



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ×	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of the West Hants Regional Municipal Council

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: March 11, 2025 Committee of the Whole

Subject: Video Surveillance Policy Amendments

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18:
Section 23 authorizes Council to make policies for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend that...

COUNCIL APPROVES THE VIDEO SURVEILLANCE POLICY RCOFN-013.00 AS AMENDED IN A MANNER SUBSTANTIVELY THE SAME AS THE DRAFT SET OUT IN ATTACHMENT A OF THE REPORT TO COMMITTEE OF THE WHOLE DATED MARCH 11TH 2025.

BACKGROUND

Property ☒	Public Opinion ☒	Environment ☒	Social ☒	Economic ☒	Councillor Activity ☐
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Over the course of the last few years, much discussion has occurred regarding the need to respond to increased criminal activities in the communities within West Hants. During these discussions staff were directed to explore expanding the current surveillance network within the region, focusing on entry and exit points and in consultation with the RCMP. It was at this time that staff became aware the Municipality did not have a Video Surveillance Policy in place.

In reviewing what was required to create a Video Surveillance Policy, it was determined under the Freedom of Information and Protection of Privacy (FOIPOP), Institutions governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) have statutory obligations imposed under Part II of the Act that governs the collection, use and disclosure of personal information. Therefore, where municipal institutions adopt the use of video surveillance cameras, the institutions have a duty to balance the security benefits derived from the use of video surveillance with the privacy rights of an individual to be free of unlawful collection, use and disclosure of their personal information, which can be challenging.

Public bodies and municipalities in Nova Scotia have a responsibility to ensure the safety of individuals and the security of the equipment and property within the scope of the services they provide.

While video surveillance may help to increase the safety of individuals and the security of assets, it also introduces risks to the privacy of individuals whose personal information may be collected, used and disclosed as a result of the technology. The risk to privacy is particularly acute because video surveillance may, and often does, capture the personal information of law-abiding individuals going about their everyday activities. In view of the broad scope of personal information collected, special care must be taken when considering whether and how to use this technology.

The Guidelines for the Use of Video Surveillance in Nova Scotia, set out by the FOIPOP Office, require a video surveillance policy be in place. The policy will ensure that bodies communicate the exact purposes and all of the rules regarding the collection, use, disclosure of personal information via video surveillance and the security of your video surveillance system.

A video surveillance policy should include the following sections:

1. Purpose
2. Collection
3. Notification
4. Use
5. Disclosure
6. Security
7. Retention
8. Access to Information Requests
9. Contact Information

During the November 14th, 2023 Committee of the Whole meeting a draft Video Surveillance Policy was presented for consideration, and ratified by Council on November 28th, 2023.

DISCUSSION

The use of video surveillance appears to be commonplace among Canadian municipalities and public institutions (ranging from education to police). The primary purpose of a video surveillance is to enhance safety and security and is used to aid in forensic investigations.

Video surveillance systems are presently installed in municipal assets and property, such as public buildings, recreation centres, workplaces, and entrance and exits points within the former Town of Windsor and Hantsport.

The presence of video surveillance in a public place would theoretically dissuade a potential offence from occurring due to perceived heightened risk of apprehension. More specifically, research indicates that video surveillance is unlikely to deter violent crime, particularly impulse or alcohol related crime. However, premeditated crimes, such as property crimes, show more promising results, with positive impacts on vehicle theft in parking lots.

Municipalities most often deploy video surveillance to improve public safety (by aiding in the control and management of municipal assets, improving emergency responses, preventing, deterring and/or investigating crime).

Surveillance footage can help police determine what happened and who was involved and be a useful tool in investigations.

Throughout ongoing discussions with municipal staff and RCMP, challenges/barriers were identified within the existing policy.

Following these discussions staff met with WHRM IT and reviewed the existing policy to eliminate any barriers that were being experienced by the RCMP, provide additional clarity in areas, add a designated alternative to the Chief Administrative Officer when they are not available, and provide an increased level of compliance within the policy.

NEXT STEPS

To be determined based on the direction provided by Council.

FINANCIAL IMPLICATIONS

At this time there are no financial implication associated with this report as staff are seeking direction. Should Council support the proposed amendments there would be financial costs associated with public signage.

ALTERNATIVES

The next step is at the discretion of Council.

