the Town Solicitor shall be consulted for an opinion and the recordings may then be provided to the appropriate authority (RCMP) for use in an investigation or prosecution. In other cases, the recordings shall be provided to the RCMP upon receipt from them of an appropriate subpoena or other Court Order requiring the production of the recordings. The recordings may also be provided to the RCMP upon a formal written request with an appropriate explanation, but such request shall first be referred to Council for its consideration.
13. Any information and/or images recorded by the security cameras are to be treated as confidential and private information unless required for use in prosecution or other enforcement of any law or policy and shall not be made available for viewing by the public or other employees of the Town unless there is specific authorization by Council or if the request has been made in relation to and in compliance with the provisions of the Freedom of Information and Protection of Privacy Act.
14. A record shall be kept by the CAO of all use or viewings of the recordings as provided for herein.

Installation

15. The decision to install a camera system on Town property shall be made by the Chief Administrative Officer, or at the direction of Council.
16. When considering the installation of a surveillance camera on Town property, the following criteria shall be considered and documented by the Chief Administrative Officer or delegate:
 - a. The existence of demonstrated and significant safety or security concerns at the location or at similar locations, where placement of a camera system is being proposed
 - b. what measures, other than the installation of a camera system, are available to address identified safety or security concerns

- c. whether measures other than the installation of a camera system would be effective in addressing the identified safety or security concern
 - d. the operational requirement of the Town
 - e. any other criteria deemed relevant by the Chief Administrative Officer
17. Where circumstances require the immediate installation of a camera system, the criteria in section 16 shall be reviewed as soon after the installation as is practicable and adjustments, up to and including removal, will be made if required in respect of the installation once the review is complete.
18. Where a security camera system is permanently installed on Town property, the Chief Administrative Officer shall post signage in a conspicuous place in proximity to the system, advising that the area is monitored by a camera system, the authority for doing so, the principal purpose(s) for which the recordings are intended to be used, and the telephone number of someone who can answer questions about the collection of digital recordings.
- a. If a sign cannot be physically posted in a conspicuous place in proximity to the surveillance camera system, it shall be posted in the general vicinity.
 - b. Where a number of cameras are placed in a location it shall be sufficient to display a single sign in a conspicuous place at or near the entry point advising those entering the location that it is being monitored by surveillance camera.
19. A surveillance camera shall not be installed in areas where employees or members of the public have a higher expectation of privacy, including within a washroom or changeroom.
20. A security camera(s) shall, to the extent possible, be focused on the location identified as having safety or security concerns, and the ability to adjust or manipulate the camera system to focus on spaces not intended to be monitored shall, to the extent possible, be restricted.
21. The cameras shall not be located upon or primarily directed toward private property unless prior permission has been obtained from the owner of said property.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] May 28, 2026

Date of Passage of Policy June 9, 2026

Town Clerk

Date