



November 1, 2023

Security Cameras At Leagues: Tip Sheet

City of Edmonton requirements for Leagues that wish to install security cameras on their land, which the City leases to Leagues, were updated in April 2023. The new process allows Community Leagues to take additional steps to improve the security of their assets.

- Community Leagues are entitled to place surveillance cameras in compliance with the Tripartite Agreement, the Personal Information Protection Act (PIPA), and any other applicable laws or bylaws.
 - Cameras may be placed either on the interior or exterior of the Community League building(s).
 - The Community League is solely responsible for the collection of information and it is the League's responsibility to ensure compliance with PIPA.
 - Any complaints or concerns in relation to the cameras or collection of information will be directed to the League and are the League's responsibility to manage.
 - Questions regarding camera installation and/or compliance with PIPA should be directed to EFCL staff.
- Leagues are no longer required to submit a project proposal prior to installing cameras.
- Any previously issued "proceed with conditions" letters in relation to security camera installation are now considered void.
- The City will have no access to the cameras and is not responsible for any information collected by the cameras.

Leagues looking for additional resources for safety and security are encouraged to visit:

https://www.edmonton.ca/residential_neighbourhoods/community-safety-initiatives

This site contains a number of resources, developed by the City's Neighbourhood Empowerment Team, for creating safer communities.

The Alberta Government resource is helpful – keep in mind that Leagues follow PIPA not FOIP:

<https://open.alberta.ca/dataset/2dab1729-0e71-4501-9788-ce8e1eb483be/resource/5188d1f6-6234-426c-b889-86bc5192f3e5/download/surveillanceguide.pdf>

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General tips for Leagues

1. Consider developing and implementing a surveillance system policy.
2. Determine the appropriate setting for security cameras. It is not appropriate to install cameras in areas where users have a reasonable expectation of privacy inside the facility. Outside of League facilities, cameras must face into the licensed site.
3. Determine who will view security footage, and let users know. Many Leagues allow a live feed of certain security cameras to be viewed, either by League staff or board members. Granting access to too many people or the public, as in the case of live stream transmission, could potentially infringe on privacy rights or lead to misuse of information if other users are allowed to view a live feed. For this reason, it is best to leave this responsibility to select board members or staff who are specifically chosen to do this job as part of the League's surveillance system policy.
4. Create a policy for monitoring the live video feed. Monitoring the activity of your users on a live feed for 24 hours a day would probably be considered an inappropriate use of security footage. At certain times, such as late in the evening and into the early morning hours, it may be wise to provide certain staff or board members with access to live feeds of the entrances and exits of your building for security purposes. But, unless you have instances of theft, vandalism, break-ins, etc., you should not have anyone watching every security camera that is set up in your building or anywhere on the site during all hours of the day.
5. Notify users that video surveillance is taking place. Posted signs can further deter criminal activity. Even if a criminal does not see security cameras, they will most likely spot signs that the cameras are in use, and it may make them think twice about committing a crime. **It is not permitted to use fake cameras, nor to put up signs suggesting that recording is taking place if it is not.**
6. If there has been no criminal activity or incidents recorded, 21 days is the suggested storage period for recorded footage. Many systems automatically delete recordings after one week. This can be set up based on the League's surveillance system policy.