Council can choose to approve the proposed policy changes, request amendments to the provisions contained in the proposed policy or deny the proposal and keep the current policy in place, recognizing the current policy does create some barriers for law enforcement agencies to access video surveillance information or provide staff with alternate direction.

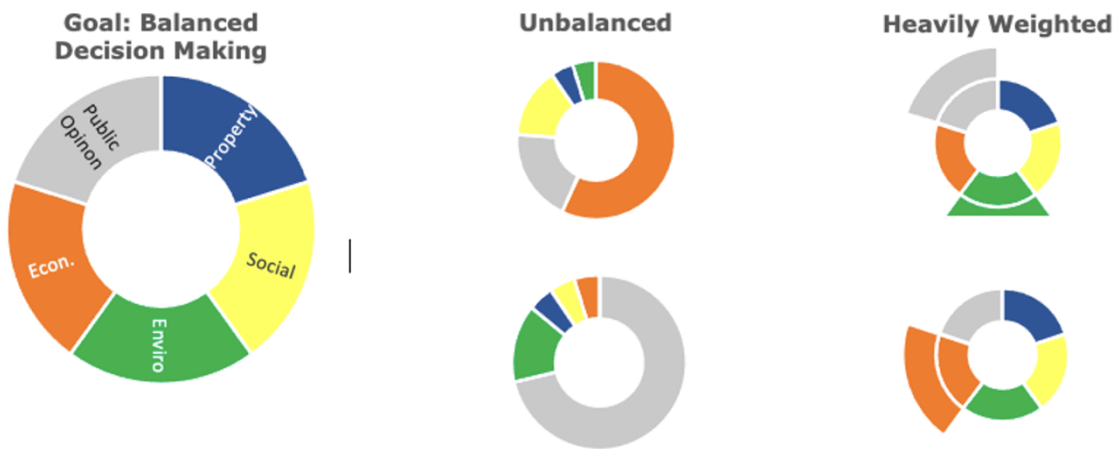
ATTACHMENTS

- Video Surveillance Policy RCOFN-013.00 (with Proposed Amendments)

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Approved by: _____

Mark Phillips, Chief Administrative Officer



**WEST HANTS REGIONAL MUNICIPALITY
VIDEO SURVEILLANCE POLICY**

RCOFN-014.00

The West Hants Regional Municipality recognizes the **delicate** balance between an individual's privacy and the need to protect the safety and security of the public. In respecting this balance, the Municipality is committed to integrating security best practices with the responsible use of technology. The information that is obtained through the use of video surveillance will be used for security and law enforcement purposes **only**. The Municipality ensures that the information captured on video surveillance is maintained as private, confidential, and secure, except in situations outlined by this policy.

1. PURPOSE

The purpose of this policy is to regulate the use of security cameras within the Municipality to address ongoing problems/challenges with undesirable and/or unlawful activities to enhance protection and increase security of the residents and visitors, employees or benefit these parties through the deterrence and detection of criminal activity including but not limited to theft, vandalism, property damage, illegal drug possession, trafficking and/or bomb threats. This policy applies to all streets and properties within the Municipality in the use of security camera monitoring and recording. ~~The Municipality will develop a Video Surveillance System Policy that complies with the Freedom of Information and Protection of Privacy Act.~~

In this policy, video surveillance includes any associated audio recordings captured as part of the video recording process. Where warranted, the Municipality may use video surveillance systems in and around its facilities, properties, employees, and vehicles. For clarity, "video surveillance records" do not include traffic monitoring systems, webcams, or other media which may stream or broadcast video but have no recording function in operation.

The Municipality will develop a Video Surveillance System Policy that complies with the Freedom of Information and Protection of Privacy Act.

2. DEFINITIONS

Term	Definition
Access & Privacy Officer	The responsible officer under Part XX of the Municipal Government Act, S.N.S. 1998, c. 18, or his or her delegate.
Archive	The process of moving data that is no longer actively used to a separate storage device for long-term retention.
Authorized Personnel	Personnel authorized by the Chief Administrative Officer to operate surveillance equipment and access live or recorded material.
CCTV	means Closed Circuit TV, referring to the self-contained Video Surveillance System described in this Policy.



