

TOWN OF GRAND COULEE

Security Camera Installation and Monitoring at the Outdoor Rink and Change Shack Policy

<i>Section</i>	<i>Classification</i>
General Government	Policy
<i>Approved (Date)</i>	<i>Motion No.</i>
December 10, 2024	Res #2024-208

Purpose:

To enhance the security and safety of the outdoor rink and change shack, including public washrooms, by monitoring activities, preventing vandalism, and protecting municipal property. This policy establishes guidelines for the installation, use, and management of security cameras to ensure compliance with privacy laws and responsible use of surveillance.

Scope:

This policy applies to the security cameras installed at the outdoor rink and change shack, including public washrooms, and covers all aspects of camera use, data collection, and access to footage.

1. Camera Installation and Specifications

- 1.1 The security cameras will be motion-detecting and will be installed in strategic locations to monitor the outdoor rink, the exterior of the change shack, and areas around the picnic tables.
- 1.2 Cameras will not be installed inside washrooms or any location where there is a reasonable expectation of privacy.
- 1.3 The cameras will be positioned in a manner that minimizes intrusion while ensuring adequate surveillance of public areas, in compliance with The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP).

2. Operating Hours

- 2.1 The security cameras will operate during the hours when the outdoor rink and change shack are accessible to the public.
- 2.2 After hours, the cameras will be set to alert the municipal administrator or person designated by the administrator if motion is detected, to discourage unauthorized access.

3. Data Collection and Use

- 3.1 Footage captured by the security cameras will be stored securely and retained for a period of 30 days, after which it will be automatically deleted unless required for an investigation.
- 3.2 The footage will only be used for the purpose of preventing or investigating vandalism, property damage, or other criminal activity.
- 3.3 Access to recorded footage will be restricted to municipal administrator or designated by the administrator.

4. Privacy Considerations

4.1 Signage will be placed in prominent locations to notify the public of the presence of security cameras, in compliance with The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP).

4.2 Personal information collected through the cameras will be handled in accordance with applicable privacy laws and regulations, and will not be used for purposes other than those outlined in this policy.

5. Responsibilities

5.1 The Town of Grand Coulee is responsible for the management and maintenance of the security cameras, including ensuring compliance with relevant legislation such as LA FOIP and The Privacy Act.

5.2 Any incidents involving damage or unauthorized access will be promptly reported to the appropriate authorities

6. Review and Amendment

6.1 This policy will be reviewed annually to ensure its effectiveness and compliance with any changes in legislation or municipal needs.

6.2 Any amendments to the policy must be approved by the Town Council.