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October 10, 2023

Mr. John Elvidge, City Clerk
City Clerk's Office
100 Queen Street West
12th Floor, West Tower
Toronto, ON M5H 2N2

Dear Mr. Elvidge,

Re: Administrative Inquiry Regarding City staff use of Cameras during Online Virtual Meetings

Councillor Burnside submitted an Administrative Inquiry to seek information on the City's policy on staff use of cameras during virtual online meetings. This letter provides a response to this request. It has been developed in collaboration between People & Equity and the Customer Experience Division.

Response

Please find below responses to each of the questions submitted.

1. What is the City's policy on staff use of cameras during virtual online meetings? Are staff required to have their cameras on?

The City does not currently have a policy on staff use of cameras during virtual meetings. however, the City's Hybrid Work Program is being updated to introduce corporate standards that City staff have cameras on during video / virtual meetings with the public and Members of Council and their staff.

2. If the City does not have a policy, will it develop one that includes transparency as a core principle?

Yes, as stated above, the City is in the process of updating the Hybrid Work Program to introduce corporate standards that City staff have cameras on during video / virtual meetings with the public and Members of Council and their staff. The standards are being developed with consideration given to privacy, risk, security, transparency, accommodation, and etiquette, and will be framed to consider different types of meetings such as internal meetings, meetings with Councillors, and meetings with members of the public. Implementation of the revised program will be complete by December 2023.

Sincerely,



Paul Johnson
City Manager

cc: Mary Madigan-Lee, Chief People Officer
David Jollimore, Interim Deputy City Manager, Corporate Services
Gary Yorke, Executive Director, Customer Experience