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Chief Administrative Officer	The Chief Administrative Officer of the West Hants Regional Municipality
Designated Alternate	Person(s) designated by the Chief Administrative Officer
Consistent purpose	Means personal information collected by the Municipality used for the purpose for which it was collected or similar consistent purposes when carrying out Municipal business. The individual to whom the information relates might reasonably expect the use/disclosure of their personal information for those consistent purposes.
Control of Record	Means the keeping, care, watch, preservation or security of a record for a legitimate business purpose. While physical possession of a record may not always constitute custody, it is the best evidence of custody.
Destruction	Is the physical or electronic disposal of records or data by means of disposing, recycling, deletion or overwriting. This also includes the destruction of records or data residing on computers and electronic devices supplied or paid for by the Municipality.
Digital Video Recording Equipment	Means any type of video recording and reception equipment used as part of the video surveillance system.
Freedom of Information process	Means a formal process for access to records made under the Freedom of Information and Protection of Privacy Act (FOIPOP).
Information and Privacy Commissioner	Means the Office of the Information and Privacy Commissioner of Nova Scotia (OIPC). The OIPC hears appeals of decisions made by the public body, issues binding orders, conducts privacy investigations and has certain powers relating to the protection of personal privacy as set out in the Freedom of Information and Protection of Privacy Act (FOIPOP).



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Personal Information	Means recorded information about an identifiable individual including the individual's name, address or telephone number, the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations, the individual's age, sex, sexual orientation, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, blood type or inheritable characteristics, information about the individual's health-care history, including a physical or mental disability, information about the individual's educational, financial, criminal or employment history, anyone else's opinions about the individual, and the individual's personal views or opinions, except if they are about someone else.
Privacy Impact Assessment (PIA)	The process applied to any public body for the purpose of determining the level of protection and security afforded to personal information that is collected, used or disclosed in a new modified information system. The security of information refers to the technical, physical and procedural measures taken to protect personal information from the time it is collected until a public body disposes of it.
Personal Breach	Means an incident involving unauthorized disclosure of personal information, including it being stolen, lost or accessed by unauthorized persons.
Record	Means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and included documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films; includes transitional records.
Retention Period	Is the period of time during which a specific record series must be kept before records in that records series may be disposed of.
Service Provider	Means a video service provider, consultant or other contractor engaged by the Municipality in respect to video surveillance system.
Video Surveillance System	Means a video, physical or other mechanical, electronic, digital or wireless surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in public spaces or within the Municipally operated facilities. Means a mechanical or electronic system or device that enables continuous or periodic recording, and which may have the capacity



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	of recording audio in addition to video images, observing or monitoring of Personal Information about individuals in open spaces, public buildings, or public transportation, and includes all recorded video collected by same.
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3. Policy Statement:

- 3.1** Subject to this Policy, the Chief Administrative Officer or “**designated alternate**” has the sole authority to oversee and coordinate the use of any Video Surveillance System on Municipal Property.
- 3.2** The Municipality recognizes the need to balance an individual’s right to protection of privacy against the Municipality’s duty to promote a safe environment for all citizens, and to protect municipal property.
- 3.3** The Municipality shall only use a Video Surveillance System for the following purposes:
- ~~to record unlawful acts and breaches of Municipality security;~~ detecting, deterring, and investigating unlawful activities, which may include possible contraventions of any federal or provincial law or municipal by-laws;
 - to ensure public health and safety;
 - **to safely monitor System Facility Operations**
 - to prevent or deter unlawful acts and breaches of Municipality security; and
 - **to investigate and resolve personal injury, damage to assets, and other legal claims;**
 - to aid law enforcement investigations.
- 3.4** Any Video Surveillance System implemented under this Policy will be designed and operated in a manner that minimizes privacy intrusion and ~~that~~ is reasonably necessary to achieve the lawful goals of the Municipality.
- 3.5** Personal Information obtained by the Municipality through its Video Surveillance System will be used for security, health and safety and law enforcement purposes only.
- 3.6** All Personal Information obtained through the Video Surveillance System is confidential and will only be viewed or released as per **Sections 6.4, 6.5 & 6.6 of this Policy.**

- 3.7 Authorized Personnel involved in the use of the Video Surveillance System will be appropriately trained ~~and supervised~~ in the responsible use of the Video Surveillance System and Freedom of Information and Protection of Privacy legislation.
- 3.8 Ownership of the video surveillance records shall remain with the Municipality; except in instances where video surveillance records are transferred into the custody of a law enforcement agency.
- 3.9 All existing uses of a Video Surveillance System will be brought into compliance with this Policy ~~within twelve months of the approval of this Policy.~~

4. Responsibilities

4.1 **Municipal Council is responsible for:**

- Approval of this Policy and any subsequent amendments.

