

## Dunmore Community Association Board of Directors Meeting Minutes

November 10, 2021

Cypress Council Chamber

Present: Dawn Day, Olivia Whenham, Shevaun Perrault, Jody Phillips, Nicole Johnson, Scott Plouffe, Amy Edmonstone, Dan Hamilton, Tarolyn Aeserud (CAO), Kim Dalton

Regrets: Alyssa Stork, Donna Basso, Jenna Riess,

Meeting called to order by Shevaun at 6:36pm

### New Business:

Sunrise Park Progress – Kim Dalton

Garbage Removal through Winter

Cookies & Cards Event – Jenna Reiss

Skate Shack Security – Jody Phillips

Santa Parade – Shevaun Perrault

Outdoor Rink – Jody Phillips

Christmas Decorating Contest – Request for Funds by Della Burkitt

DCA Christmas Cards and Membership Newsletter – Jody Phillips

### Unfinished Business:

Fireworks & Bingos

### Review of Agenda and Previous Minutes:

*Motion: Nicole made motion to accept the agenda - carried*

*Motion: Olivia made motion to accept September 7th/21 Board Meeting minutes – carried*

### President's Report – Shevaun Perrault

Documents were provided by Cypress County for the Title transfer of the Eagleridge Park and Shevaun went to Mark Tagg of Hill & Hill Law Office on October 4<sup>th</sup> to sign on behalf of the DCA. The process will take roughly 65 days to complete but we have met our requirements.

Port-a-potties were picked up in the end of September at both parks as planned and our service contract for 2021 is over.

The grounds maintenance contract with Elevation Landscaping is also complete for the 2021 season. The sprinklers at the Eagleridge Park were blown out on October 7<sup>th</sup>. We were instructed by the County not to disconnect the meter at this park this year.

Elevation has also completed their County contract regarding irrigation at Sunrise Park. The underground sprinklers have been installed in both the park and the ball diamond. New topsoil has been added to the ball diamond in preparation for grass next Spring. Cypress County will determine what grass will go in (hydro-seeding, seeding, sod). Elevation has also moved the meter from the old vault into the skate shack and backfilled the hole. Water will not be turned on to the Sunrise sprinklers this year, but there is water at the shack to flood the rink.

Speedpro Signs is in the process of making the signs for Sunrise Park. This will include the park name, and a donor appreciation sign. They will complete both for the \$2,800 + tax previously approved by the board. They should be installed within the next month. The total cost came to \$172.00 over budget but SpeedPro has generously donated the difference in support of our Community.

The DCA did not advance through the CFEP grant process all the way due to an unresolved reporting issue from the year 2000 regarding a small \$6000 grant. We contacted Jodi Duchesne, the Accounting Director for Community Grants | Alberta Culture and Status of Women and she sent us an affidavit which Nicole and I took to a notary. The document was sent back and Jodi Duchesne confirmed she has taken the hold off our Association, so we can apply for any government funding going forward without an issue. We will receive a formal letter in the mail confirming this for our files as well.

#### Treasurer's Report – Nicole Johnson

Current bank balance as of September 31st is \$52,522.45. This includes the \$25,000 donation from EDF Renewables towards the Outdoor Rink project. Outstanding cheques are Citi-Can final payment, Excel Sheds final payment, and Elevation Landscaping final payment. A \$2000 down payment to Speedpro for the signs will be made next week. Rusty's Bar and Grill submitted Dunmore Days proceeds from the ice cream bar in the amount of \$118 which will be deposited next week.

*Motion: Dawn made motion to accept the Treasurer's Report – carried*

#### New Business:

##### Sunrise Park Progress – Kim Dalton

The old vault was backfilled, and brand-new water service to City specifications was trenched to the skate shack. There are fully fused main lines with 2 wires instead of 1 to allow for the expansion of 28 more zones in future if required. The County put topsoil in the ball diamond, graded it, and did some gopher remediation. The sprinkler heads were set higher in the diamond than the park to be adjusted to new grass level in the

Spring. The heads are 2". Plans for the spring include hydro-seeding the ball diamond, and sodding the playground is still under discussion. There is no irrigation at the back trees currently ringing the ball diamond, but 360-degree heads were used so if that area is cleaned out for lawn seating, water coverage will be available without further modifications.

