



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Ashley Mancuso, Information Governance & Records Management Specialist

DATE: October 21, 2020

REPORT NO.: ADMIN-2020-0008

RE: Video Surveillance Policy

RECOMMENDATION:

THAT Report No. ADMIN-2020-0008 dated October 21, 2020 regarding the Video Surveillance Policy be received;

AND FURTHER THAT the Video Surveillance Policy appended to Report No. ADMIN-2020-0008 be adopted.

BACKGROUND:

In 2015, the Information and Privacy Commissioner of Ontario (IPC) released a document titled **Guidelines for the Use of Video Surveillance**. The IPC recognizes institutions are responsible for ensuring the safety of individuals and the security of equipment and property within the scope of the services they provide; and that one of the tools used by institutions to help fulfill this obligation is video surveillance. As overseer of compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) the IPC conducts investigations into privacy complaints and as part of its mandate it produced the video surveillance guidelines.

COMMENTS:

Video surveillance has been used by the Town for approximately twenty years and as such, the Town is responsible for all video surveillance systems at its properties and for maintaining custody and control of video records at all times. The collection of personal information through video surveillance must adhere to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The policy attached to this report has been prepared to ensure this happens.

RELATIONSHIP TO STRATEGIC PLAN:

This is an operational matter and has no direct relation to the strategic plan.

FINANCIAL IMPACT:

Providing a Notice of Collection of personal information is a requirement of MFIPPA. Wherever video surveillance is in use at Town properties signage is required as part of the Notice of Collection. There is no new financial impact as the cost for uniform signage and decals (refer to Schedule 2 of the policy) is approximately \$1,200.00 (plus HST) which will be covered by the existing operating budget. In the future, signage will be ordered as required.

CONSULTATION:

The policy is the result of a collaborative effort between Recreation and Parks staff and Office of the CAO – Clerks staff with input from Facility Supervisors, Deputy Chief – Operations, the Superintendent of Public Works and Senior Management Team.

PUBLIC ENGAGEMENT:

The policy was developed without public engagement however, future applications of video surveillance at certain sites may warrant public engagement.

SUSTAINABILITY IMPLICATIONS:

The recommendation outlined in this report is not directly related to the sustainability worksheet. Therefore, there are no direct sustainability implications associated with this report.

COMMUNICATIONS:

This report pertains to an operational matter and is not applicable.

CONCLUSION:

The policy governing the use of video surveillance will ensure a responsible and regulated use of the video surveillance system throughout the Town. Staff respectfully recommends approval of this policy.

Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Suzanne Jones".

Suzanne Jones, Clerk & Director of Legislative Services

A handwritten signature in cursive script, appearing to read "C. Mills".

Chris Mills, Acting Chief Administrative Officer