4.2. **Chief Administrative Officer ~~or alternate designate~~ is responsible for:**

- Overseeing, coordinating the use of any Video Surveillance System on Municipality Property ~~and compliance with the policy.~~
- Overseeing consistent adherence to this Policy.
- The approval of the installation of Surveillance Equipment, including video cameras, on all Municipality owned and leased properties.
- Monitoring the effectiveness of the Policy and recommending changes to the Policy where ~~considered~~ appropriate.

4.3. **Authorized Personnel/~~Employees~~ are responsible for:**

- Establishing and maintaining an internal reporting network relating to control mechanisms and advising the Chief Administrative Officer ~~or alternate designate;~~
- Budgeting for the cost of the Video Surveillance System requirements;
- Ensuring Privacy Impact Assessments are conducted on new surveillance initiatives and on significant upgrades to existing surveillance systems;
- Informing the Chief Administrative Officer ~~or alternate designate~~ of:
 - Proposed changes to authorized video surveillance which may affect the security of the Municipality;
 - Proposed changes in internal reporting network relating to proposed installation of new Surveillance Equipment that may be affected by this Policy.

- Any new legislation pertaining to the use of video surveillance that must be incorporated into this Policy.
- Reviewing all proposed changes to existing any Video Surveillance System and newly proposed systems to ensure that they meet all the requirements of this Policy.

5. Employees are responsible for:

- Reviewing and complying with this Policy in performing their duties and functions related to the operation of a Video Surveillance System;
- Attending training relating to this Policy, **when/where** available.

6. Procedures:

6.1. Privacy Risk Assessment:

The following steps/factors must be considered before a Video Surveillance System is implemented:

6.1.1 A Privacy Risk Assessment shall be conducted on the effects that a proposed Video Surveillance System may have on personal privacy and the ways in which any adverse or disproportionate effects can be mitigated;

6.1.2 The use of the Video Surveillance System must be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns;

~~**6.1.3.** A Video Surveillance System should only be considered after other measures of deterrence or detection have been considered and rejected as not workable;~~

6.1.4. All attempts will be made to the proposed design and operation of the Video Surveillance System to minimize privacy intrusion within public spaces and facilities.

6.2. Design and Installation and Acceptable Use of Surveillance Equipment:

6.2.1. Video surveillance currently recorded by the Municipality is stored directly to hard drives. Other methods of recording/storage are acceptable provided requirements of this Policy are met.

6.2.2. Given the open and public nature of the Municipality's facilities and the need to provide for the safety and security of the general public and employees who may be present at all hours of the day, a Video Surveillance System may operate any time in a 24-hour period.

6.2.3. Reception Equipment such as video cameras may be installed in identified public areas where surveillance is a necessary and viable detection or deterrence ~~of an~~ activity.

6.2.4. Reception Equipment shall not be positioned, internally or externally, to monitor areas outside a building, or to monitor other buildings, unless necessary to protect external assets or to ensure personal safety. Cameras should not be directed to look through the windows of adjacent buildings.

6.2.5. Reception Equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy e.g. showers, restrooms, change-rooms. Consideration should be given to the use of surveillance being restricted to periods when there is a demonstrably higher likelihood of crime being committed and detected in the area under surveillance, such as when a building is ordinarily not occupied.

6.2.6. Reception Equipment should be in a controlled access area. Only Authorized Personnel shall have access to the Reception Equipment. Video monitors shall not be located in a position that enables public viewing.

6.3. Public Awareness of Cameras

6.3.1. The public/individuals must be notified, using clearly written signs prominently displayed at the entrance to and the perimeters of surveillance areas, so the public ~~has ample warning are aware~~ that surveillance is or may be in operation before entering any area ~~under surveillance~~.

6.3.2. ~~A QR code will be place on~~ notification signs ~~must to direct individuals to an online resource~~ explaining the legal authority for the collection of Personal Information; the principal purpose(s) for which the Personal Information is intended to be used; and the title, business address, and telephone number of the individual who can answer questions about the collection. ~~(Notices should conform with the example in Schedule 2)~~

6.3.3. In addition, the notice may also be provided via the Municipality's Website but will not be a substitute for signage in the areas captured by cameras.

