



## Staff Report

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**Report To:** Council Meeting

**From:** Magda Badura, CAO/Treasurer

**Date:** 2023-05-25

**Subject:** Video Surveillance Policy and Procedure Report – 2023-26 –  
Administration Finance

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Video Surveillance Policy and Procedure; and

That, West Elgin Council approves the Video Surveillance Policy and Procedure attached to this report.

### **Purpose:**

Security camera systems have become increasingly prevalent in both public and private spaces, serving as a valuable tool in deterring and investigating criminal activities.

One of the primary benefits of security camera policy is their role in deterring criminal activities and anti-social behavior. The presence of visible cameras acts as a deterrent to potential offenders, reducing the likelihood of crimes such as theft, vandalism, and assault. An established policy ensures the strategic placement of cameras in high-risk areas, maximizing their effectiveness as a preventive measure.

When incidents do occur, security camera footage plays a critical role in investigations. A robust security camera policy ensures that cameras are positioned to capture relevant areas, providing valuable evidence for law enforcement agencies. This accelerates the investigative process, facilitates the identification and apprehension of suspects, and enhances the chances of successful prosecution.

The presence of security cameras in public spaces instills a sense of security among community members. Knowing that their surroundings are monitored contributes to an increased feeling of safety, encouraging public participation in community activities. This fosters a positive environment, improves quality of life, and attracts businesses and investments.

Video Surveillance Policy and Procedures will ensure the surveillance of key locations, such as municipal buildings, utilities, and parks, reducing the risk of theft, damage, or unauthorized access.

Balancing the need for security with respect for individuals' privacy rights is essential. The proposed policy defines camera usage limitations, access restrictions, data storage duration, and protocols for handling and securing recorded footage. Transparency measures, such as signage indicating camera locations, also promote public awareness and accountability.

A comprehensive Video Surveillance Policy and Procedure is of paramount importance for our municipality seeking to enhance public safety, deter criminal activities, and protect critical assets. Such policy will ensure the responsible deployment and management of security camera systems, striking a balance between safety and privacy considerations.

**Financial Implications:**

None

**Policies/Legislation:**

Policy AD-4.1

Respectfully submitted by,

Magda Badura  
CAO/Treasurer

**Report Approval Details**

Document Title:	Security Cameras Policy - 2023-26-Administration Finance.docx
Attachments:	- AD-4.1 Video Surveillance Policy.docx
Final Approval Date:	May 22, 2023

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

Heather Bouw