

POLICY 26-06

VIDEO SURVEILLANCE IN PUBLIC AREAS

DATE OF ADOPTION:	September 15, 2026	MOTION NUMBER:	#26/09/157
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

PURPOSE

To establish a policy that ensures any surveillance system complies with the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) legislation and ensure consistency in the Town of Vermilion's surveillance measures.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Authorized Personnel is the CAO, Director of Corporate Services, and the IT department, or any other such person as formally delegated in writing by the CAO.

CAO is the Chief Administrative Officer for the Town of Vermilion in the Province of Alberta.

Employee is an employee of the Town of Vermilion.

Personal Information is information about an identifiable individual, as defined in the Protection of Privacy Act (POPA).

Surveillance System is any mechanical or electronic devices for continuous or periodic video monitoring of Personal Information in public spaces or public buildings.

Town is the Town of Vermilion in the Province of Alberta.

SCOPE

This policy applies to All Members of Council and/or all Employees of the Town of Vermilion.

GUIDING PRINCIPLES

Standards

- 1) A Surveillance System may be installed in public Town-owned or operated locations where there is a demonstrated need for enhanced safety or asset protection.
- 2) All areas with a Surveillance System shall clearly inform the public that there are Surveillance Systems operating in the area.
- 3) Some events at recreation facilities may be live streamed. Signage shall be installed in such area to clearly inform the public that live streaming may occur in that area.
- 4) A Surveillance System will be configured and positioned to avoid recording private property or areas where individuals have a reasonable expectation of privacy, including washrooms, change rooms, or other spaces intended for personal privacy.
- 5) Surveillance Systems shall not be used to monitor employee productivity or performance.
- 6) Only Authorized Personnel shall have access to the Surveillance System controls and recordings.
- 7) All recordings shall be stored securely in a controlled access area.
- 8) Recorded images and videos are subject to the Town's retention schedule as per applicable legislation.
- 9) All Town Surveillance Systems and locations shall be approved by the CAO and installed and maintained by the IT department.

ROLES & RESPONSIBILITIES

- 10) Chief Administrative Officer
 - a) Sole authority for approving the release of information collected through this Policy
 - b) Approving authority for all Surveillance Systems operating in Town-owned or operated locations
 - c) Ensure compliance with the privacy obligations under the POPA and ATIA legislation
- 11) IT Department
 - a) Maintain the Surveillance System to ensure that the value and operating efficiency of the system is maintained and preserved
 - b) Manage software upgrades as necessary
 - c) Install all new Surveillance Systems as approved and directed by the CAO
 - d) Maintain all Surveillance Systems for the Town of Vermilion