6.4. Request to View Live or Recorded Information

6.4.1. Only Authorized Personnel are permitted to operate Surveillance Equipment and access live or recorded material. However, in exceptional circumstances, the Chief

Administrative Officer may designate other individuals to operate surveillance equipment and access live or recorded material on behalf of the Municipality.

6.4.2. Notwithstanding section 6.4.1, all requests ~~outside of the by~~ Municipality or law enforcement agencies to view live or recorded information must be made ~~to view recorded information must be made as~~ through a formal FOIPOP application to the Clerk and are subject to the approval of the Chief Administrative Officer ~~or alternate designate~~. Where the permission is granted to view live or recorded information, that information must be viewed in the presence of Authorized Personnel.

~~6.4.3. All other requests to view recorded information must be made as a FOIPOP application to the Clerk or a production order under the Criminal Code.~~

6.4.4. The Municipality may, on its own initiative, in connection with reporting a suspected breach of any law, statute or ordinance disclose recordings to an applicable law enforcement agency, with the approval of the Chief Administrative Officer ~~or alternate designate~~.

6.4.5. Access may be provided to live or recorded content from the Video Surveillance System in the event of an imminent or significant risk of harm to any individual, provided that such access would reasonably be expected to reduce, mitigate or investigate the risk of harm.

6.5 Personal Access to Information Request Process:

6.5.1. The Municipality recognizes that an individual whose Personal Information has been collected by a Video Surveillance System has a right to access his or her Personal Information under FOIPOP.

6.5.2. All inquiries related to or requests for video surveillance records shall be directed to the Clerk. A person requesting access shall follow the procedure for obtaining access as per Section 6 of FOIPOP or Section 466 of the MGA. Processing of the request will be in accordance with the provisions of FOIPOP and the MGA and take into consideration the protection of the privacy of third parties.

6.5.3. If ~~the~~ access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must contact ~~the Chief Administrative Officer or designate for approval and complete the Municipality's Request Form for record keeping purposes and forward it to the Clerk.~~

6.6 Custody, Control, of Video Records/Recordings

6.6.1. The Municipality retains custody and control of all original video surveillance Records. Video Records are subject to the access and privacy requirements of FOIPOP and the MGA, which includes but is not limited to the prohibition of all Municipal Staff from access or use of information from the Video Surveillance System, its components, files, or data base for personal reasons.

6.6.2. The Municipality strives to maintain video recordings for a minimum period of up to 30 days; however as new technologies become available, greater retention periods may be achievable.

6.6.3 The Municipality's Video Surveillance System(s) continually record for a period of up to thirty (30) days depending on the recording device and technology, before recording over data. Video records shall not be retained on an external storage device unless in accordance with Section 6.7.3.

~~**6.6.3.** A Record of an incident will only be retained on an external storage device where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. Such Records shall be copied from the hard drive onto an external storage device and will be that cannot be over-written and stored securely in a locked receptacle located in a controlled access area.~~

~~**6.6.4.** All storage devices that are not in use shall be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used shall be numbered and dated.~~

6.6.5. Access to storage devices shall only be by Authorized Personnel.

~~**6.6.6.** A logbook will be kept with regard to the use of each external storage device. The Authorized Personnel will take control of the external storage device in question and secure it in a sealed envelope with the time and date of the seizure and initials of the Authorized Personnel on the seal of the envelope.~~

~~**6.6.7** A log shall be kept by Authorized Personnel with regards to the use of Surveillance Equipment. must be maintained for all requests for access to video surveillance records and retained for the period set out in the Municipal Records Management Policy. The log must include:~~

- ~~i. the date and time range of the recorded video requested;~~
- ~~ii. the date of the request;~~
- ~~iii. the name of the requester;~~
- ~~iv. the file / case number, where applicable; and~~
- ~~v. the name of the agency (if applicable)~~

The logbook shall reflect all instances where:

6.6.7.1. Authorized Personnel or person(s) designated under Section 4.3 ~~6.6.1~~ views a recording;

6.6.7.2. A request is made to view a video Record/recording;

6.6.7.3. The Chief Administrative Officer or alternate designate denies a request to view a video Record/recording and the reasons for the denial;

