

	RM of Nipawin No. 487	Policy # 1501.00
	Adopted by Resolution # 2025-268	Last Updated: N/A
	Effective Date: October 14/25	Page 1 of 2
	Title: Video Surveillance Policy	Department: General Government

PURPOSE:

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 or criminal activities.

The RM recognizes its responsibility to balance an individual's right to privacy with the safety of staff and visitors and the security of RM property. To decrease intrusion to an individual's privacy, Video Surveillance recordings are used as an investigative tool for the protection of staff, visitor and municipal property. Adherence to this policy assists the RM in meeting its obligations and responsibilities under *The Local Authority Freedom of Information and Protection of Privacy Act*.

SCOPE:

This policy applies to Video Surveillance used for safety and security purposes within all Facilities owned or operated and installed by the RM of Nipawin No. 487 and includes public spaces and parks.

POLICY INSTRUCTIONS:

1. The RM may install Video Surveillance equipment at facilities or locations where there is the potential for incidents.
2. The RM 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 RM for investigation and as evidence in any civil and/or criminal proceedings.
3. Prior to the placement of any new Video Surveillance cameras, the RM is obligated to complete a Privacy Impact Assessment (<https://oipc.sk.ca/assets/privacy-impact-assessment-guidance-document.pdf>)
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*, and require the approval of Council.

SIGNAGE:

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

USE AND RETENTION:

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 staff's productivity or performance.
2. Recorded information may be kept for 21 days here no incident of concern has been reported to or discovered by the RM. Information relevant to an incident shall be kept as required to complete a criminal or civil enforcement.

ACCESS AND SECURITY:

1. All images are deemed to be property of the RM of Nipawin No. 487.
2. The release of recorded information shall only be done in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* and with the approval of the head of LAFOIP. Screen recording of images with an external device is not permitted at any time.
3. All requests for recorded information shall be made to the Administrator or their designate.
4. Upon notification of an incident at a RM facility or property, the Administrator or their designate will access recorded Video Surveillance information and extract video and/or images for the purpose of investigating the reported incident.
5. Emergency viewing may be done only if the circumstances 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.
6. A law enforcement agency can directly request a copy of the relevant Video Surveillance footage through the Administrator or Foreman.

PENALTY:

1. Any staff member found to be 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.
2. Any member of Council found to be violation of this policy may be dealt with utilizing the Code of Conduct and Code of Ethics Bylaws.




Reeve


Administrator