

## Appendix "A"

### Surveillance Video Security Threat Assessment Form

To Determine the Requirements for a Video Surveillance System:

Site Name: Walkerton Community Centre  
 Location: 290 Durham Street West, Walkerton  
 Proposed Video Location: Exterior entrances, interior lobby, staircase  
 Requestor: Parks and Recreation  
 Department: Parks and Recreation  
 Date: July 3, 2019

1. Is there already a video surveillance system and/or camera on site? If so, please describe and advise if their set-up adheres to the Municipality of Brockton's Video Surveillance Policy. (Use separate page if required).

No cameras already on site

2. Video surveillance should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable. Have the following security counter-measures been considered and rejected as unworkable?

#### Security Counter Measure

- a) Security Procedures
- b) Duress Buttons
- c) Door Locking Hardware
- d) Alarm System
- e) Access Control System
- f) Signage
- g) Security Guard/Officer Patrols
- h) Lighting
- i) Other

Yes

No

Comments

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Facility widely used by public

Cost prohibitive

3. The use of each video surveillance camera should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns. Are there any documented incidents of crime or significant safety concerns in any of the following formats?

#### Documentation Formats

- a) Corporate Security Occurrence Reports
- b) Police Reports
- c) Health and Safety Consultants Report
- d) Health and Safety Committee Minutes
- e) Internal Memos
- f) Other

Yes

No

Comments

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Staff incident and complaint

Staff security incident, police involved

4. An assessment should be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which any adverse effects can be mitigated. Have the following effects and mitigation strategies been considered?

Effects and Mitigation Strategies	Yes	No	Comments
a) The location of the proposed camera is situated in an area that will minimize privacy intrusion?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in a washroom or change room, etc)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Is the location of the proposed video camera visible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Can the video surveillance be restricted to the recognized problem area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public areas and entrances
e) Is space allocated for proper video surveillance signage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) Has a drawing been attached showing the video location?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
g) Other	<input type="checkbox"/>	<input type="checkbox"/>	

5. The proposed design and operation of the video surveillance systems should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?

Measures to Mitigate Effects	Yes	No	Comments
a) Can the proposed camera be restricted through hardware or software to ensure that Operators cannot adjust or manipulate cameras to overlook spaces that a threat assessment has not been completed for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Is the reception equipment going to be located in a strictly controlled access area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Can the Video Surveillance Monitor be installed in such a way that it will be hidden from public view?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitor which public will view in real time
d) Other	<input type="checkbox"/>	<input type="checkbox"/>	

Comments: \_\_\_\_\_

Completed By: Ariana Hamilton  
Position: Clerk

Signature: [Signature]  
Date: July 3, 2019