6.6.7.4. The Chief Administrative Officer or alternate designate permits an individual to view a recording (this will include the reasons the request was granted, who viewed the recording, when, and identify the Authorized Personnel who was present during the viewing);

~~**6.6.7.5.** A request for Release of Record to Law Enforcement Agency (Schedule 1); and~~

~~**6.6.7.6.** The Chief Administrative Officer releases a Record to a Law Enforcement Agency.~~

6.6.8. Personal Information stored on an external storage device used for law enforcement, safety, or security investigation or for evidentiary purposes shall be transferred to an external hard drive and provided to the law enforcement agency, who assumes responsibility for the record(s) and the destruction of the record after its intended purpose has been fulfilled.

~~**6.6.9.** Video Records requested by the RCMP for investigation purposes must be accompanied by a warrant or production order and shall be copied on an external storage device and kept secure by the Authorized Personnel until it is retrieved by the RCMP. Following the investigation and any corresponding legal action the RCMP shall be required to destroy the video record.~~

6.7 Unauthorized/Inadvertent Disclosure

6.7.1. A person who becomes aware of any unauthorized or inadvertent disclosure of a video Record in contravention of this Policy should immediately notify the Chief Administrative Officer **or alternate designate**.

6.7.2. After this disclosure is reported the Chief Administrative Officer **or alternate designate** shall confirm the existence of the disclosure.

6.7.3. Upon confirmation of the existence of the disclosure, the Chief Administrative Officer **or alternate designate** will make reasonable efforts to mitigate the extent of the disclosure, take all reasonable actions to recover the video record, review the adequacy

of privacy protection with the existing Policy, and, where required, notify the affected parties whose personal information was inappropriately disclosed.

6.7.4. Intentional unauthorized disclosure, or disclosure caused by negligence, by employees of the Municipality may result in disciplinary action up to and including dismissal. Intentional unauthorized disclosure, or disclosure caused by negligence, by service providers to the Municipality, may result in termination of their contract.

6.8 Retention and Disposal of Video surveillance record:

~~**6.8.1.** The Municipality's Video Surveillance System(s) continually record for a period of up to thirty (30) days depending on the recording device and technology, before recording over data. Video records shall not be retained on an external storage device unless in accordance with Section 6.7.3. Moved to a different section~~

~~**6.8.2.** A Record retained on an external storage device in accordance with Section 6.7.3 shall be retained for a period of one (1) year.~~

6.8.1. The Municipality will take all reasonable efforts to ensure the security of Records in its control/custody and ensure their safe and secure disposal.

6.8.1.1. Storage devices must be securely disposed of by shredding, burning or magnetically erasing the information.

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day ____ of , **2025**.

Deanna Snair, Municipal Clerk

Adoption	
Notice to Council:	Date: November 14, 2023



**WEST HANTS REGIONAL MUNICIPALITY
VIDEO SURVEILLANCE POLICY**

RCOFN-014.00

<i>Approval:</i>	<i>Date: November 28, 2023</i>
<i>Description: Initial approval of Video Surveillance Policy RCOFN-014.00</i>	

Schedule 1

**Release of Record to Law Enforcement Agency
(Under Section 27(m) of the Freedom of Information and Protection of Privacy Act)**

To: West Hants Regional Municipality

I, _____, of the _____
Print Name of Officer Print Name of Police Force Request a copy of the following
record(s):

Date:

Time Period: _____ to _____

Municipal Facility: _____

To aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result, I confirm that the record will be destroyed by the RCMP after use by the agency.

Signature of Officer _____ Badge # _____ Date _____

Return completed original forms to the Clerk at the West Hants Regional Municipality, 76
Morison Drive POBox 3000, Windsor, N.S. B0N 2T0

I _____ consent to; OR ☐ refuse; this release of record.

Chief Administrative Officer or Alternate Designate

Signature _____



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VIDEO SURVEILLANCE POLICY**

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Personal information is collected under the authority of the Municipal Government Act for the purpose of creating a record relating to the release of video surveillance record to a law enforcement agency. Questions about the collection of personal information may be addressed to the Chief Administrative Officer of the West Hants Regional Municipality, 76 Morison Drive PO Box 3000, Windsor, N.S. B0N 2T0