

Staff Report to Council

Title: Video Surveillance Policy Update

Report Number: Legislative Services-2024-22

Director: Corporate Services

Manager: Legislative Services

Meeting Date:
Wednesday, August 28, 2024

Date to be considered by Council:
Wednesday, August 28, 2024

Recommendation:

That Council approve the updated Video Surveillance Policy as presented.

Executive Summary:

The Municipality of Kincardine's Security Video Surveillance Policy GG. 3.15 was approved in 2016 and governs video surveillance on municipally owned and leased properties in accordance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act. This report is to provide Council with an updated Video Surveillance Policy that aligns with the new policy format and organization structure. The Policy continues to incorporate best practices within the municipal sector and recommended by the Information and Privacy Commissioner.

Strategic Priorities:

C.13-Protect people, property and the environment from the effects of dangerous conditions caused by people and nature

Financial Considerations:

There is no cost associated with the updating of this policy. Operating and capital budgets would accommodate for new and updated video surveillance systems and any staffing requirements for compliance with the Policy.

Policy:

Security Video Surveillance Policy GG.3.15

Context and Background Information:

The Information and Privacy Commissioner of Ontario developed a Guidelines for the Use of Video Surveillance document in 2015. The document recommends that institutions that utilize video surveillance systems develop and implement policies and procedures to assist in complying with the Municipal Freedom of Information and Protection of Privacy Act and its regulations.

The Municipality passed the current Security Video Surveillance Policy GG. 3.15 in 2016 which included the required and best practices for video surveillance systems as recommended by the IPC including the Municipalities obligations with respect to notice, access, use, disclosure, retention, and disposal of records.

Staff have reviewed and updated the current policy to ensure that it continues to meet municipal best practices, meets the IPC's Guidelines, and reflects the current organizational structure and policy format.

Consultation Overview:

Staff have completed a jurisdictional scan of other similar sized municipalities and worked with IT Services and various departments in completing this update. Staff have also reviewed the Information and Privacy Commissioners Guidelines for Use of Video Surveillance.

Origin:

Review of the Policy as required by Security Video Surveillance Policy GG. 3.15

Implementation Considerations:

Upon Council's approval of this policy, it will be communicated to the public through the Municipality's website. The Manager of Legislative Services/Clerk will work with Directors to communicate with affected individual departments.

Risk Analysis:

Not having a Video Surveillance Policy can lead to unauthorized disclosure of video surveillance records and personal information. Disclosure of personal information leads to a lack of public trust in systems of the Municipality and can result in an investigation by the Information and Privacy Commissioner.

Attachments: Security Video Surveillance Policy GG.3.15 and draft Video Surveillance Policy

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