

# Municipal District of Bonnyville No. 87

## Request for Decision (RFD)

**Meeting:** Regular Meeting of Council  
**Meeting Date:** June 10, 2025  
**Originated By:** Stephanie Severin, Manager of Legislative and Information Services  
**Title:** Policy No. C-5C.021 Surveillance System Policy – New

### **PROPOSAL & BACKGROUND**

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 ON BENEFITS, DISADVANTAGES & OPTIONS**

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.

The Committee of the Whole reviewed the proposed new policy on May 20, 2025 and are recommending adoption as presented.

Attached for Council's review:

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

### **REFERENCE TO STRATEGIC PLAN**

N/A

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

N/A

## **COSTS & SOURCE OF FUNDING**

N/A

## **COMMUNICATIONS STRATEGY**

If adopted by Council, the new policy will be posted on the M.D. website.

## **ADMINISTRATION RECOMMENDED ACTION**

THAT Council adopts new Policy No. C-5C.021 Surveillance System Policy, as recommended by the Committee of the Whole

## **COUNCIL OPTIONS**

1. THAT Council adopts new Policy No. C-5C.021 Surveillance System Policy, as recommended by the Committee of the Whole.
2. THAT Council adopts new Policy No. C-5C.021 Surveillance System Policy, with further amendments as follows: \_\_\_\_\_.
3. THAT Council 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 of Council.

## Report Approval Details

Document Title:	Policy No. C-5C.021 Surveillance System Policy - NEW June 10, 2025.docx
Attachments:	- Appendix A - Policy No. C-5C.021 Surveillance System Policy.pdf - Appendix B - Draft Law Enforcement Disclosure Form.pdf
Final Approval Date:	May 29, 2025

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

Stephanie Severin