

Staff Report



Corporate Services Department

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REPORT TO: Finance and Corporate Services Committee

DATE OF MEETING: April 20, 2026

SUBMITTED BY: Amanda Fusco, Director of Legislated Services/City Clerk, 519-904-1402

PREPARED BY: Amanda Fusco, Director of Legislated Services/City Clerk, 519-904-1402

WARD(S) INVOLVED: All

DATE OF REPORT: December 11, 2025

REPORT NO.: COR-2026-154

SUBJECT: Corporate Policy Update – New, Amended and Repealed Policies

RECOMMENDATION:

That the corporate policies listed in Appendix A to Corporate Services report COR-2026-154 be amended or repealed; and,

That the Data Policy, attached as Appendix B to Corporate Services report COR-2026-154 be approved; and further,

That the Body Worn Camera Policy attached as Appendix C to Corporate Services report COR-2026-154 be approved; and further

That the Closed Circuit Television (CCTV) Policy attached as Appendix D to Corporate Services report COR-206-154 be approved.

REPORT HIGHLIGHTS:

- The purpose of this report is to approve new policies required by legislation and operational requirements, amend policies due to housekeeping changes and repeal policies that are no longer required.
- The financial implications are none.
- This report supports the delivery of core services.

BACKGROUND:

In accordance with the Corporate Policy Development, Review and Management Master Policy approved in 2024, Policy review is a necessary process that needs to be completed by all departments and policy writing staff every 3-5 years to ensure that the City's policies are all relevant with the most up-to-date information.

This report marks the culmination of a comprehensive three-year policy maintenance project that began in 2024 with report [COR-2024-018](#), followed by further updates in 2025 through report [COR-2025-269](#) of all corporate policies that required review.

Over the course of the review (2024-2026), as well as subsequent council approval via direct report, approximately 83% of the city's policies were reviewed and made publicly available on the [city's website](#). Many areas reported significant bodies of work underway in 2026 and planned for upcoming years, which will reduce the number of policies in the Under Review classification as individual reports come forward to Council for approval. The complete list of current Council Policies, as it exists as of this report's recommendations, is attached as Appendix E.

Policies regarding human resources practices are brought forward separately to Council by Human Resources staff.

REPORT:

As part of the policy review initiative, Directors reviewed with their respective General Manager a list of policies relating to their area and identified those which require minor amendments to add definitions, address legislative changes, improve clarity, housekeeping edits (i.e. revised titles, departments, gender neutral language) and address program or policy conflict or improve alignment. To improve readability and transparency, both a "clean copy" and a copy with tracked changes have been provided for each. A short explanation has been provided to explain why staff deem it is valid to amend these policies. Policies recommended for amendment are contained in Appendix A.

In some cases, this review revealed that the previously approved policies were no longer applicable for one of the following reasons:

1. Program or program funding no longer exists (2 policies).
2. Regulation or legislation is already in place (4 policies).
3. Policy has been replaced with another policy (0 policies).
4. Policy conflicts with another policy (3 policies).
5. Policy found redundant, outmoded or dysfunctional (0 policies).

A short explanation has been provided to explain why staff deem it is valid to repeal these policies. Policies recommended for repeal are contained in Appendix A.

New Policy Development

Through the policy manual review discussions, it came to staff's attention that there are policies that are required arising from new operational programs, or have been approved administratively and upon further reflection, that meet the criteria of a Council-approved policy. Further details on the purpose and scope of each policy is defined below and Appendix B, C, and D respectively.

Data Policy

As part of the City's ongoing work to strengthen corporate governance of information, staff identified that the City did not have a comprehensive policy outlining its data management practices, including requirements related to open data, equity in data use, and data security.

Staff have developed a proposed Data Policy in consultation with staff in Technology and Innovation Services (TIS) and Reconciliation, Equity, Diversity and Inclusion (REDI) staff. The Policy was informed by the City's existing data related frameworks as well as research and benchmarking of similar policies from other public sector organizations.

