

## COUNCIL POLICY



### Video Surveillance Policy

---

Policy #: G-12-2025

Section: General

Rescind Policy #: G-12

Legislative Reference: FOIP Act

#### 1 PURPOSE

- 1.1 Ongoing protection of the health and safety of our employees, customers, and visitors as well as the protection of physical and intellectual property.
- 1.2 Ensure that appropriate Surveillance of the Town premises is performed, which will assist us in the achievement of our goals for a secure and safe workplace.
- 1.3 Develop a Surveillance policy to assist in complying with municipal, provincial, and federal legislation governing the collection of Personal Information.

#### 2 DEFINITIONS

- 2.1 "Authorized Personnel" shall be the Chief Administrative Officer, Assistant Chief Administrative Officer, and Public Works Manager.
- 2.2 "FOIP" means the Freedom of Information and Protection of Privacy Act.
- 2.3 "Personal Information" means information about an identifiable individual, including, but not limited to the information outlined in FOIP legislation, including, but not limited to the individual's race, colour, national or ethnic origin; the individual's age or sex; the individual's inheritable characteristics; information about an individual's physical or mental disability; and any other identifiable characteristics.
- 2.4 "Record" means information in any form including notes, images, maps, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded, or stored in any manner.
- 2.5 "Surveillance" means the monitoring of activities.
- 2.6 "Town" means the Municipal Corporation of the Town of Smoky Lake.
- 2.7 "Video Surveillance" means technology that enables continuous or periodic recording, viewing, or monitoring of public areas.

#### 3 GUIDELINES

- 3.1 The Town will employ the use of security cameras in public spaces (indoor and outdoor) where there is potential for incidents of theft, violence, and other criminal activity. See attached Schedule "A".
- 3.2 The Town will ensure that cameras never monitor the inside of areas where the public and employees have a higher expectation of privacy (e.g. Washrooms)
- 3.3 The Town will not use security cameras to monitor or measure productivity, verify attendance, or for disciplinary control.
- 3.4 Camera Surveillance will only be reviewed in the event that an incident has taken place that requires the video to be reviewed.
- 3.5 The Town will provide notice that the area is under Surveillance by posting visible signs.

- 3.6 The Town shall retain all Video Surveillance footage for a period of 60 days. Footage will be retained as long as is necessary if it is required as part of an investigation, or for evidence.
- 3.7 All Records shall be stored securely in an access-controlled area.
- 3.8 All Records created utilizing Video Surveillance shall be the sole property of the Town, and may not be taken, reproduced, or destroyed for any reason without prior express written permission.
- 3.9 In the event of an incident, the Record may be used to assist in the investigation of the incident and may be turned over to law enforcement personnel, if appropriate.

4 ACCESS

- 4.1 Breaches of privacy, unauthorized viewings, or disclosures of Video Surveillance Records may result in disciplinary action up to and including termination of employment.
- 4.2 Only Authorized Personnel shall have access to the Video Surveillance Records.
- 4.3 All Records shall be labeled, documented appropriately, and maintained in a secure manner.
- 4.4 The use of Surveillance cameras is for the collection of Personal Information for the purposes of law enforcement under the FOIP Act, and to deter both property crimes and personal crimes.
- 4.5 Individuals must submit a FOIP request to view Records, and the request will be subject to FOIP legislation, except with the consent of the individual or as required by law.

	DATE	RESOLUTION NUMBER
Approved	October 25, 2017	Motion #2718/17
Amended	February 24, 2025	Motion #152-2025

Original Signed  
 \_\_\_\_\_  
**Amy Cherniwchan**  
 Mayor

Original Signed  
 \_\_\_\_\_  
**Dawn Phillips**  
 Chief Administrative Officer

**Schedule "A"**  
**Camera Locations:**

South Shop	Four Cameras – outside (Blink Camera System)
Town Office	Council Chambers
Town Office	Office – Facing Front Door
Town Office	Office – Facing Front Counter
Town Office	Office – Facing Back Door
Town Office	Outside – Facing Staff Parking
Town Office	Outside – Facing EV Charger
Town Office	Outside – Facing SE Wheatland Ave
Town Office	Outside – Facing SW White Earth St
Fire Storage Building	Outside – Facing EV Charger
PW Maintenance Building / Fire Hall	Wash Bay Interior
PW Maintenance Building / Fire Hall	NE Corner Fire Hall Interior
PW Maintenance Building / Fire Hall	Interior Hallway
PW Maintenance Building / Fire Hall	NW Corner Fire Hall Interior
PW Maintenance Building / Fire Hall	NW Corner Fire Hall Interior – Facing Garage Doors
PW Maintenance Building / Fire Hall	Outside – Facing North
PW Maintenance Building / Fire Hall	Outside – Facing East
PW Maintenance Building / Fire Hall	Outside - SE Corner Fire Hall
PW Maintenance Building / Fire Hall	Outside – West side PW – Facing South
PW Maintenance Building / Fire Hall	Outside – SW Corner Fire Hall – Facing North
PW Maintenance Building / Fire Hall	PW Shop – North Side
PW Maintenance Building / Fire Hall	SE Corner Fire Hall – Shop
PW Maintenance Building / Fire Hall	Outside - West Side PW Shop - Facing North
Entrance (Hospital)	Outside – Entering Town
Entrance (855 South)	Outside – Entering Town