

# Security Camera Pilot Program Agreement

Dated for Reference April 15 2025

## BETWEEN:

**CITY OF PRINCE GEORGE**  
1100 Patricia Boulevard  
Prince George, BC V2L 3V9  
Phone: 250-561-7600  
Email: [cityclerk@princegeorge.ca](mailto:cityclerk@princegeorge.ca)

(The "City")

## AND:

**PRINCE GEORGE DOWNTOWN BUSINESS  
IMPROVEMENT ASSOCIATION**  
1406 – 2<sup>nd</sup> Avenue  
Prince George, BC V2L 3B6  
Phone: 250.614.1330  
Email: [info@downtownpg.com](mailto:info@downtownpg.com)

("DPG")

## BACKGROUND:

DPG is a non-profit society that serves all the property owners and all the businesses/tenants in the area designated as the "Downtown Business Improvement Area" under City of Prince George Downtown Business Improvement Area Bylaw No. 9507, 2024 ("Bylaw No. 9507").

As set out in the *Community Charter*, the City provides:

- good government of its community;
- services, laws, and other matters for community benefit;
- stewardship of the public assets of its community and;
- support that enables the fostering of the economic, social, and environmental well-being of its community.

DPG receives grant funding from the City pursuant to Bylaw No. 9507 in support of the following activities:

- carrying out studies or making reports respecting the Downtown Business Improvement Area;
- the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Downtown Business Improvement Area;
- the conservation of heritage property in the Downtown Business Improvement Area; and
- the encouragement of business in the Downtown Business Improvement Area;

DPG has requested that the City provide additional funding for a pilot program to support the purchase, installation and monitoring of security cameras aimed at reducing or limiting criminal activity that affects the business community in the Downtown Business Improvement Area, in order to assist DPG in carrying out its objectives by enhancing the overall safety and security of the community by reducing theft, vandalism, and harassment through strategic surveillance and intervention, and the City has agreed to do so on the terms and conditions set out in this Agreement.

**THEREFORE, the parties agree as follows:**

**Grant**

1. The City agrees to provide DPG with a grant in the amount of \$40,000.00 in support of the Pilot Program generally described in Schedule A of this Agreement (the "Grant").
2. The Grant will be paid to DPG with 14 days of the reference date at the top of page one of this Agreement.
3. The City accepts no responsibility or obligation to pay DPG for funds expended on the Pilot Program in excess of the Grant, or for funds expended before or after the term of this Agreement.
4. The provision of the Grant is not a guarantee of City support for continuation of the Pilot Program beyond the end of the Term, or for funding of similar programs in future. DPG acknowledges that amendments to Bylaw No. 9507 may be required if the City is to consider ongoing support for the Pilot Program beyond the end of the Term of this Agreement, and that such amendments are within the legislative discretion of City Council, and are subject to the statutory requirements of the *Community Charter*.
5. DPG must use the Grant solely for the purpose of undertaking the Pilot Program, including but not limited to the purchase and installation of security cameras, engagement of a security monitoring company, and communication about the Pilot Program with the businesses in the Downtown Business Improvement Area.

**Terms and Conditions of Grant**

6. DPG must carry out the Pilot Program in accordance with all applicable laws and regulations, including but not limited to the *Personal Information Protection Act* (British Columbia) ("PIPA"). Without limiting the foregoing, any collection or use of personal information through the Pilot Program must be in accordance with PIPA and all other statutes, laws and regulations concerning the protection and use of personal information.
7. DPG must provide the City, on request, with financial records and supporting documentation respecting DPG's use of the Grant. Without limiting the foregoing, DPG must provide a written report to the City respecting DPG's use of the Grant at or prior to the end of the Term.
8. DPG is responsible for ensuring that DPG and its contracted providers have and maintain the liability insurance required under section 9 of this Agreement, and WorkSafe BC insurance. If requested, DPG will provide the City with copies of certificates of said insurance.

9. DPG must obtain, and must require each Contractor involved with the delivery of the Pilot Program to obtain, commercial general liability insurance in the amount of \$5 million per occurrence, insuring against claims for bodily injury, death or property damage arising out of or connected with the Pilot Program, and must name the City as an additional insured party thereto and must provide the City with a certified copy of such policy or policies.