The proposed Data Policy aligns with the City's participation in the Bloomberg Philanthropies City Data Alliance and supports implementation of the city wide data strategy, identified as a strategic action under the Stewarding a better city together goal in the 2023–2026 Strategic Plan. The purpose of the Data Policy is to establish clear corporate expectations for the management of data across its' full lifecycle (including collection, use, storage, protection, sharing, and disposition) to support effective service delivery, evidence informed decision making, transparency, and legislative compliance.

The Data Policy is designed to complement existing corporate policies, including the Access and Privacy Policy, the Corporate Accountability and Transparency Policy, and the Information Management Policy, ensuring a cohesive and aligned governance framework. Implementation of the Policy will be supported by corporate standards, workflows, and control frameworks maintained by the appropriate corporate authorities.

Body Worn Cameras Policy

Body-Worn Cameras are intended to enhance staff safety by providing an additional layer of protection and accountability during interactions with the public. Beginning in late spring, By-law Enforcement staff will be equipped with body-worn cameras as part of their uniform while on duty. Staff will receive comprehensive training on both the operation of the cameras and applicable privacy requirements to ensure appropriate use. The Body Worn Cameras policy serves as a guiding framework for the program, outlining when and how cameras are to be used, as well as requirements for the secure storage, retention, access, and deletion of recorded footage in accordance with legislative and privacy standards. The policy supports safe, transparent, and consistent service delivery while ensuring responsible use of the technology.

Closed Circuit Television (CCTV) Policy

The City of Kitchener has operated an internal Closed Circuit Television (CCTV) program for over 20 years to enhance public safety and safeguard municipal assets. The City has undertaken the necessary research, jurisdictional scan, and review of internal procedures to develop a policy that clearly outlines the purpose, scope, roles, responsibilities, and procedures for the use of CCTV systems. This policy ensures consistent practices, support compliance with privacy legislation, and enhance public trust. The policy establishes provisions for:

- **Use** – CCTV systems will be deployed solely for legitimate municipal purposes such as public safety, security of assets, and operational efficiency, and not for monitoring individuals without cause.
- **Access** – Access to CCTV footage will be strictly limited to authorized personnel with a demonstrated need, and subject to secure authentication and logging protocols.
- **Disclosure** – Disclosure of recorded footage will occur only in accordance with privacy legislation, and may include law enforcement requests or legal obligations, with all disclosures documented.
- **Auditing** – Regular audits will be conducted to verify compliance with policy requirements, assess system integrity, and ensure that access and disclosure activities are properly logged and justified.

A formal CCTV policy provides the necessary governance framework to define roles and responsibilities, support informed decision-making, and demonstrate due diligence to oversight bodies and the public. It also enhances interdepartmental coordination and mitigates legal and reputational risks associated with inconsistent or unmanaged surveillance practices.

Summary

As a result of the continuous improvement initiatives noted above, staff recommend that Council approve the amendments, repealed and revised policy lists and three new policies (Data Policy, Body Worn Cameras Policy and Closed Circuit Television (CCTV) Policy) be approved to ensure compliance with the Municipal Act.

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

FINANCIAL IMPLICATIONS:

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City’s website with the agenda in advance of the council / committee meeting.

COLLABORATE – Policy review, amendment and development was completed in collaboration with Corporate Leadership, Human Resources, Legal Services, Office of the Mayor and Council and the Integrity Commissioner.

PREVIOUS REPORTS/AUTHORITIES:

- [COR-2026-131](#) – Advisory Committee Governance Review – Terms of Reference Amendments
- [COR-2025-269](#) - Corporate Policy Update – Amended and Repealed Policies
- [COR-2024-018](#) - Corporate Policy Update – New, Amended and Repealed Policies
- *Municipal Act, 2001*

APPROVED BY: Dimetra Resendes, Acting General Manager, Corporate Services

ATTACHMENTS:

- Appendix A – List of Proposed Amended and Repealed Policies
- Appendix B – Data Policy
- Appendix C – Body Worn Cameras Policy
- Appendix D – Closed Circuit Television (CCTV) Policy
- Appendix E – List of Council Policies