



POLICY

Community Video Camera Policy

Community Video Camera Policy	
Policy Number: 215-004	Supersedes Policy Number: Not Applicable
Effective Date: 2022-05-17	Approved by Council Motion Number: 09-05-22

1.0 Purpose

Providing procedures for the effective management of video surveillance by the Town, so that employees, members of the public, and Town property are safer and more secure. This includes preventing and deterring crime, identifying suspects, and gathering evidence, while minimizing privacy intrusion. Cameras are not actively monitored, only viewed upon report of a crime or violation.

2.0 Scope

This Policy applies to all those within the Town of Wolfville, citizens and employees, who live, visit, or are passing through the pilot area.

For the purpose of this Policy, the Town's property includes all streets and public places within the pilot area.

3.0 References

- Part 20 – Freedom of Information and Protection of Privacy, of the Municipal Government Act
- Part 20 - Freedom of Information and Protection of Privacy, of the Municipal Government Act Form 1 – Application for Access to a Record

4.0 Review of Policy

This policy will be revisited one year after the cameras are installed at the end of the pilot period.



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5.0 Definitions

- 5.1 **“authorized personnel”** means the personnel authorized by the CAO to operate surveillance equipment and access live or recorded material.
- 5.2 **“camera system or system”** means security camera equipment, including cameras, monitors, and associated control and storage equipment that allow for remote viewing of images and/or audio captured within the field of vision of the cameras.
- 5.3 **“CAO”** means the Chief Administrative Officer of the Town of Wolfville.
- 5.4 **“contractor”** means a corporate entity or an individual performing work on behalf of the Town under contract.
- 5.5 **“digital recordings”** means the images, data, and associated records created and retained because of the Town’s use of a camera system.
- 5.6 **“employee”** means any person categorized as permanent, term, full-time, part-time, casual, contract, seasonal, temporary, or student worker in the employ of the Town, as well as volunteers.
- 5.7 **“MGA”** means the Municipal Government Act.
- 5.8 **“personal information”** has the same meaning as defined in Part XX of the MGA.
- 5.9 **“secure”** means to copy a portion of digital recording to an external storage device such as a hard drive or flash drive.
- 5.10 **“third party”** means any person or organization other than Town staff who are authorized pursuant to this Policy to review digital recordings, RCMP and other law enforcement agencies and personnel, and Acadia University.
- 5.11 **“Town”** means the Town of Wolfville.
- 5.12 **“Town property”** means any real property owned or leased, and operated directly by the Town, including buildings, parks, and recreational facilities.

6.0 Installation

- 6.1 The decision to install a camera system or systems in the Town of Wolfville shall be made by Council.
- 6.2 When considering the installation of a camera system, the following criteria shall be considered and documented by the CAO or delegate.
 - 6.2.1 The existence of demonstrated and significant concerns regarding safety, security and/or loss of or damage to property at the location, or at similar locations to the location, where placement of the camera system is being proposed.



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- 6.2.2 What measures, other than the installation of a camera system, are available to addresses identified concerns regarding safety, security and/or loss of or damage to property.
- 6.3 *Signage*
 - 6.3.1 Where a camera system is permanently installed on Town Property, the CAO or delegate shall post signage in a conspicuous place in proximity to the system, advising that the area is being recorded by a surveillance system.
 - 6.3.2 Notwithstanding paragraph 6.3.1, if a sign cannot physically be posted in a conspicuous place in proximity to the camera system, it shall be posted in the general vicinity.
 - 6.3.3 Where several camera systems 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 recorded by a camera system.
- 6.4 A camera system shall, to the extent possible, be focused on the location identified as having concerns regarding safety, security and/or loss of or damage to property.
- 6.5 Camera systems may operate at any time in a twenty-four-hour period.
- 6.6 The CAO shall maintain an inventory of all camera systems under control of the Town.

