



**City of
Lloydminster**

Policy

Policy Title:	Video Surveillance Policy	Policy Number:	132-01
Date of Adoption:	August 21, 2023	Motion Number:	299-2023
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. The placement of Video Surveillance technology in public spaces can be an effective technique to protect the safety of staff and the public, while acting as a deterrent for criminal activities.
- 1.2. The City recognizes its responsibility to balance an individual’s right to privacy with the safety of Administration and visitors and the security of City property. To decrease the intrusion to an individual’s privacy, Video Surveillance recordings are used as an investigative tool for the protection of Administration, visitors, and City property. Adherence to this policy assists the City in meeting its obligations and responsibilities under *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).
- 1.3. This Policy is not designed for, nor does it authorize the use of facial recognition software.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Emergency Viewing	An Incident or situation that occurs requiring the viewing of Video Surveillance footage in order to identify an individual(s) involved in a criminal act that places the staff or public at an ongoing risk and the need to identify is key to resolving a public safety Incident.
Facilities	All City owned indoor and outdoor facilities, including, but not limited to physical structures and parks and green spaces.
Incident	An unplanned, undesired event that results in property or equipment damage, personal injury, death, or illness, or facility downtime.
LAFOIP Act	The Province of Saskatchewan’s <i>Local Authority Freedom of Information and</i>

	<i>Protection of Privacy Act</i> , which respects a right of access to documents of local authorities and a right of privacy with respect to Personal Information held by local authorities.
LAFOIP Head	The Head as defined in the <i>Local Authority Freedom of Information and Protection of Privacy Act</i> , as may be amended from time to time. The LAFOIP Head may delegate any of their authority in accordance with the LAFOIP Act.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Personal Information	Information about an identifiable individual, as defined by <i>The Local Authority Freedom of Information and Protection of Privacy</i> (Saskatchewan).
Video Surveillance	Technology and equipment that enables continuous or periodic recording, viewing, or monitoring of public areas.

3. Scope:

3.1. This Policy applies to Video Surveillance used for safety and security purposes within all Facilities owned or operated and installed by the City of Lloydminster and includes public spaces and parks.

4. Policy Instructions:

4.1. The City may install Video Surveillance equipment at Facilities or locations where there is the potential for Incidents.

4.2. The City does not wish to impair personal privacy any more than is warranted to provide necessary and reasonable protection of its property against vandalism, theft, damage, and destruction. Video Surveillance recordings can be used by the City for investigation and as evidence in any civil and/or criminal proceedings.

4.3. Prior to placement of any new Video Surveillance cameras, the City is obligated to complete a Privacy Impact Assessment (<https://oipc.sk.ca/assets/privacy-impact-assessment-guidance-document.pdf>).

4.4. All locations identified for the placement of Video Surveillance equipment must meet the requirements of this Policy, *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and require the approval of department Executive Manager or their designate.

5. Signage:

- 5.1. All areas under Video Surveillance shall be clearly identified by signage. The signage must be placed at all public entry points in a location that is visible for the public entering the Facility or property.

6. Use and Retention:

- 6.1. Video Surveillance information shall be utilized for the purpose of deterring and managing Incidents. At no time shall the cameras be used to monitor Administration's productivity or performance.
- 6.2. Recorded information may be kept up to 21 days where no Incident of concern has been reported to or discovered by the City. Information relevant to an Incident shall be kept as required to complete a criminal or civil enforcement.

7. Access and Security:

- 7.1. Members of Administration may, with delegated access by their Executive Manager, have access to the live Video Surveillance information to increase the safety and security of a Facility.
- 7.2. The live viewing monitors shall not be installed or viewable in a public area and all images are deemed to be confidential property of the City of Lloydminster.
- 7.3. The release of any recorded information shall only be done in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and with the approval of the Head of LAFOIP. At no time will administration permit recording of screen images with an external device.
- 7.4. All requests for access to Video Surveillance information shall be made to the Senior Manager, Public Safety or their designate.
- 7.5. Upon notification of an Incident at a City Facility or property, the Information Technology department will access recorded Video Surveillance information and extract video for the purpose of investigation of the reported Incident.
- 7.6. Extracted video shall be secured and held by the Information Technology department.
- 7.7. Emergency Viewing may be done only if the circumstance requiring staff to review the Video Surveillance footage is necessitated as a result of the need for a timely response to protect the safety of staff or the public.

7.8 Notwithstanding Section 7.1 of this Policy, a law enforcement agency can directly request a copy of the relevant Video Surveillance footage through the Senior Manager Public Safety, a Facility Manager or their designate(s), which will be provided by the IT department.

8. Penalty:

8.1. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a verbal warning to dismissal with cause.

8.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

9. Responsibility:

9.1. City Council shall review and approve all policies.

9.2. City Administration shall administer the policy through the use of a supporting procedure.

9.3. Sponsoring Department is responsible for creating and amending a supporting procedure.