



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: C60
SECTION: COUNCIL POLICY	POLICY TITLE: SECURITY CAMERAS

1. APPLICATION

- 1.1. This policy applies to all employees of the Municipality of the District of Argyle.
- 1.2. This policy applies to all municipal-owned or operated building, parking lots, and other staff only areas.
- 1.3. This policy applies only to systems installed or operated directly by the Municipality and does not apply to third-party or privately operated systems located on municipal property.

2. PURPOSE

- 2.1. The Municipality of Argyle is committed to the ongoing protection of the health and safety of its employees, customers and visitors as well as the protection of properties. In pursuit of this commitment, we have adopted this policy to ensure that appropriate surveillance of the Municipality of Argyle's properties is performed, which will assist us in the achievement of our goals for a secure and safe workplace.
- 2.2. Video surveillance will be used in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act (FOIPOP).

3. DEFINITIONS

- 3.1. **"AUTHORIZED PERSONNEL"** means personnel authorized by the Chief Administrative Officer to operate surveillance equipment and access live and recorded material.
- 3.2. **"CAMERA SURVEILLANCE"** means surveillance performed using a video camera designed to monitor and/or record activity.
- 3.3. **"PRIVACY IMPACT ASSESSMENT (PIA)"** is a formal review used to identify, evaluate, and reduce privacy risks before starting a project, system, or technology that collects, uses, or stores personal information.
- 3.4. **"PRIVATE SPACE"** Areas where individuals have a reasonable expectation of privacy, including washrooms, change rooms, locker rooms, first-aid rooms, lactation rooms, and any similar space.

4. SECURITY CAMERAS



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- 4.1. The Municipality will employ the use of security cameras, as they offer a reasonably effective deterrent for criminal activity and will assist us in the maintenance of a safe and secure workplace.
- 4.2. Before installing security cameras, the Municipality will carry out a Privacy Impact Assessment (PIA) which is Appendix "A" of this policy.
 - 4.2.1. A PIA will look at why cameras are needed, how they affect privacy, and how risks can be reduced.
 - 4.2.2. The CAO will review and approve the PIA
 - 4.2.3. The PIA must show that other, less intrusive options were considered.
- 4.3. The Municipality shall ensure that security cameras are located in areas that create minimal intrusion to personal privacy, while monitoring entrances/exits and other high-risk areas at all times.
- 4.4. The Municipality will not use security cameras to monitor or measure productivity.

5. SIGNAGE/NOTIFICATION

- 5.1. The Municipality will provide notice in the area under surveillance by posting visible signs, which is attached as Appendix "B" in this policy.
- 5.2. The sign/notice shall state:
 - 5.2.1. That the area is being monitored;
 - 5.2.2. Why the Municipality is using cameras; and
 - 5.2.3. Who to contact for more information.

6. WHO CAN ACCESS FOOTAGE?

- 6.1. To ensure the ongoing privacy of our staff and the public at large, the Municipality shall ensure that only authorized personnel shall be allowed to operate video surveillance equipment, and review recordings.
- 6.2. All activities regarding surveillance activities, access to recordings, and the storage or disposal of recordings shall be documented. Documentation should log the following:
 - 6.2.1. Who did it;
 - 6.2.2. When they did it;



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6.2.3. Why they did it; and

6.2.4. Which footage was involved.

6.3. Only authorized personnel shall have access to the surveillance activities documentation.

6.4. Access logs need to be kept for a minimum of two years.

6.5. When recordings are disposed of, they must be deleted or destroyed in such a manner as to ensure that they cannot be viewed or accessed by anyone.

7. RETENTION AND STORAGE

7.1. The Municipality shall retain all video security footage for a period of 30 days. Footage will be retained more than the 30-day period where the footage is required as part of an investigation, or for the purposes of evidence.

7.1.1. All retained footage for investigations must be placed in a separate, secure evidence file.

7.2. All recordings shall be labelled and documented appropriately.

7.3. All recordings shall be stored securely in an access-controlled area.

8. REQUEST TO VIEW OR DISCLOSE FOOTAGE

8.1. Except for requests by law enforcement agencies, individuals must submit a formal request to view recordings and will be subject to approval by the Chief Administrative Officer. Recordings implicating the Chief Administrative Officer shall require a formal request to the Warden.

8.2. Requests for access to recordings shall be bound by and subject to the *Freedom of Information and Protection of Privacy Act of Nova Scotia (FOIPOP)* and the *Municipal Government Act (MGA)*.

8.3. If any law enforcement agency requests access to the Municipality of Argyle surveillance recordings, the Municipality will act in accordance with the law and provide the materials as necessary.

8.4. Individuals requesting footage that includes other people may only receive a version redacted to protect third-party identities, unless disclosure is otherwise authorized by law

9. PROTECTION OF RECORDS

9.1. All recordings created by means of security surveillance cameras shall be the sole property of the Municipality of Argyle, and may not be taken, reproduced or destroyed for any reason



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without prior express written permission. Authorized personnel shall be the only parties eligible to delete recordings, and then only in accordance with this policy, and following the expiration of the 30 day holding period, notwithstanding the requirements for retention in the event of an investigation or for the purposes of evidence.

10. UNAUTHORIZED ACCESS AND/OR DISCLOSURE (PRIVACY BRACH)

- 10.1. Any of the Municipality's employees that witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this policy, and/or a potential privacy breach must report the incident to management immediately.
- 10.2. The Municipality will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this Policy may result in disciplinary action up to and including termination of employment.

