



Briefing Note

Title	Audio and Video Collection Systems Policy
Issue	There is an increase in acts of theft and vandalism to County assets, most recently at the County Maintenance Shop. Because of this, Corporate Support is recommending Sturgeon County implement video surveillance at certain sites.
Previous Council Direction	None.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • Over the last three (3) years Sturgeon County has seen an increase in theft and vandalism to County assets, i.e., fuel theft, vehicle vandalism and theft of equipment. • Sturgeon County has an estimated \$40 million dollars in capital assets (buildings, vehicles, machinery and equipment) contained in a few locations. • With the increase in criminal activity, Sturgeon County is seeing an increase in claims, insurance costs and net losses. • Cameras are an effective technique to protect public safety and detect or deter criminal activity. • Many theft/vandalism incidents have not met Sturgeon County's deductible rate and go unclaimed to insurance. • This policy is intended to assist Sturgeon County in being compliant with the FOIP act, as well as clearly identifying the consistent use, appropriate measures, and roles and responsibilities involved with these potential collections. • Audio and video collection systems will only be used where conventional means for achieving the same objectives are substantially less effective and the benefits of these systems substantially outweigh any reduction of privacy in the existence and use of the system. • Sturgeon County will be prepared to justify use of these collections systems based on the completion of the Privacy Impact Assessments, quantified reports of incidents of theft, violence or other breaches of security.

	<p><u>External Communication</u></p> <ul style="list-style-type: none"> • The public will be notified using clearly written signs prominently displayed at the perimeter of video collection areas, so the public is notified that personal information may be collected before entering premises. • The public will be notified through voice notification at the onset of their interaction by way of telecommunication systems that the conversation may be recorded. • The signs will clearly identify someone who can answer questions about the collection system and includes an address and telephone for contact purposes. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • <i>Freedom of Information and Protection of Privacy Act</i> • Records and Information Bylaw 1105/06 • Risk Management Policy • Maintenance and Access Agreement
--	--

<p>Implication</p>	<p><u>Strategic Alignment:</u></p> <p>Operational Excellence – Deterring criminal activity demonstrates a commitment by Sturgeon County to all stakeholders in a professional, efficient, and cost-effective manner. These collections will also promote quality assurance, customer service, employee safety and training opportunities.</p> <p>Maintain and Enhance Strong Communities – We are committed to a safe and secure community. Sourcing a solution demonstrates a commitment to the community by protecting Sturgeon County’s assets.</p> <p>Strong Local Governance and Regional Leadership – It is Sturgeon County’s focus to provide services to meet residents’ expectations, and ensure long-term financial sustainability of the County; therefore, Sturgeon County needs to protect the infrastructure to provide those services.</p> <p><u>Organizational:</u></p> <p>Having video collection systems to protect capital assets is a key component of delivering the desired service levels within an Operational Excellence framework. Our ability to effectively execute is directly related to the protection of the infrastructure required by Sturgeon County staff to provide services. Using video collection as a deterrence may result in minimizing repair and replacement costs.</p>
---------------------------	---

	<p>Audio collection will assist in providing improved, efficient customer services to our residents.</p> <p><u>Financial:</u></p> <p>There will be initial costs to implement collection systems in addition to minimal maintenance costs. However, the presence of the cameras will deter criminal activity and decrease future insurance claims and net loss.</p> <p>Established Capital maintenance budgets will be used to fund future installations throughout the organization.</p>
<p>Follow Up Action</p>	<ol style="list-style-type: none"> 1. Bring forward to Council for formal approval in February. 2. Fleet Building & Maintenance Services and Information Services will collaborate to purchase and install equipment upon the completion of a Privacy Impact Assessment.
<p>Attachment (s)</p>	<ol style="list-style-type: none"> 1. Audio and Video Collection Systems Policy
<p>Report Reviewed by:</p>	<p> Manager, Information Services, Corporate Support</p> <p> Rick Wojtkiw, GM Corporate Support</p>