7 Use of Digital Recordings

- 7.1 Digital recordings obtained through a camera system may be used by the Town to:
 - 7.1.1 Enhance the safety and security of employees, contractors and members of the public who are on Town property.
 - 7.1.2 Safeguard Town property and other assets.
 - 7.1.3 Detect and deter unlawful activity by providing law enforcement agencies and Acadia University with evidence related to possible unlawful activities.
 - 7.1.4 Undertake internal investigations, as authorized by the CAO or delegate.
- 7.2 The CAO or delegate may secure digital recordings from an identified time and location for any of the purposes set out in paragraph 7.1.
- 7.3 Upon a report or discovering evidence of an unlawful activity, or upon the request of the RCMP or other law enforcement agency or of Acadia University, the CAO or other authorized personnel may review digital recordings that may contain evidence related to possible unlawful activity. If a digital recording contains such evidence, the Town may provide a copy of the digital recording to the RCMP or other law enforcement agency for law enforcement purposes. In addition, if the



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Town has an agreement in place with Acadia University regarding the confidentiality of digital recordings, the Town may provide a copy of the digital recording to Acadia for the purpose of assisting Acadia in investigating potential breaches of its Student Code of Conduct or other similar codes or rules of Acadia.

8 Viewing of Cameras

- 8.1 Viewing of video footage from the camera systems shall only be performed by authorized personnel.
- 8.2 Digital recordings shall not be viewed in a location where the public or unauthorized staff may view the images.
- 8.3 Viewing of recorded footage shall be based on suspicious behavior, not individual characteristics. Authorized personnel will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, or disability.
- 8.4 Personnel who violate guidelines set out in the Policy shall be subject to disciplinary action up to and including termination and possibly legal action where appropriate.

9 Control of Digital Recordings

- 9.1 The CAO or delegate is responsible for the digital recordings applicable to this policy within the Town's custody and control.
- 9.2 Any camera system recording equipment owned by or in the possession of the Town shall be located such that only individuals authorized by the CAO may access the equipment.
- 9.3 The CAO may designate employees or contractors who are authorized to access the camera system and digital recordings for the purpose of:
 - 9.3.1 Viewing of a given location.
 - 9.3.2 Retrieving, downloading, viewing, and/or securing a digital recording; and
 - 9.3.3 Performing maintenance and repairs on the system.
- 9.4 The CAO or delegate shall maintain a list of authorized individuals designated pursuant to paragraph 9.3.

10 Third-party Access to Digital Recordings

- 10.1 Third parties may request access to digital recordings in the following manner:
 - 10.1.1 An application pursuant to Part XX, Freedom of Information and Protection of Privacy, of the MGA.
 - 10.1.2 As part of a legal actions against the Town; or
 - 10.1.3 By way of a court order or otherwise as provided for by law.



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- 10.2 A third party who is given access to digital recordings may be required to acknowledge his or her duties, obligations, and responsibilities with respect to the confidentiality, use, and disclosure of the digital recordings in writing.
- 10.3 Any unauthorized access to digital recordings or the camera system shall be reported to the CAO for investigation.
- 10.4 Any employee who provides digital recordings to unauthorized parties, either because of intentional wrongful disclosure or disclosure caused by negligence, may be subject to disciplinary action, up to and including dismissal.
- 10.5 Any contractor who provides digital recordings to unauthorized parties, either because of intentional wrongful disclosure or disclosure caused by negligence, may be subject to termination of their contract and/or legal action.

11 Retention and Disposal of Digital Recordings

- 11.1 The CAO may develop retention periods establishing the length of time digital recordings are to be maintained and may develop different retention periods for those digital recordings secured under paragraph 7.2.
- 11.2 Digital recordings that have been secured due to a request pursuant to paragraph 10.1 shall be retained in accordance with the legal and records management requirements of the request.
- 11.3 Notwithstanding paragraph 11.1, where digital recordings that have been secured in response to a request pursuant to paragraph 7.2 are subsequently used to make a decision that directly affects an individual, they shall be retained for a minimum of one year.
- 11.4 Digital recordings for which no request to secure has been received by the CAO or delegate, shall not be retained for longer than 7 days. A camera system may record over such existing recording.
- 11.5 Secured digital recordings shall be disposed of in a manner that ensures that personal information is erased and cannot be retrieved or reconstructed. Disposal methods may include shredding, burning, or erasing depending on the type of storage device.

W. W. W. W.

CAO or Town Clerk

May 17, 2022

Date