

	No.	2025-07
R.M. of Leask No. 464 TITLE: Security Surveillance Policy	COUNCIL APPROVAL DATE:	March 10/2025
	RESOLUTION NO.:	115/25
	SUPERSEDES POLICY NO.:	
	NEXT REVIEW DATE:	
	LAST REVIEW DATE:	

1.0 Purpose

The Rural Municipality of Leask No. 464 (the municipality) recognizes the need to balance an individual’s right to privacy and the need to ensure the safety and security of the municipal employees, clients, visitors and property.

As an institution governed by *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP), the municipality has obligations with respect to notice, access, use disclosure, retention and disposal of records. While video surveillance cameras are installed for safety and security reasons, the Municipalities’ video surveillance and audio systems must also be designed to minimize privacy intrusions.

Proper video surveillance and audio systems, where deemed necessary, is one of the most effective means of helping to keep Municipal facilities and properties operating in a way that protects security, safety, and privacy. Personal information collected by our surveillance equipment includes video and sound.

2.0 Policy Description

This Municipality policy has been developed to govern video and audio surveillance at the Rural Municipality of Leask No. 464 office location 305 2nd Avenue South, Village of Leask, Saskatchewan; in accordance with the privacy provisions of *LAFOIP*.

LAFOIP Section 23 interprets “personal information “as meaning personal information about an identifiable individual that is recorded in any form.”

3.0 Application

This policy applies to all types of camera surveillance and audio systems, surveillance monitors and camera recording devices at the RM office that are used for security purposes.

4.0 Responsibilities

The Reeve is the Municipality's Head under LAFOIP, and is responsible for providing a response to video and audio surveillance access requests.

The Administrator is responsible for the safekeeping of all the RM's records, including those falling under the Video Surveillance Policy, compliance of the policy, acting as the primary contact for all requests by law enforcement for access to video and audio records, overseeing day to day operations of video surveillance system, ensuring monitoring and recording devices are stored in a safe and secure location, ensuring that no copies of data/images in any format (hardcopy/electronic/etc.) is taken from the video surveillance system inappropriately, providing status updates to Council, annually, regarding staff adherence to the responsibilities within the policy.

All staff must adhere to the video surveillance policy and must not access or use information contained in the video surveillance system, its components, files, or data base for personal reasons, nor dispose, destroy, erase, or alter any record without proper authorization and without following the regulations contained in the Security Video Surveillance Policy.

5.0 Guidelines To Follow Prior to the Installation of a Video Surveillance

Before deciding to install surveillance systems, the following factors must be considered:

1. The use of video and audio surveillance should be justified on the bases of verifiable, specific reports of incidents of crime or significant safety concerns;
2. A video and audio surveillance system should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable;
3. Assessment must be conducted on the effected ways in which any adverse effects can be mitigated;
4. The proposed design and operation of the video and audio surveillance systems should minimize privacy intrusion;
5. Whether or not additional sensory information, such as sounds, is directly related to potential problems or does not need to be recorded.

6.0 Criteria for Design of Video and Audio Surveillance System

The surveillance systems may operate at any time in a 24-hour period;

The surveillance equipment should be installed to only monitor those spaces that have been identified as requiring surveillance;

The ability to adjust cameras should be restricted, if possible, so that the cameras do not record and operators cannot adjust or manipulate cameras/audio systems to overlook spaces that are not intended to be covered by the video surveillance program, such as through windows in adjacent buildings or onto adjacent properties;

Equipment should never monitor the inside of areas where the public and employees have a higher expectation of privacy (e.g. bathrooms)

Where possible, surveillance systems should be restricted to periods when there is a demonstrably higher likelihood or crime being committed and detected in the area under surveillance;

Viewing and recording equipment must be located in a strictly controlled access area;

Only identified and trained staff shall have access to the controlled access area and the recording equipment;

Every reasonable attempt should be made to ensure video monitors are not in a position that enable the public and/or unauthorized staff to view the monitors.

7.0 Notice of Use of Surveillances Systems

In order to provide notice to individuals that video is in use:

- a) The Municipality shall post signs, visible to members of the public, at all entrances and/or prominently display on the perimeter of the grounds under video and audio surveillance (Appendix #2)

8.0 Personal Authorized to Operate Video Equipment

Only the Administrator/Designate shall be permitted to operate the surveillance system.

9.0 Video Equipment/Records of Recording Devices

Recorders will retain these records for a period of up to 30 days. A record of an incident will only be stored longer than 30 days where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes.

Monitors will be kept in a secure location where that are not visible to the public.

10. Record Identification

All records (storage devices) shall be clearly identified (labelled) as to the date and location of the origin. The DVR that stores information directly on a hard drive, the computer time shall be stamped and understood to be this identification.

11.0 Access to Video Records

Access

Access to the surveillance records shall be restricted to authorized personnel only in order to comply with their roles and responsibilities as outlined in the Surveillance Policy.

Any staff accessing records should sign a written agreement to adhere to this policy, including an undertaking of confidentiality.

12.0 Access Law Enforcement

If access to a surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Law Enforcement Officer Request (see Appendix #1) and forward this form to the Administrator.

13.0 Custody, Control, Retention and Disposal of Video Records/Recordings

The Municipality retains custody and control of all original surveillance records not provided to law enforcement. Surveillance records are subject to all the access and privacy requirements of the LAFOIP, which includes but is not limited to the prohibition of all Staff from access or use of information from the surveillance system, its components, files, or database for personal reasons.

14.0 Unauthorized Access/or Disclosure (Privacy Breach)

Staff who become aware of any unauthorized disclosures of a surveillance record in contravention of this Policy and/or potential privacy breach are to immediately notify the Administrator. Intentional wrongful disclosure caused by negligence by employees may result in disciplinary action up to and including dismissal.

15.0 Inquiries from the Public Related to the Surveillance Policy

A staff member receiving an inquiry from the public regarding the Surveillance Policy shall direct the inquiry to the Administrator.

16.0 Review of Surveillance Policy

The policy shall be reviewed every two (2) years by the Administrator who will forward recommendations for update, if any, to Council for approval.

**SECURITY SURVEILLANCE POLICY
RURAL MUNICIPALITY OF LEASK NO. 464**

APPENDIX #1 – LAW ENFORCEMENT OFFICER REQUEST FORM

Release of record to law enforcement agency under Section 9 of *Local Authority of Freedom and Protection of Information and Protection of Privacy Act (LAFOIP)*

I, _____, of the _____
(print name of officer) (print name of police force)

Request a copy of the following record(s):

1. _____
2. _____
3. _____

Containing the personal information of _____
(print name(s) of individuals)

To aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

Signature of Officer Badge/Identification No. Date

Signature of Administrator Date

Return all completed ORIGINAL forms to the:
Administrator at the Rural Municipality of Naicam No 464
PO Box 190, Leask, Saskatchewan, S0K 1M0

SECURITY SURVEILLANCE POLICY
RURAL MUNICIPALITY OF LEASK NO. 464
APPENDIX #2 – NOTICE OF COLLECTION

ATTENTION

This area is monitored by video and audio Surveillance Cameras

The personal information obtained from the Video and Audio Surveillance Camera at this site is collected in compliance *The Local Authority Freedom of Information and Protection of Privacy* (LAFOIP) and the information you provide may be used for the purpose of promoting public safety and reduction of crime at the site.

Any questions about this collection can be directed to the Administrator, Rural Municipality of Leask No. 464, PO Box 190, Leask, Saskatchewan, S0J 1M0.