10. The City assumes no liability for loss, injury or damage suffered or caused as a result of activities undertaken by DPG or its contractors in connection with the Pilot Program. The Pilot Program is undertaken as a private initiative by DPG and its members, and is not a program or service of the City. DPG releases and must indemnify and save harmless the City, its elected officials, appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability or fees (including fees of solicitors on a solicitor and own client basis) which DPG, the City, or anyone else may incur, suffer or allege by reason of the Pilot Program or the carrying on of any activity in relation to the Pilot Program. This provision survives the termination of this Agreement.

11. DPG must not install any security cameras on City property without first:

- a) satisfying the City that the use of security cameras in the proposed location(s) is consistent with DPG's obligations under all applicable privacy legislation; and
- b) obtaining the written approval of the City.

#### **Part C – Term and Early Termination**

12. This Agreement commences on the reference date at the top of the first page of this Agreement, and expires on June 30th, 2026 (the “Term”). The Term may not be extended except by a written agreement signed by both parties.

13. The City may in its sole discretion terminate this Agreement prior to expiration of the Term by giving DPG 60 days written notice. Without limitation, at the end of the Term or upon early termination of this Agreement the City may require DPG to remove any security cameras from City property.

14. DPG must return to the City any portion of the Grant that has not been expended on the Pilot Program by the end of the Term, or upon early termination.

#### **Notices**

15. Any notice, document, or communication in relation to this Agreement will be in writing and will be deemed to have been received when:

- a) Sent by email, or delivered by hand, on the date of delivery or;
- b) Mailed by prepaid registered mail, on the date received or on the fifth day after receipt of mailing by any Canada Post office, whichever is the earlier.

All notices must be sent to the other party at the address, or email address set out above

#### **Assignment**

16. This Agreement may not be assigned by DPG.

#### **Benefit**


17. This Agreement shall enure to the benefit of and be binding on the parties and their successors.

**Entire Agreement**

18. This document constitutes the entire Agreement between the parties concerning the Pilot Program.

**CITY OF PRINCE GEORGE**

By its authorized signatories

PRINTED NAME	SIGNATURE	POSITION
WALTER BABICZ		CITY MANAGER

Dated this 26 day of May, 2025.

**DOWNTOWN PRINCE GEORGE**

By its authorized signatories

PRINTED NAME	SIGNATURE	POSITION
Chrisie Berry		Executive Director

Dated this 21 day of May, 2025.

## **SCHEDULE A - SECURITY CAMERA PILOT PROGRAM**

The following is a general description of the Pilot Program and activities that DPG will undertake:

### **Administration:**

- Monitor and manage the Pilot Program.

### **Camera Deployment:**

- Conduct a needs assessment to identify high crime/vandalism areas and prioritize camera placement.
- Develop a detailed implementation plan, including timelines, budget and resources allocation.
- Engage stakeholders and secure necessary approvals.
- Install cameras in identified 'hot spots' and other critical areas.

### **Installation & Launch:**

- Contract with a qualified vendor to procure and install surveillance cameras in designated areas.
- Test connections on local network and with contracted monitoring company.
- Register security cameras with the RCMP.

### **Education and Community Engagement:**

- Organize educational sessions and resource-sharing initiatives.
- Foster collaboration between members, security companies, and law enforcement.
- Work with businesses to support the placement of security cameras in strategic areas within the Downtown Business Improvement Area.
- Engage and working with a Security/Monitoring provider to support monitoring, communication and data collection/analysis for the Pilot Program.
- Oversee and coordinate directly with Prince George Chamber of Commerce, businesses and suppliers as required with respect execution of the Pilot Program.
- Work with DPG members, partners and stakeholders to establish support and education concerning the Pilot Program.
- Actively promote and market the Pilot Program to DPG members and the community.
- Ensure the procurement of the necessary contractors, equipment, materials and supplies.
- Provide warehousing for equipment and supplies.
- Provide administrative space and infrastructure for the Pilot Program staff and contractors.

- Ensure that there is insurance coverage for all parties that meet the requirements of this Agreement.