



Council Policy

Council Policy No.:	01-2021
Council Policy Name:	Video Surveillance Policy
Date Approved by Council:	June 21, 2021
Date of Last Revision:	
Related Documents	<ul style="list-style-type: none">• <i>Municipal Freedom of Information and Protection of Privacy Act</i>• Information and Privacy Commissioner of Ontario - Guidelines for the Use of Video Surveillance• By-law 69-2018 - Records Retention Program Policy• Freedom of Information Request Form

Policy Statement and Rationale:

The Municipality of West Perth recognizes the role video surveillance plays in its commitment to public safety, crime prevention, and stewardship of publicly owned assets. The Municipality 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 Municipality owned or operated assets and open spaces.

Definitions:

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

- a) "Municipality" means the Corporation of the Municipality of West Perth.
- b) "MFIPPA" means the *Municipal Freedom of Information and Protection of Privacy Act*, as amended.

Policy, Procedure and Implementation:

1.0 Video Surveillance

- 1.01 Where warranted, the Municipality 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.

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.

3.0 Storage

- 3.01 Information shall be collected, stored and accessed in accordance with municipality 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 Municipality's legal rights;
 - to respond to a request for information under *MFIPPA*;
 - to investigate an incident involving an insurance claim that involves the Municipality.

5.0 Responsibility

- 5.01 The Recreation and Facilities Manager shall be responsible for the video surveillance and the management of authorized video security systems, including assisting other Managers with specifications, equipment standards and installation.
- 5.02 The Clerk shall be responsible implementation, administration, monitoring and evaluation of this Policy.

Revision History:

Proposed Date of Next Review: June 21, 2024

Revision	Date	Description of Changes
1	June 21, 2021	Initial Release