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Council Policy

Video Surveillance on City-owned Property Policy

Approval Date: December 14, 2020

Resolution No.: R230/22/09/20

Amended: September 20, 2022

Contact Department: Corporate Services

Purpose

The purpose of this policy is to set guidelines for the implementation of any Video Surveillance in City of Grand Forks (the 'City') owned or occupied buildings or outdoor public spaces, and set the rules for governing access and disclosure of stored video footage and images.

Intent

The City is committed to the ongoing protection of the health and safety of our employees, volunteer fire fighters, volunteers, customers and visitors as well as the protection of property, both physical and intellectual. In pursuit of this commitment, this Video Surveillance on City-owned Property Policy has been adopted to ensure that appropriate Video Surveillance of City premises is performed where personal safety or property security matters warrant.

Definitions

In this policy,

“**Video Surveillance**” means Surveillance performed using a video or still picture camera designed to monitor and/or record activity.

Policy Statements

Video Surveillance

The City has a legal right and obligation to protect individuals in or around its buildings and its assets and the right to use Video Surveillance for this purpose. Video Surveillance can be useful in deterring crime and nuisance in unsupervised areas where full time live surveillance is an unreasonable expectation due to the risks involved to City staff, or where costs are prohibitive. It should be acknowledged that Video Surveillance can be construed as an unreasonable invasion of personal privacy and the installation of Video Surveillance equipment should only be considered once a Privacy Impact Assessment (PIA) has been complete. It should also be acknowledged that the deployment of Video Surveillance by the City is not intended to infringe on the guaranteed rights and freedoms of individuals in any way by monitoring personal activity in public spaces. The intended purpose is to safeguard city owned assets and individuals who use those assets.

General Video Surveillance Guidelines

1. The Chief Administrative Officer (CAO) will develop any specific policies and procedures required that exceed this policy.
2. When installing Video Surveillance, the City will ensure that the cameras are located in areas that create minimal intrusion to personal privacy.
3. Sound is not to be recorded.
4. The City will not use Video Surveillance to monitor or measure productivity.

5. The City will provide notice that the area is under surveillance by posting visible signs.
6. Video Surveillance will only be reviewed if an event has taken place that requires the recordings to be reviewed.
7. To ensure the ongoing privacy of our staff and the public at large, the City will ensure that only authorized personnel shall be allowed to operate Video Surveillance equipment, and review recordings.
8. The City shall retain all Video Surveillance recordings for approximately 7-21 days. The retention period is directly related to the available storage space and recording quality. As such, the system is designed to fill the storage and then recycle the space through degradation and deletion to ensure that at a minimum approximately 7 days of recordings are available if required.
9. Footage will be retained more than the normal retention period of 7-21 days where the footage is required as part of an investigation, or for the purposes of evidence.

Access to Video Surveillance Recordings

10. All recordings shall be stored securely in an access-controlled area.
11. All recordings created by means of Video Surveillance shall be the sole property of the City, and may not be taken, reproduced, or destroyed for any reason without prior express written permission.
12. Reasons to access recordings include such instances as:
 - a. The need to identify individuals that have been involved with, or incidents that have resulted from:
 - I. Mischief
 - II. Criminal behavior
 - III. Vandalism
 - IV. Harm to another individual
 - V. Theft, including theft from vehicles
 - VI. Other such nuisances that the City finds necessary to investigate
 - VII. Other instances that may arise, but access to the data must first be approved by the CAO - unless life or safety is at risk, at which point it would be considered an emergency and emergency personnel (Fire, Police, Ambulance, or other) may request access.
 - VIII. A personal injury accident
13. Except for requests by law enforcement agencies, individuals must submit a formal request to view recordings, and the request will be subject to approval by the CAO.
14. If any law enforcement agency requests access to the City Video Surveillance recordings, the City will act in accordance with the law, and provide the materials as necessary
15. Requests for access to recordings shall be undertaken in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA) as amended or replaced from time to time.
16. All activities regarding access to recordings from outside of the organization and the disposal of recordings shall be documented. Only authorized personnel shall have access to the surveillance activities documentation.
17. Authorized personnel shall be the only parties eligible to delete recordings, and then only in accordance with this policy, and following the expiration of the approximately 7-21 day retention period,

notwithstanding the requirements for retention in the event of an investigation or for the purposes of evidence.

18. Where recordings are disposed of, they must be deleted or destroyed in such a manner as to ensure that they cannot be viewed or accessed by anyone.

Unauthorized Access and/or Disclosure (Privacy Breach)

19. Any City employee who witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this policy, and/or a potential privacy breach must report the incident to City management immediately.
20. The City will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this policy may result in disciplinary action up to and including termination of employment.

Exclusions

This policy is not applicable to any requirements imposed by another level of government on the RCMP (Royal Canadian Mounted Police) or other police services.

This policy does not apply to videotaping or audio taping of City Council meetings or events.

This policy does not apply to videotaping or audiotaping for operational purposes, such as, but not limited to:

- Snowfall camera monitoring
- Live camera web streams
- Airport runway cameras
- Roadway monitoring
- Recordings for training purposes
- Door Entry Devices (Doorbell cameras, etc) – if used, these devices would follow this Policy as outlined above; however, are excluded from 3. and are allowed to record audio for two-way communication if necessary.
- Other Operational Live Streams and Recordings (e.g. Wastewater Treatment Plant)

Resolutions and Amendments

December 14, 2020 – R306/20/12/14– Council Policy 1001 Established

September 20, 2022 – R230/22/09/20– Council Policy 1001 Amended – Operational Exclusions added