



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

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Author's Phone: 519 736 0012 ext. 2232	Date to Council: September 11, 2023
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**To: Mayor and Members of Town Council**

**Subject: Amendment to the Video Surveillance Policy**

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. The Video Surveillance Policy **BE AMENDED** in accordance with the report dated September 11, 2023 entitled Amendments to the Video Surveillance Policy.

#### 2. **BACKGROUND:**

On March 18, 2013, the Town of Amherstburg enacted a Video Surveillance Policy to govern such systems, inclusive of parameters for; the installation, operation, use of information and the custody and control of associated records.

In November of 2016, the Information and Privacy Commissioner of Ontario provided a Technology Fact Sheet on video surveillance systems intended to provide guidance to public institutions such as municipalities. This updated a 2007 version of the document that had originally been used to draft the existing Video Surveillance Policy to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Video Surveillance Policy was adopted in 2013 which surpasses the five year review for municipal policies and has therefore been identified as a priority to be reviewed and amended.

### **3. DISCUSSION:**

Routine policy review ensures that uniform and consistent elements are employed in accordance with the Council approved framework. In the review of the Video Surveillance Policy it was identified that the roles and responsibilities of Council and Administration in the implementation of the policy were not identified in the previous policy template. As such, these elements have been added to reflect the practices of the municipality.

Additionally, the update to the Video Surveillance Policy features a Privacy Impact Assessment process for the installation of video surveillance systems. Such considerations ensure that the Town places a premium on the protection of individual privacy and avoids situations where video surveillance could be deemed to be intrusive. The amendments further align the policy with changes in how these systems operate and are managed, such as through the introduction of cloud-based surveillance systems and requirements to anticipate cyber-security concerns.

### **4. RISK ANALYSIS:**

The addition of these policy amendments can be expected to improve accountability and transparency of municipal operations, take privacy considerations into account in the operation of video surveillance systems, and ensure clear direction with regards to roles and responsibilities noted in policy.

### **5. FINANCIAL MATTERS:**

There are no direct financial implications associated with the recommendations of this report.

The video surveillance policy may require staff to complete training relative to video surveillance system operations, and privacy considerations this would be funded through associated training and professional development expenses in the respective Division budget. If required, such expenses would be nominal in nature and limited only to a few individuals in the organization with roles in the video surveillance system.

### **6. CONSULTATIONS:**

Chief Administrative Officer  
Senior Management Team  
Clerk / Risk Manager  
Information and Privacy Commission of Ontario

7. **CONCLUSION:**

A review of the Video Surveillance Policy has presented opportunities to strengthen the Town's commitment to the protection of personal privacy and the accountability and transparency of municipal operations. Administration recommends that Council consider adopting the noted amendments to the Video Surveillance policy.



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Karly Kennedy

**Policy and Committee Coordinator**

## Report Approval Details

Document Title:	Amendment to the Video Surveillance Policy.docx
Attachments:	- 2023 07 28 - Video Surveillance Policy.docx
Final Approval Date:	Aug 29, 2023

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du**

Tracy Prince



Valerie Critchley



Kevin Fox