

## CITY OF FORT SASKATCHEWAN

### Video Surveillance Policy

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#### **Motion:**

That Council adopt Video Surveillance Policy GOV-005-C.

#### **Purpose:**

The purpose of this report is to provide Council with information and to request consideration of the attached Video Surveillance Policy GOV-005-C.

#### **Background:**

The Video Surveillance Policy has been revised to provide a broader scope for use of video surveillance equipment, as well as capturing the required provisions for the monitoring of public facilities and outdoor spaces.

This Policy provides Administration with the authority to ensure that measures are in place for the safety and security of the public and municipal staff, while at the same time focusing on the impacts to their privacy.

Key changes include:

1. Provides a broader scope for the provisions around the use of video surveillance equipment. The previous policy referenced specific locations for video surveillance and the procedures related to them. Moving forward additional locations which would benefit from these security measures may be added without having to amend the Policy.
2. Detailed processes for using video surveillance equipment have been removed from the Policy and have been developed into a separate Procedure. This allows any future changes in process to be easily updated.
3. A requirement for the completion of a Privacy Impact Assessment (PIA), prior to the use or installation of video surveillance equipment, has been added to the Policy. As per the *Freedom of Information and Protection of Privacy Act* (FOIP), a PIA assists the City in reviewing the impact of a new program or process on privacy rights. The PIA demonstrates that the City has done its due diligence, and determines the level of risk when looking at public safety versus right to privacy.
4. General formatting and revisions have been completed to ensure form and content is consistent with current policies.

The Video Surveillance Policy, as drafted, provides clarity and the latitude for Administration to easily accommodate future requests for the use of video surveillance equipment.

#### **Plans/Standards/Legislation:**

City of Fort Saskatchewan Strategic Plan:

- 4.2 Establish projects and programs that promote positive corporate culture, staff attraction and retention, good governance, efficiency in service, and safety.

#### **Financial Implications:**

Financial implications would result from the purchase and installation of equipment.

**Internal Impacts:**

The Legislative Services Department would work cooperatively with other departments who wish to look at options for the use of video surveillance equipment.

**Alternatives:**

1. That Council adopt Video Surveillance Policy GOV-005-C.
2. That Council not adopt Video Surveillance Policy, and advise how they wish to proceed.

**Recommendation:**

That Council adopt Video Surveillance Policy GOV-005-C.

**Attachment:**

Video Surveillance Policy GOV-005-C

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File No.:

Prepared by:	Brenda Molter Director, Legislative Services	Date: November 19, 2015
Approved by:	Brenda Rauckman General Manager, Corporate & Protective Services	Date: November 19, 2015
Reviewed by:	Kelly Kloss City Manager	Date: November 19, 2015
Submitted to:	City Council	Date: November 24, 2015