

## Report to Council

**Report Title:** Walkerton Community Centre/Centennial Pool Surveillance Cameras

**Prepared By:** Mike Murphy, Interim Director of Parks and Recreation and Fiona Hamilton, Clerk

**Department:** Parks and Recreation

**Date:** June 18, 2019

**Report Number:** REC2019-12                      **File Number:** C11REC

**Attachments:** Guidelines for the Use of Video Surveillance

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### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number REC2019-12– Walkerton Community Centre/Centennial Pool Surveillance Cameras, prepared by Mike Murphy, Interim Director of Parks and Recreation and Fiona Hamilton, Clerk and in doing so directs staff to investigate the installation of surveillance cameras at the Centennial Pool and Walkerton Community Centre and bring back a follow up report to Council

### Report:

#### Background:

Recent concerns have been brought forward by employees regarding safety with working alone and exiting the community centre at night. The *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 requires all employers to take every precaution reasonable in the circumstances to protect the worker. In addition, there have also been a number of incidents of vandalism at the community centre and pool. As a result, staff are suggesting that video cameras be purchased and installed in strategic locations to achieve two objectives - assisting in any investigations if an incident occurred so that the responsible individuals can be held accountable and, most importantly, deterring individuals from damaging property or threatening employee safety. Video surveillance when used with other security measures can be an effective means of ensuring the security and safety of municipal employees, facilities and the individuals who use them.

However, the use of video cameras to assist in ensuring employee safety must be balanced against the privacy rights of the general public and other staff members.

#### Analysis:

In an effort to balance the need to ensure a safe workplace against the privacy rights of the general public, staff are recommending that video cameras be purchased and installed in strategic locations at the Walkerton

Community Centre and Centennial Pool. Prior to installing these cameras, staff will develop a comprehensive policy to be brought forward for Council’s consideration. This policy will consider some of the following topics:

- The footage from the video cameras will be encrypted and can only be accessed with a password. The Chief Administrative Officer will have the ability to obtain a password to access the footage.
- The footage will be automatically destroyed within thirty (30) days, unless accessed to assist with a police or labour/employment investigation.
- Any footage that was accessed will be retained securely in a locked cabinet for a period of one (1) year to comply with the legislative requirements.

The Information and Privacy Commissioner of Ontario has published guidelines for the use of video surveillance that have been attached. These guidelines include a set of practices regarding the use of video surveillance, which includes a recommendation that the public be consulted prior to adopting video surveillance. As such, staff are recommending that the public be provided with an opportunity to comment on the use and proposed locations of the video surveillance.

Staff will provide information on the website and using social media posts. Comments can be made by mail, in person at the municipal office or recreation facilities, or via email.

Staff will bring forward an additional report summarizing the comments received by the general public (if any) and the draft policy for Council’s consideration.

**Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- |   |     |
|---|-----|
| • Do the recommendations help move the Municipality closer to its Vision? | N/A |
| • Do the recommendations contribute to achieving Cultural Vibrancy?       | N/A |
| • Do the recommendations contribute to achieving Economic Prosperity?     | N/A |
| • Do the recommendations contribute to Environmental Integrity?           | N/A |
| • Do the recommendations contribute to the Social Equity?                 | N/A |

**Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective?  
N/A

The 2019 Municipal Budget included \$3,000.00 for video surveillance at Centennial Pool. The video surveillance for the Community Centre was not included in the 2019 Municipal Budget, but staff are recommending that the cost of \$ 6,900.00 be transferred from reserves for this purpose. Any potential video surveillance would also require additional signage so that the general public is made aware of the location of the cameras.

**Reviewed By**

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**Chief Financial Officer**

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**Respectfully Submitted by:**

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Mike Murphy, Interim Director of Parks and Recreation

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Fiona Hamilton, Clerk

**Reviewed By:**

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**Chief Administrative Officer**