



Policy: Video Surveillance Policy
Category: Corporate
Policy Number: 102-09-2023
Effective Date: September 5, 2023
Revised Date:

Policy Statement and Rationale:

The Township of Lucan Biddulph recognizes the role video surveillance plays in its commitment to public safety, crime prevention, and stewardship of publicly owned assets. The Township also recognizes the need to balance an individual's right to privacy and the need to ensure safety and security in the community.

Scope:

This policy shall apply to all Township owned or operated assets and open spaces.

Definitions:

In reading and interpreting the Video Surveillance Policy, the following definitions apply:

- a) "Township" means the Corporation of the Township of Lucan Biddulph.
- b) "MFIPPA" means the *Municipal Freedom of Information and Protection of Privacy Act*, as amended.

Policy, Procedure and Implementation:

1.0 Location and Use of Video Surveillance Equipment

- 1.01 Where warranted, the Township may use video surveillance systems in municipal owned or operated buildings and open spaces to deter and detect crime and anti-social behaviour such as theft, vandalism, and unauthorized entry.
- 1.02 Video Surveillance shall be used as part of a larger program that includes lighting, security patrols, and built environment design to promote public safety and security.

- 1.03 Video Surveillance shall be installed in a manner that minimizes privacy intrusions, in identified public areas only where video surveillance is a necessary and viable detection or deterrence activity.
- 1.04 Where cameras are not visible, the Township shall ensure that appropriate signs are installed in accordance with this policy.
- 1.05 The Township shall ensure that video monitors are accessed only by authorized Township staff or authorized Contract Service Provider's staff, and are not located in a position that enables public viewing. The Township shall encourage sites to turn monitors off when not needed to ensure system is operating or to view videotapes.
- 1.06 The Township shall ensure that video reception equipment is located away from the public, in restricted access areas, preferably in locked rooms with keyed access.
- 1.07 The Township shall ensure that the video recordings used to operate the video surveillance systems are stored in the same room as the reception equipment at all sites.

All video recordings used in the recycling rotation, awaiting review by police, or in storage, post police review, shall be stored in a locked cabinet at all sites, with access restricted to authorized staff.

- 1.08 The Township shall ensure that maps and floor plans are prepared to identify the location of all video surveillance equipment at each of the respective sites. The Clerk shall have copies of all such maps and plans, and each Facility Manager/Coordinator shall have a copy for their site.
- 1.09 The majority of the video surveillance systems shall operate 24 hours per day during the season the facility is open, and personal information shall be accessed only in response to an incident.

2.0 Public Notification

- 2.01 In accordance with section 29(2) of *MFIPPA* the public shall be notified that video surveillance is or may be in operation by clearly written signs displayed in video surveillance areas.
- 2.02 Signs shall be of consistent size and format and convey the following information: indicate video surveillance in use; identify legal authority for

collection of personal information (section 29(2) of the Act); and provide title and telephone number of contact person who can answer questions about the system.

- 2.03 The Township shall also ensure that information regarding this policy and the Township's Video Surveillance Systems is readily available at all sites with video surveillance systems and on the Township's (and, if applicable, the site's) website.

3.0 Storage

- 3.01 Information shall be collected, stored and accessed in accordance with Township policies and by-laws, and shall conform to published guidelines and specific direction as may be provided by the Information and Privacy Commissioner of Ontario (IPC) from time to time.

4.0 Use of Information

- 4.01 Information obtained through video surveillance shall only be used:
- to investigate an incident involving the safety or security of people, facilities, or assets;
 - to provide law enforcement agencies with evidence related to an incident under police investigation;
 - to provide evidence as required to protect the Township's legal rights;
 - to respond to a request for information under *MFIPPA*;
 - to investigate an incident involving an insurance claim that involves the Township.

5.0 Responsibility

- 5.01 The Parks and Recreation Manager shall be responsible for the video surveillance and the management of authorized video security systems, at the Lucan Biddulph Community Memorial Centre and any other recreation sites within the Township.
- 5.02 The senior Township staff person responsible for each Township-owned or operated site with a video surveillance system (the "Facility Manager/Coordinator") shall ensure that the site complies with this policy, as well as any site-specific policies that may be required. In particular, the Facility Manager/Coordinator shall ensure that any staff with authorized access to the monitoring equipment and recorded information shall be trained in its use in accordance with this policy.
- 5.03 In the case of the Township owned fire halls the Fire Chief and Deputy Fire Chief

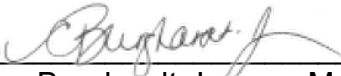
shall be responsible for the video surveillance and the management of authorized video security systems.

- 5.04 The Clerk shall be responsible for implementation, administration, monitoring and evaluation of this Policy.

The Clerk shall also be responsible for ensuring that information obtained through video surveillance is used exclusively for lawful purposes.

Related Documents

- *Municipal Freedom of Information and Protection of Privacy Act*
- Information and Privacy Commissioner of Ontario - Guidelines for the Use of Video Surveillance
- By-law 58-2019 - Records Retention By-law
- Policy No 102-01-2019 Records Management Policy



Cathy Burghardt-Jesson, Mayor



Ron Reymers, CAO/Clerk