
To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: October 7, 2025
Meeting Type: Regular Council Meeting

Prepared by: Reyna Seabrook, Director of Corporate Services
Department: Corporate Services

Title: POL2025-218 Video Surveillance System Policy
Description: To consider adoption of a Video Surveillance System Policy

RECOMMENDATION

THAT Video Surveillance System Policy 218, 2025 be adopted.

DISCUSSION/ANALYSIS

Staff are recommending adoption of a Video Surveillance System Policy (the “Policy”) to proactively prepare for future systems. The District does not currently have any video surveillance systems and any future requests for a system would be proposed as a budget request. The Policy is proposed to ensure future considerations of a video surveillance system appropriately consider privacy and security.

The Policy has been drafted in accordance with *Freedom of Information and Protection of Privacy Act (FOIPPA)* regulations, in alignment with the Office of the Information and Privacy Commissioner (OIPC) Public Sector Video Surveillance Guidelines and Using Overt Video Surveillance Guidance Document and in comparison to other municipalities policies.

The scope of the Policy considers all Video Surveillance Systems owned, managed, and maintained by the District but is not applicable to traffic cameras, video of Committee or Council meetings, video surveillance conducted by the Royal Canadian Mounted Police (“RCMP”) or the cameras operated by a third-party.

Video surveillance should only be used as a last resort after exhausting less privacy-invasive alternatives. Prior to installation, a Privacy Impact Assessment, including the rationale for the installation, and all privacy considerations, must be completed, reviewed and submitted to the Privacy Commissioner.

The Policy sets out the required notice to be posted, identifies secure access, establishes the life cycle management of footage and the retention and destruction timelines and processes as well as ensuring that any requests for access to footage are processed through a request for records under the *FOIPPA*.

Third-parties that have leased or licensed District-owned land that wish to install a Video Surveillance System are required to adhere to the rules and regulations of the *Personal Information Protection Act (PIPA)* rather than *FOIPPA* and are outside the District’s scope. To ensure third-parties are aware of their responsibilities, the Policy requires third-parties leasing District-owned land to acknowledge their responsibilities in the agreement, provide written notice of a Video Surveillance System including the purpose, confirm less privacy-invasive options have been considered and release the District from harm of privacy breaches or complaints.

ALTERNATE RECOMMENDATION(S)

1. THAT the Video Surveillance Camera Policy be referred back to staff for amendments as identified by Council.

Respectfully Submitted.

Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	Video Surveillance Camera Policy.docx
Attachments:	Attachment A-Video Surveillance System Policy 218, 2025
Final Approval Date:	Oct 1, 2025

This report and all of its attachments were approved and signed as outlined below:

Brad Savoury, Director of Legal Services and Risk Management – Oct 1, 2025 – 10:40 AM

Reyna Seabrook, Director of Corporate Services – Oct 1, 2025 - 12:08 PM

Paul Gipps, Chief Administrative Officer - Oct 1, 2025 - 12:49 PM