

# Staff Report to Council

Administrative Services

FILE: 01-0340-01/25

**REPORT DATE:** April 07, 2025

**MEETING DATE:**

April 15, 2025

**TO:** Mayor and Council

**FROM:** Kate Barchard, Privacy Head

**SUBJECT:** Revisions to Video Surveillance Policy C042

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Approve revisions to the Video Surveillance Policy [C042] as presented at the April 15, 2025 Council meeting; OR
  - B. Other.
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**PURPOSE**

The purpose of this report is to present an updated version of the Video Surveillance Policy [C042] for Council's approval.

☐ Information Report      ☒ Decision Report      ☐ Direction Report

**DISCUSSION**

**Background:**

In 2012, Council adopted a Video Surveillance Policy [C042] approving the use of video surveillance in circumstances where safety or property security concerns warranted such surveillance. The policy followed best practices established by the Office of the Information & Privacy Commissioner to mitigate risks associated with privacy protection.<sup>1</sup>

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<sup>1</sup> 'Public Sector Surveillance Guidelines', Office of the Information & Privacy Commissioner for BC, January 2001

This policy is now being reviewed as part of the City's good governance practices. Although the key policy statements remain unchanged, Staff are recommending a full replacement of the policy to bring it up to current standards, including merging it into the City's new policy template.

**Relevant Policy, Bylaw or Legislation:**

*Freedom of Information & Protection of Privacy Act* – governs the collection, use, and disclosure of personal information by public bodies.

Video Surveillance Policy C042 – the current policy can be reviewed online at <https://www.pittmeadows.ca/media/2650>

**Analysis:**

The draft revision of the Video Surveillance Policy [C042] includes the same key policy statements as the original version:

- Video surveillance is allowed in special circumstances where there is evidence of crime, public safety concerns, or other compelling circumstances that warrant surveillance;
- A privacy impact assessment must be completed before a new surveillance system is implemented to ensure privacy risks are mitigated;
- Public notice will be given in any areas where video surveillance is used;
- Video surveillance systems will be situated and calibrated so that they collect the minimum amount of personal information required to achieve their purposes;
- Video footage will only be accessed when there is documented evidence of a crime, imminent risk to public safety, or other compelling circumstance that warrants access;
- Access to, and disclosure of, collected data will be done in compliance with FIPPA.

The main change to the policy is the removal of procedural elements that are unnecessary at the Council policy level, including technical aspects of the video surveillance systems and the approval form used to request access to video footage. The policy delegates responsibility to the Privacy Head to establish the procedures required to ensure compliance with the policy, the City's Privacy Program, and provincial legislation.

**Conclusion**

This policy offers a balanced approach to video surveillance, providing the City with an effective tool for protecting people and facilities from potential crime, while recognizing the importance of privacy protection and mitigating privacy risks as best possible.

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**COUNCIL STRATEGIC PLAN ALIGNMENT**

- ☒ Principled Governance    ☐ Balanced Economic Prosperity    ☐ Infrastructure  
☐ Community Spirit & Wellbeing    ☐ Corporate Pride    ☒ Public Safety
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**WORKPLAN IMPLICATIONS**

- ☒ Already accounted for in department workplan / no adjustments required  
☐ Emergent issue / will require deferral of other priority(ies)
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**FINANCIAL IMPLICATIONS**

- ☒ None    ☐ Budget Previously Approved    ☐ Referral to Business Planning

There are no financial implications associated with this report.

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**PUBLIC PARTICIPATION**

- ☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower
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**KATZIE FIRST NATION CONSIDERATIONS**

Referral    ☐ Yes    ☒ No    ☐ Other

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**SIGN-OFFS****Written by:**

Kate Barchard,  
Corporate Officer

**Reviewed by:**

Mark Roberts,  
Chief Administrative Officer

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**ATTACHMENT(S):**

A. DRAFT Video Surveillance Policy C042