

# Staff Report

**Report From:** Michaela Johnston, CEMC, Accessibility and Health & Safety Manager

**Meeting Date:** April 29, 2024

**Subject:** CCTV Program Update and Public Education Information

**Attachment(s):** N/A – See By-Laws

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**Recommendation:**

That Goderich Town Council receive this report for information.

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**Report Summary:**

The Town of Goderich received grant funding for 2023 – 2025 to establish a Closed Captioned Television (CCTV) Program in the community.

A CCTV Program Code of Practice has been drafted with respect to the installation, monitoring, and usage of CCTV cameras in Goderich. This Code of Practice may be found under the By-Laws in Council's agenda for your review and approval. Included in the Code of Practice is a Data Sharing Agreement with the Ontario Provincial Police which grants the OPP access to the CCTV data for the purpose of viewing, using, operating, and retaining data from the CCTV cameras installed by the Town. Additionally, the Information and Privacy Commissioner of Ontario's Guidelines for the Use of Video Surveillance is attached as an Appendix to the Agreement.

This Code of Practice sets out the ways in which the CCTV system can be used and by whom. Unlike the Town's Sunset camera at the waterfront that currently provides livestreaming for public viewing, the CCTV cameras will not be livestreamed for public viewing. Instead, the cameras will be recording footage at Rotary Cove and the Main Beach, specifically the road and parking lot areas. This footage can be used by the Town or law enforcement personnel to investigate crimes and anti-social behaviour. The cameras also allow for certain Town staff and the OPP to view "live" should an incident be occurring or reported to be occurring. Some of the cameras which will be installed also have analytics that provides licence plate recognition.

As part of the CCTV Program, a public education campaign has been prepared to bring awareness to the community and visitors surrounding the presence of CCTV cameras. Social media posts have been created as well as a poster for distribution in the community and advertising in both the Goderich Sun and Goderich Signal Star. The public education campaign to inform residents about the installation of CCTV cameras at Rotary Cove and Main Beach will

commence no later than May 13, 2024, following Emergency Preparedness Week. These social media posts can be found in Appendix A of this report.

Signage has also been prepared and will be posted in areas where the CCTV cameras provide coverage. This is a requirement for any CCTV camera system, as per the Information and Privacy Commissioner's Report.

**Background/Analysis:**

The Town of Goderich received a grant for the installation of CCTV cameras in the fall of 2023. Cameras and the associated hardware have been purchased and is expected to be installed and operational in late May 2024. As part of the Information and Privacy Commissioner's Report, certain policies and procedures must be established with respect to any CCTV program.

**Linkages:**

- Corporate Strategic Plan Priority #1: Safe and Reliable Infrastructure
- Corporate Strategic Plan Priority #2: Welcoming and Caring Community
- Corporate Strategic Plan Priority #4: Good Government

**Financial Impacts/Source of Funding:**

The Town received a grant in the sum of \$47,000 for 50% of the costs of the CCTV Program. The remainder of the costs for the program were previously allocated from the Police Services Reserve.

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Reviewed By: Janice Hallahan, Chief Administrative Officer

Approved By: Janice Hallahan, Chief Administrative Officer  
Andrea Fisher, Director of Legislative Services/Clerk

SOCIAL MEDIA POSTS



### CCTV Program Info

- Cameras do not live-stream for public viewing
- Cameras don't monitor private property
- Signs indicate where cameras are located
- All recordings are destroyed if not required for an investigation

For more info, visit "CCTV Program" at [www.goderich.ca](http://www.goderich.ca).



### Why a CCTV Program?

- To deter crime and anti-social behaviour
- To enhance safety and security
- To investigate security and property damage
- To aid law enforcement

For more info, visit "CCTV Program" at [www.goderich.ca](http://www.goderich.ca).



### Why a CCTV Program?

A Closed Circuit Television (CCTV) Program has been established to contribute to the safe environment of the Town, including the waterfront.

For more info, visit "CCTV Program" at [www.goderich.ca](http://www.goderich.ca).

### WEBPAGE INFORMATION

The Town of Goderich has established a Closed-Circuit Television (CCTV) Program, which records images from areas to which the public has access from certain fixed locations.

The goals of the Goderich CCTV Program are:

- To contribute to the safe environment of the Town;
- To assist as one of the components of downtown revitalization; and,
- To improve the ability of the Ontario Provincial Police and community to respond to crime and anti-social behaviour occurring in the Town.

