

# Municipal District of Bonnyville No. 87

## Action Request

|                       |  |
|-----------------------|--|
| <b>Meeting:</b>       | Committee of the Whole Meeting                                     |
| <b>Meeting Date:</b>  | April 15, 2025   |
| <b>Originated By:</b> | Stephanie Severin, Manager of Legislative and Information Services |
| <b>Title:</b>         | Policy No. C-5C.021 Surveillance System Policy – New               |

### **PROPOSAL**

Administration has prepared a draft policy to address use and access for records created by surveillance systems installed in M.D. of Bonnyville facilities and on municipal property.

### **DISCUSSION**

With the increase to theft and vandalism over the last several years, the M.D. made the operational decision to install additional surveillance systems on municipal properties to help protect its assets and infrastructure.

As a result of this increased use of surveillance, Administration has drafted a new policy in recognition of the importance of ensuring surveillance data is managed securely, consistently, and in compliance with legislation. With increasing emphasis on the use and management of electronic data and records, it is essential to have clear guidelines in place for M.D. staff to safeguard sensitive records and prevent misuse or unauthorized access.

This policy will support the M.D. in maintaining proper records management practices, ensuring that all surveillance data is securely stored, organized, and accessible only to authorized personnel. This will enhance accountability, protect personal privacy, and reduce the risk of data breaches, fostering trust within the community while protecting the integrity of the M.D.'s operations.

Attached for the Committee's review:

- Appendix A: Policy No. C-5C.021 Surveillance System Policy
- Appendix B: Law Enforcement Disclosure Form

### **REFERENCE TO STRATEGIC PLAN**

Goal 2: Enhance safety in the community

### **REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION**

Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F25  
Electronic Transactions Act, S.A. 2001, c. E-5.5

## **BUDGET IMPACTS**

N/A

## **RECOMMENDATION**

THAT the Committee recommends to Council adopting new Policy No. C-5C.021 Surveillance System Policy, as presented.

## **OPTIONS**

1. THAT the Committee recommends to Council adopting new Policy No. C-5C.021 Surveillance System Policy, as presented.
2. THAT the Committee recommends to Council adopting new Policy No. C-5C.021 Surveillance System Policy with amendments as follows: \_\_\_\_\_.
3. THAT the Committee refers new Policy No. C-5C.021 Surveillance System Policy back to Administration for additional information regarding \_\_\_\_\_ and to bring it back to a future meeting.
4. THAT the Committee requests Administration to revise new Policy No. C-5C.021 Surveillance System Policy, as discussed, and bring it back to a future meeting for consideration.

## Report Approval Details

|                      |   |
|----------------------|---|
| Document Title:      | Policy No. C-5C.021 Surveillance System Policy - New.docx   |
| Attachments:         | - Appendix A - Policy No. C-5C.021 Surveillance System Policy.pdf<br>- Appendix B - Draft Law Enforcement Disclosure Form.pdf |
| Final Approval Date: | Apr 9, 2025   |

This report and all of its attachments were approved and signed as outlined below:

Stephanie Severin