



BOARD REPORT

TO: Chair and Directors

File No: Policy A-74

SUBJECT: Overt Video Surveillance Policy

DESCRIPTION: Report from Lynda Shykora, Head, Freedom of Information/Protection of Privacy, dated July 13, 2019.

RECOMMENDATION #1: THAT: the Board endorse the "Overt Video Surveillance Policy A-74" and approve its inclusion into the CSR D Policy Manual, this 18th day of July, 2019.

SHORT SUMMARY:

It is lawful for public bodies to collect personal information only in circumstances permitted by s. 26 of Freedom of Information Protection of Privacy Act (FIPPA). The attached Policy A-74 is needed to establish guidelines for the CSR D's use of video surveillance within its boundaries, on CSR D owned or occupied lands. It is recommended that the Board endorse Policy A-74, as presented.

VOTING:	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

Several CSR D owned properties already have security cameras in operation, including the Sicamous Arena, CSR D Main Office and some fire halls. Following several incidents of vandalism at a community park, a need has been identified to install a security camera on-site.

Video surveillance may be used to:

- Ensure the protection of individuals, assets and property;
- Improve public safety; and
- Assist in the prevention and investigation of vandalism, graffiti, theft, injury to property, and public mischief.

A policy is needed surrounding the collection of this personal information, the purpose of collecting (law enforcement), authorization of individuals to view the data, how the data is stored and deleted, appropriate signage requirements, audit procedures, etc.

POLICY:

Currently, there is no CSR D policy that relates to the use of surveillance equipment installed or proposed to be installed at CSR D owned lands or buildings.

The Freedom of Information Protection of Privacy Act (FIPPA) legislation applies. This legislation governs the collection, use, and disclosure of personal information by public bodies. Visual or audio recordings of an individual are a record of that individual's personal information. Where a surveillance

system records personal information, the public body collecting that record must comply with the privacy protection provisions in Part 3 of FIPPA.

The Office of the Information and Privacy Commissioner ("OIPC") is responsible for monitoring and enforcing compliance with FIPPA, and may conduct investigations and audits of public bodies' surveillance systems.

FINANCIAL:

Any costs associated with the implementation of this policy (such as that to conduct privacy impact assessments, needed signage/installation, any review of collected data, etc.) is viewed as administrative/operational in nature.) No added budget provision required at this time.

KEY ISSUES/CONCEPTS:

The Attached Policy A-74 clearly identifies the obligations of the CSRD in its usage of surveillance equipment, where warranted, for the protection of CSRD assets and property, improved public safety, and to aid in the prevention and in the investigation in matters of vandalism, theft, public mischief, etc.. The proposed policy is a prescriptive one, as recommended by legal counsel. The draft policy is based on legislative requirements and the guidelines of the Office of the Information Privacy Commissioner.

IMPLEMENTATION:

If approved, the Head, Freedom of Information Protection of Privacy for the CSRD will instruct relevant departments to conduct any needed privacy impact assessment(s) and to arrange for the order and install of appropriate signage where video surveillance equipment is installed, or where it is proposed to be installed. Any needed internal procedures will be in place before proceeding with future video surveillance equipment installations.

COMMUNICATIONS:

If approved, this policy will be included in the CSRD Policy Manual and on the CSRD website. Communications will take place with any staff and/or contractors in terms of confidentiality agreement requirements where a third party is retained to monitor recordings for the purpose of public safety and/or law enforcement. The policy will be communicated to relevant CSRD managers for future consideration when evaluating a need for video surveillance.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. N/A

Report Approval Details

Document Title:	A74.docx
Attachments:	- Policy A-74 Overt Video Surveillance.pdf
Final Approval Date:	Jul 16, 2019

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

A handwritten signature in black ink, appearing to read 'C. Hamilton', with a stylized flourish at the end.

Charles Hamilton - Jul 16, 2019 - 2:38 PM