The objectives of the Goderich CCTV Program are:

- To deter crime and anti-social behaviour;
- To improve police reaction to crime through enhanced monitoring and detection of crimes;
- To increase the perception of safety; and,
- To use camera recording as evidence to identify suspects involved in criminal activities.

For more information about the Goderich CCTV Program, please contact the CEMC, Accessibility and Health & Safety Manager at 519-524-8344 x212 or [mjohnston@goderich.ca](mailto:mjohnston@goderich.ca).

#### Monitoring

The monitoring procedures shall be conducted in a professional, ethical, and legal manner. The cameras will not live-stream to the public. Video footage will be available to be viewed and monitored by only a select few individuals at Town Hall as well as the OPP.

Information obtained through video monitoring may be used for the following purposes:

- Enhancing the safety and security of persons or property;
- Preventing unauthorized entry or activities on Town property;
- To investigate an incident involving suspected health and safety violations/concerns, security and property damage, illegal activity, a violation of the Workplace Harassment and Discrimination Policy, or the Workplace Violence Prevention Policy, or involving a potential or actual insurance-related claim;
- To manage corporate risk;
- To preserve evidence as required to protect the Town's legal rights;
- To respond to a request for information under MFIPPA;
- To aid law enforcement agencies with a matter under investigation;
- To assess the effectiveness of any of the above-noted uses;
- As required by Court Order;
- In anticipation of one of the above-noted uses;
- For a purpose consistent with the above-noted uses, including data analytics and service enhancements.

#### **Camera Location**

Cameras shall be located to monitor only areas to which the public have access. The view of the cameras is restricted to prohibit the viewing of private dwelling spaces. All operators have been made aware of the purpose(s) for which the cameras have been established and are prohibited from using the cameras for any other purpose. If cameras are adjustable by the operators, these adjustments are restricted so that operators cannot adjust or manipulate them to overlook spaces to which the public do not have access (e.g. private residences).

Currently, cameras are located at the Rotary Cove beach and Main beach. (INSERT MAP)

### **Signs**

Signs shall be placed in the field of view of the cameras so that the public are aware that they are entering a zone which is covered by CCTV surveillance equipment. The signs shall be clearly visible to members of the public.

### **Use and Storage of Information**

Recorded material is only used for the purposes defined by this Code of Practice and in accordance with MFIPPA. The viewing of live information on a CCTV monitor is not considered use of recorded information. However, if this information is accessed by downloading it onto a compact disk or accessed at the end of the retention time period, then the recorded information is considered used and must be retained for 1 year as per the Town's Retention By-Law.

The use of recorded information is allowed only in accordance with law.

### **Access to Recorded Information**

Access to recorded information is only permitted in accordance with this Code of Practice and MFIPPA. Material may not under any circumstances be sold or used for commercial purposes or for the provision of entertainment.

Access to recorded information should be restricted to those responsible for the administration of the Goderich CCTV Program and to:

- a) Law enforcement agencies where the images recorded would assist in a specific investigation; and,
- b) The people whose images have been recorded and retained who make a request under MFIPPA.
- c) Town employees, Town insurers, or those hired to work on the Town's behalf if it is necessary for one or more of the uses outlined within this policy.
- d) The Town Solicitor or their designate if, in the Town's discretion, it is in the interest of justice to do so, and disclosure is compliant with MFIPPA.

Where a request is granted pursuant to MFIPPA, the images of individuals may be disguised or blurred. If the Town does not have the facilities to carry out that type of editing, an editing company may be hired to carry out that editing.

Individuals who make a request under MFIPPA for images from the Goderich CCTV Program are provided with information which describes the types of images which are recorded and retained, the purposes for which those images are recorded and retained, and information about the disclosure policy in relation to those images. This should be provided at the time that the standard freedom of information request form is provided to an individual. All requests will be dealt with by the Director of Legislative Services/Clerk or their designate.

### **Live Viewing**

Live viewing is restricted to locations where there is a high likelihood of safety and security concerns, as determined by the Chief Administrative Officer, Director of Community Services, Infrastructure & Operations, and the CEMC, Accessibility and Health & Safety Manager. Live feed monitors will be turned off when not in use.

Live feed monitors must not be viewable by the public.

### **How to Request Access to Recorded Information**

All requests for disclosure must be made in writing/email to the Director of Legislative Services/Clerk or their designate. The Director of Legislative Services/Clerk must be satisfied that access is permissible pursuant to this policy before granting this disclosure.

### **Documents**

Video Surveillance Policy

CCTV Program Code of Practice

Information and Privacy Commissioner of Ontario - Guidelines for the Use of Video Surveillance