



Town of Whitby Policy

Policy Title:	Filming in Administrative Facilities Policy
Policy Number:	OPS 250
Category:	Facility Management and Operational Services
Reference:	Public Code of Conduct Policy (CA 160) and Occupational Health and Safety Act
Date Approved:	July 17, 2025
Date Revised:	n/a
Approval:	Chief Administrative Officer
Point of Contact:	Chief Administrative Officer

Policy Statement

The Corporation of the Town of Whitby is committed to protecting the privacy, safety, and security of all individuals within Administrative Facilities, including staff, residents, and visitors. To support that commitment, the use of cameras or recording devices within Administrative Facilities is prohibited without prior written consent from the Chief Administrative Officer or in accordance with the exceptions outlined in this policy.

Scope

This policy applies to all persons accessing Administrative Facilities, including but not limited to members of the public, contractors, vendors, media representatives, municipal employees, and elected officials.

Administrative Facilities that are governed by this policy include Town Hall, the Garden Street Branch Office, the Operations Centre, Whitby Fire & Emergency Services Headquarters, 316 Colborne Street West, 117 King Street, and the area of any other Town facility used for employee offices or workspace.

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1. Definitions

- 1.1. **Administrative Facilities** means Town facilities used for employee offices and workspace, and where members of the public may transact business with the Town or access non-recreational services, including but not limited to Town Hall, the Garden Street Branch Office, the Operations Centre, Whitby Fire & Emergency Services Headquarters, 316 Colborne Street West, and 117 King Street.
- 1.2. **CAO** means the Chief Administrative Officer (CAO) for the Corporation of the Town of Whitby, or their designate.
- 1.3. **Film and Filming** means using any device to capture or transmit still images, video, or audio, including but not limited to smart phones, tablets, wearable technology (e.g., body cameras), camcorders, and voice recorders.

2. Responsibilities

2.1. CAO to:

- 2.1.1. Review and approve or deny filming requests that are not subject to the exemptions contained in this policy, and provide any conditions related to any approval.
- 2.1.2. Delegate authority to staff, as deemed appropriate, for reviewing, approving, or denying filming requests.
- 2.1.3. Ensure that approved filming requests align with Town policies, legislative obligations, and operational considerations.

2.2. Staff to:

- 2.2.1. Be familiar with this policy.
- 2.2.2. Inform individuals of this policy when filming in contravention of this policy is observed and ask for compliance with this policy.

- 2.2.3. Inform their manager or another people leader in the organization when filming is observed in contravention of this policy.

2.3. People Leaders to:

- 2.3.1. Be familiar with this policy.
- 2.3.2. Inform individuals of this policy when filming is observed in contravention of this policy and ask for compliance with this policy.
- 2.3.3. Escalate non-compliance to Corporate Security and their Department Head.

2.4. Persons requesting to film are to:

- 2.4.1. Submit a written request to film to the CAO which includes the date, time, location, and purpose of filming.
- 2.4.2. Receive written approval from the CAO prior to filming in Administrative Facilities.
- 2.4.3. Comply with all terms and conditions outlined in the approval from the CAO.

3. Prohibitions

- 3.1. No person shall film in the Town's Administrative Facilities without the written approval of the CAO, unless the filming falls under an exception noted in Section 4 of this policy.

4. Exceptions

- 4.1. Filming is permitted in Administrative Facilities under the following limited circumstances:
 - 4.1.1. Filming associated with Town sanctioned events or announcements.
 - 4.1.2. In the Council Chambers or other meeting location in Town Hall during Council, Committee, or Public Meetings with permission of the Meeting Chair, in accordance with the Procedure By-law, as may be amended from time to time.
 - 4.1.3. Surveillance systems installed and operated by the Town for security purposes.

- 4.1.4. Recordings made by police and law enforcement agencies with legal authority.
- 4.1.5. Town Staff and authorized contractors conducting filming for official municipal purposes.
- 4.1.6. Livestreaming of Council, Committee, or other Public Meetings conducted by Town Staff.
- 4.1.7. During marriage ceremonies performed at Town Hall provided the filming is limited to guests of the ceremony and the scope of filming is related to the ceremony.
- 4.1.8. During Town organized or supported formal announcements, special events, and presentations where the public has been invited into an Administrative Facility, provided such filming is occurring in the area where the announcement, event, or presentation is taking place.

4.2. Notwithstanding the above-noted exceptions, no person shall continue to film in the Town's Administrative Facilities if directed to stop by Town Staff.

5. Enforcement and Education

5.1. Any individual who contravenes this policy may be:

- 5.1.1. Informed of the policy and asked to stop filming.
- 5.1.2. Asked to leave the premises if non-compliance continues.

6. Ongoing Policy Contraventions

6.1. Any individual who continues to film after being asked to stop or asked to leave a premises may be:

- 6.1.1. Prohibited from re-entering Administrative Facilities temporarily or permanently.
- 6.1.2. Prohibited from entering other Town facilities temporarily or permanently.
- 6.1.3. Subject to involvement from law enforcement for trespass or disturbance.

7. Signage and Communication

7.1. Signage will be posted at the public entrances of Administrative Facilities indicating that unauthorized filming is prohibited.

7.2. This policy will be made publicly accessible on the Town's website and provided upon request.

Original Approved and Signed.

Matthew Gaskell, Chief Administrative Officer, x2211

July 17, 2025

Date