11. REVIEW AND ACCOUNTABILITY

- 11.1. The CAO will lead a full review of this policy every three years, or sooner if there is a major change in technology, law, or operations.
- 11.2. An annual audit will check who accessed footage, how retention has been handled, and whether this policy was followed.

12. PRIVACY AND RESTRICTED AREAS

- 12.1. Cameras shall not be used in any space where individuals have a reasonable expectation of privacy, including washrooms, change rooms, locker rooms, first-aid rooms, lactation rooms, or similar spaces. No camera shall be capable of viewing private dwellings or private commercial property not owned by the Municipality, unless written permission has been granted by the private dwelling or private commercial property.



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider Current Version	December 11, 2025
Date of Passage of Current Policy	
I certify that this policy was adopted by Council as indicated above.	
_____ Warden	_____ Date
_____ Chief Administrative Officer	_____ Date

Version Log		
Version #	Amendment	Date
1	Original Policy	



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APPENDIX "A" PRIVACY IMPACT ASSESSMENT CHECKLIST AND SUMMARY

SITE NAME:	
CIVIC ADDRESS:	
CAMERA LOCATION(S):	
PREPARED BY:	
DATE:	

1. PURPOSE & DESCRIPTION

1.1. Purpose of the cameras (check all that apply):

- ☐ Protect municipal property
- ☐ Deter vandalism and theft
- ☐ Enhance staff and public safety
- ☐ Support investigation of specific incidents
- ☐ Other: _____

1.2. Brief description of system (one or two lines)

(e.g., "3 fixed outdoor cameras recording video only to NVR in locked IT room; motion-activated recording, no audio.")

2. LEGAL AUTHORITY

2.1. Legal authority relied on:

- ☐ Municipal Government Act
- ☐ FOIPOP – collection for lawfully authorized purpose
- ☐ Municipal responsibility for property protection / public safety
- ☐ Security Camera Policy (section(s)): _____

If other/additional: _____



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3. PERSONAL INFORMATION AND NOTICE

3.1. What personal information may be captured?

- ☐ Images of individuals
- ☐ Movements/presence in a location
- ☐ Vehicle information (e.g., licence plates)
- ☐ Other: _____

3.2. Sensitive context (check any that apply):

- ☐ Minors likely present
- ☐ High-traffic public area
- ☐ Staff workspaces
- ☐ Near private property
- ☐ Other: _____

3.3. Notice / signage

- ☐ Signs installed at all entrances to monitored area
- ☐ Signs state purpose, Municipal contact, and reference to policy
- ☐ Public can find more information on municipal website / policy

4. STORAGE, ACCESS & RETENTION

4.1. Storage location:

- ☐ Local NVR/server
- ☐ Cloud service
- ☐ Other: _____

Storage details (one line, including who controls it):

4.2. Who can access recordings? (Roles, not names)



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4.3. Security Safeguards (check all that apply):

- ☐ Password-protected system
- ☐ Access restricted to specific staff
- ☐ Locked room / cabinet for equipment
- ☐ User access logging / audit trail
- ☐ No copying to USB/personal devices unless authorized
- ☐ Regular review/audit of access

4.4. Retention and Disposal:

Standard retention: ____ days (e.g., 30)

Extended retention only for active investigations: ☐ Yes ☐ No

Disposal method when retention period ends:

- ☐ Secure digital deletion / overwriting
- ☐ Other: _____

5. RISK CHECK AND MITIGATIONS

5.1. Key privacy risks at this site (two or three bullets):

(Examples: camera angle includes private property; high volume of public traffic; staff concern about monitoring)

- _____
- _____
- _____

5.2. Mitigation in place:

- ☐ Camera angle adjusted to avoid private property where possible
- ☐ Retention limited to minimum period needed
- ☐ Staff trained on proper use and access rules
- ☐ Annual review of this checklist and camera placement
- ☐ Other: _____

6. HAVE LESS PRIVACY INTRUSIVE ALTERNATIVES BEEN CONSIDERED AND EVALUATED?

Please describe any options that were explored before deciding to install video surveillance. Examples may include:

- improved lighting
- security patrols



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- motion-activated lighting
- door or window locks
- physical barriers
- increased staff presence
- signage alone
- other non-camera security measures

Explain why these options were not sufficient to address the security or safety concerns:

7. CONSULTATION AND APPROVAL

7.1. Internal review completed by (check as applicable):

- ☐ CAO
- ☐ IT
- ☐ Legal / FOIPOP Coordinator
- ☐ Other: _____

7.2. External consultation (if any):

- ☐ RCMP
- ☐ OIPC guidance reviewed
- ☐ N/A

7.3. Final decision:

- ☐ Approved as proposed
- ☐ Approved with conditions/changes noted below
- ☐ Not approved

Conditions/comments:

CAO (or designate) _____ Date: _____

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APPENDIX "B"



This area may be monitored by Video Surveillance Cameras (CCTV)



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The personal information collected by the use of CCTV is collected under the authority of the *Municipal Government Act*. This information is used for the purposes of security, promoting public safety and the reduction of crime at this site.

Questions about the collection of personal information may be addressed to Chief Administrative Officer of the Municipality of Argyle, PO Box 10, Tusket, NS B0W 3M0

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