

Municipal District of Bonnyville No. 87

Action Request

Meeting:	Committee of the Whole Meeting
Meeting Date:	May 20, 2025
Originated By:	Stephanie Severin, Manager of Legislative and Information Services
Title:	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 - 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