

Title: SURVEILLANCE SYSTEM

Resolution: 152-2014, 2024-0191

Revised: July 2024

Special Notes/Cross Reference:

Next Review Date: 2026

POLICY STATEMENT : Westlock Town Council is committed to the prevention of the loss of, or damage to property, both personal and Town owned.

PURPOSE : To provide for a safe and secure environment for the public attending, as well as employees working at Town buildings and facilities.

GUIDELINES / PROCEDURES / RESPONSIBILITIES

Authorized Personnel – shall be limited to the following positions or designated to a senior staff,

- Chief Administrative Officer
- Community Peace Officer
- Facility Maintenance Coordinator
- Municipal Clerk

Reception Equipment refers to the equipment or device used to receive or record the personal information collected through a public surveillance system, including a camera or video monitor.

Personal Information is recorded information about an identifiable individual including, the individual's national or ethnic origin, age or sex, inheritable characteristics, along with information about an individual's physical or mental disability; and any other identifiable characteristics. Any record of the image of an identifiable individual is a record of personal information.

Surveillance System refers to a mechanical or electronic system or devices that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces (including streets, highways, parks), public buildings (including local government buildings, libraries, public housing) or public transportation including municipal transit buses or similar vehicles.

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1. Reception Equipment shall operate 24 hours a day, 365 days a year.
2. Reception Equipment shall be located in public areas only and not in washrooms, dressing rooms or change rooms.
3. Signs shall be posted at all entrances to the buildings advising the public and employees that they are under surveillance.
4. Surveillance Systems shall:
 - (a) be located in secure locations at the Town buildings; and
 - (b) be accessed by Authorized Personnel only.
5. Images shall be recorded on the Town's onsite server and/or cloud base accessible only by Authorized Personnel.
6. Images shall only be accessed in cases of criminal activity or public safety.
7. Access to the images, by persons other than Authorized Personnel, is not permitted without the Chief Administrative Officer's express consent.
8. Where it is determined that an employee has, without express permission, accessed or used recorded images, said employee shall be subject to discipline as per policy.
9. Contractors will be required to review and comply with this policy in performing their duties and functions related to operations of the Surveillance System.
10. Images shall be retained for no longer than a thirty (30) day period after which they shall be automatically erased. If the personal information is used to make a decision the personal information will be retained for one year after the decision is made.
11. The Facility Maintenance Coordinator is responsible to ensure the Surveillance System Policy is adhered to.

PROCEDURES

1. A log shall be kept of all access to images; use of recorded material and maintenance of Surveillance Systems.
2. It is possible and probable that personal information will be disclosed to the following: the Crown, police agencies, other law enforcement agencies and to certain administrative tribunals. A disclosure of the images will be provided under the *FOIP Act Section 40 (1)(q) and Section 40 (1)(v)*.

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40(1) a public body may disclose personal information only

(q) to a public body or law enforcement agency in Canada to assist in an investigation.


- (i) undertaken with a view to a law enforcement proceeding, or
- (ii) from which a law enforcement proceeding is likely to result,

(v) for use in a proceeding before a court or quasi-judicial body to which the Government of Alberta or public body is a party,

3. A copy of the original images shall be made by Authorized Personnel for retention by the Town in accordance with Guideline 10.
4. Authorized Personnel shall be trained to use the Surveillance Systems and Reception Equipment.
5. The Municipal Clerk shall review Surveillance System requirements bi-annually with Authorized Personnel.



Mayor Jon Kramer



CAO Simone Wiley