

VILLAGE OF MYRNAM



Policy Number: 2025-01
Date of Issue: May 15, 2025
Policy Subject: Public Surveillance Policy

POLICY STATEMENT:

The purpose of this policy is to establish guidelines for the use of video surveillance cameras by the Village of Myrnam to promote public safety, support bylaw enforcement, and protect municipal property.

This policy ensures compliance with the *Freedom of Information and Protection of Privacy Act* (FOIP Act).

SCOPE:

This policy applies to all video surveillance systems operated by the Village in publicly accessible areas such as parks, buildings, roads, and other municipally owned spaces.

RESPONSIBILITIES:

The Chief Administrative Officer (CAO) oversees implementation and compliance.

The CAO is responsible for:

- Conducting or updating the Privacy Impact Assessment (PIA) for each surveillance area.
- Ensuring proper signage is installed and maintained.
- Managing data security and access.

USE OF SURVEILLANCE:

Cameras will be used solely for:

- Monitoring public safety,
- Enforcing municipal bylaws, and
- Deterring or investigating damage or theft of municipal property.

Cameras will not be installed where individuals have a reasonable expectation of privacy.

Audio recording is prohibited, unless specifically authorized by law.

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PUBLIC NOTIFICATION:

Clear signage will be posted in all areas under video surveillance.

Notices will inform individuals that video monitoring is occurring and provide contact details for inquiries.

ACCESS, STORAGE, AND RETENTION:

Surveillance footage is securely stored and only accessible to authorized personnel.

Footage will be retained for no longer than 90 days unless it is required for an investigation or legal proceeding.

Individuals may request access to their personal information under FOIP.

REVIEW DATE:

This policy and all associated systems shall be reviewed every three years, or sooner if required due to legislative changes or operational updates.

MAYOR

CHIEF ADMINISTRATIVE OFFICER