



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
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Esquimalt, B.C. V9A 3P1

Legislation Details (With Text)

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On agenda:	11/25/2019	Final action:		11/25/2019	
Title:	Video Surveillance Policy, Staff Report No. ADM-19-031				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Attachment No. 1: Freedom of Information Bylaw, 2012, No. 2795, 2. Attachment No. 2: ADMIN-42 (Records Management), 3. Attachment No. 3: Privacy Impact Assessment, 4. Attachment No. 4: ADMIN-75 Video Surveillance - Draft				

Date	Ver.	Action By	Action	Result
11/25/2019	1	Council	approved	Pass

REQUEST FOR DECISION

DATE: October 21, 2019 Report No. ADM-19-031

TO: Laurie Hurst, Chief Administrative Officer

FROM: Rachel Dumas, Manager of Corporate Services

SUBJECT:

Council Policy No. ADMIN - 75 (Video Surveillance)

RECOMMENDATION:

That Council approve Council Policy No. ADMIN-75 (Video Surveillance) as attached to Staff Report ADM-19-031.

RELEVANT POLICY:

Freedom of Information Bylaw, 2012, No. 2795

Community Charter s. 95

Freedom of Information and Protection of Privacy Act [FIPPA]

Council Policy No. ADMIN-42 (Records Management)

STRATEGIC RELEVANCE:

Excellence in Public Service - Engage, Respect and Respond to the needs of our community.

BACKGROUND:

Staff acknowledges a need to strike a balance between the Township's responsibility to promote a

safe and secure environment and to protect the privacy of individuals while supporting the use of video surveillance technology to promote public safety and the security of the Township's assets and property in accordance with established standards and procedures (Attachment No.'s 1 & 2). Staff completed and submitted a Privacy Impact Statement (Attachment No. 3) and a copy of draft Policy No. ADMIN-75 (Attachment No. 4) to the Office of the Information and Privacy Commissioner (OIPC) in September 2019 for review and comments.

ISSUES:

1. Rationale for Selected Option

The purpose of this policy is to ensure that video surveillance technology is used for safety and security purposes and conducted in a manner that is in accordance with the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and other relevant legislation. This policy will assist staff that have identified an appropriate use for the video surveillance in a manner that complies with *FIPPA*, all other relevant legislation and records management requirements. In addition, the OIPC provided no additional text revisions to the draft policy and were satisfied with the content as presented. This policy applies to all employees whose duties include requesting, installing, accessing and monitoring video surveillance equipment and video footage at all municipal facilities and properties but does not apply to videotaping or audio taping of Council meetings. The Information Technology Manager is responsible for administering the policy, subject to prior approval by the CAO for installation of video recording cameras at specified locations on municipal property and in collaboration with the Corporate Officer for requests to release the records and adhering to privacy requirements.

2. Organizational Implications

There are no organizational implications.

3. Financial Implications

\$25,000 has been approved by Council for the purchase of video surveillance equipment and is included in the 2019 budget.

4. Sustainability & Environmental Implications

There are no sustainability or environmental implications.

5. Communication & Engagement

Signage will be installed to advise the public that video camera's have been installed and are in operation at specific locations on municipal property. Upon approval, the policy will be distributed to staff for information, including Victoria Police Department, and posted to the municipal website as reference.

ALTERNATIVES:

1. That Council approve Council Policy No. ADMIN-75 (Video Surveillance) as attached to Staff Report ADM-19-031.

2. That Council amend and approve Council Policy No. ADMIN-75.

3. That Council provide alternative direction regarding video surveillance on municipal properties.