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Report 2025-109

Report Title: Corporate Video Surveillance Camera Policy Update

Committee Name: Public Works

Committee Meeting Date: June 2, 2025

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Approved by: Jennifer Moore, CAO

Council Meeting Date: June 18, 2025

Strategic Plan Priorities: ☐ Innovate for Service Excellence
☐ Ignite Economic Opportunity
☐ Foster a Thriving Community
☒ Propel Sustainable Growth
☐ Champion a Vibrant Future

Recommendation

“That the Public Works Committee, having considered Report 2025-109 ‘Corporate Video Surveillance Camera Policy Update’, recommend that County Council approve the revised Corporate Video Surveillance Camera Policy; and

Further That the Committee recommend that County Council enact a by-law at the June 18, 2025 County Council meeting to adopt the revised Video Surveillance Camera Policy and to repeal By-law 2016-46.”

Purpose

The purpose of this report is to seek Council approval of amendments to the existing Corporate Video Surveillance Camera Policy to enable the use of video cameras at County Community Recycling Centers as part of its proof of residency program. The existing policy was established to allow for the use of video surveillance cameras and also provided authorization and procedures related to the retention and destruction of surveillance recordings conducted at facilities and properties owned and / or operated by the Corporation of the County of Northumberland.

Background

Currently the County has several video surveillance cameras at County facilities and public spaces for the purpose of increasing employee and public safety as well as to assist with security and general law enforcement.

The Information and Privacy Commission of Ontario (IPC) has a published Guide for the Use of Video Surveillance Cameras in Public Places. The guidelines are intended to assist organizations in deciding whether the collection of personal information by means of a video surveillance system is lawful and justifiable as a policy choice, and if so, how privacy protective measures can be built into the system.

In accordance with IPC and MFIPPA, a policy is required to demonstrate the commitment to protect personal information and the procedure that will enable staff to fulfill those obligations.

Consultations

Policy research has been conducted to ensure that best practices have been incorporated into the policy. County staff that have direct responsibility have provided input into the Policy. When the Policy was first developed, it was circulated to all Directors for comment. The IPC- Guide for the Use of Video Surveillance Cameras in Public Places was used as a reference.

Legislative Authority / Risk Considerations

Recorded data will be managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, M.56 as amended (MFIPPA)* and the County's Records Retention Program By-law.

Northumberland County recognizes that video surveillance technology has a high potential for infringing upon an individual's right to privacy and although video surveillance technology may be required for legitimate operational purposes, its use must be in accordance with the provisions of MFIPPA.

Discussion / Options

This policy provides guidelines designed to assist County Departments that have identified an appropriate use for video surveillance technology, to manage records that may be created using this technology in a manner that complies with MFIPPA and records management requirements.

The proposed revisions to this policy are required to ensure that only waste materials generated within the County are being brought to the County's Community Recycling Centers (CRCs). If the revisions to this policy are approved, in the future, patrons accessing a CRC will be required to display proof of residency (i.e. Driver's License, utility bill, etc.) to a video camera that will be mounted near the entrance to the CRC weigh scale. If there is an incident that involves a patron

disobeying one of the CRCs Site Rules, the patron's contact information may be accessed from the video footage, in order to provide written notice to the patron of the infraction and any potential consequences.

Financial Impact

No significant expenditure is anticipated as a result of the proposed update to the Corporate Video Surveillance Camera Policy.

Member Municipality Impacts

No direct impact.

Conclusion / Outcomes

Staff are recommending that the Public Works Committee, recommend that County Council adopt the updated Corporate Video Surveillance Camera Policy.

Attachments

1. Report 2025-109 ATTACH 1 'Updated Video Surveillance Camera Policy'
2. Report 2025-109 ATTACH 2 'Video Surveillance Camera Policy with edits captured in track changes'
3. Report 2025-109 ATTACH 3 'By-law XX-2025, By-law to Adopt the Revised Video Surveillance Camera Policy'