3 Inter-connector paths (with 1 more potential) have been added to link the new walking bath from the East side to the West-side of Dunmore. Fencing will go in next week with horse mesh wire along N. boundary (4"x2" so people can't walk through it). The other end will have 6' chain link.

A crosswalk activated by push button, will be installed across Eagle Butte. Pedestrian solar flashers and sidewalk painting will occur yet this Fall. The County will try to complete the paved walking paths at the Rotary Park before end of next week. They will also be pushing back the mailboxes and paving the parking pad. A Community Board has been damaged and may be replaced.

County was awarded stacking grant for paving and intersection, so with Reeve Dan Hamilton, decision was made to use the overage to do 3 approaches off Township Rd 120. Will bring design to next meeting.

Unclear at this time if funding includes bench for Rotary Park. Separate grant proposal for benches and gazebo was not approved.

*Motion: Scott made motion to receive information – carried*

#### Garbage Removal through Winter

Tarolyn advised that through the Winter months, the County will resume responsibility for garbage collection at the parks and along the path from Eagle Butte High School to the Co-op. It will revert under our Grounds Maintenance Contract next Spring.

7:08: Dan Hamilton, Tarolyn Aeserud (CAO), Kim Dalton left the meeting

#### Cookies & Cards Event – Shevaun Perrault

Affordable Paving has donated \$100 towards the upcoming Cookies & Cards Event on December 3<sup>rd</sup>. Richardson Pioneer has donated a \$200 pre-paid Visa towards the event, Donated funds will be used for 200 styro-containers and 1oz containers from BrewMaster for sprinkles and decorating kit items, as well as baking supplies and icing. Total estimated spend for event will be \$500 including the card-making supplies. Safety Buzz has confirmed the date and advertising is live on Facebook and our Website. No REP will be at the event as the facility will be under 1/3 capacity as per Safety Buzz. No

volunteers are required as event sub-committee members will be on site throughout event.

Richardson Pioneer also supplied a Request for Donation application form as they have heard about our plans for the Outdoor Rink.

*Motion: Jody made motion to approve up to \$200.00 as supplementary budget if needed by the Event Committee for additional supplies – carried*

*Motion: Amy made motion for Jody to submit Request for Donation application form to Richardson Pioneer – carried*

### Skate Shack Security – Jody Phillips

#### Benefits of Remote Security:

1. During construction phase last week, was unlocked, already had cigarette butts inside
2. Eliminates need to keep track of physical keys large-scale (volunteers for rink)
3. Can give access to trades so not have to meet them on site
4. Membership incentive – for DCA members only (approved by Cypress County)
  - a. Even though park is public, building and grounds are under DCA management and may offer access to members only as per Cypress County
5. Video Surveillance – compared with log of PIN access to determine who pays for damages
  - a. Also gives evidence of any illegal activities
  - b. Allows survey of the room to make sure it's empty to remotely lock it if user forgets

#### Video Surveillance:

1. Requires Policy, Procedure, Agreement of Confidentiality, and End User Agreement for PIN holders. **All 4 Documents attached at end of these Minutes.**
2. Must have notification (sign) posted (supplied by County)
3. No audio can be recorded (not same as speaking through APP to someone inside the building) – legal issues
4. Escalation of incidents to law enforcement lie with County so we don't have the responsibility of making those decisions.

#### If in Support:

1. Would require a board decision on who (or what positions) can access the APP and video footage.
2. Would require consensus/acceptance of the documents
  - a. Can be adopted in principle as guidelines effective immediately and can be refined over period before Jan board meeting before adopted as Policy
  - b. This allows us to start issuing PINS to members as soon as shack is ready
3. Requires decision on which security package option to choose and vendor.

*Motion: Amy made motion to designate all DCA Directors as Authorized Personnel to view/discuss footage from any camera(s) the Dunmore Community Association installs at recreational facilities– carried*

*Motion: Olivia made motion to adopt the Dunmore Community Association Policy: Video Surveillance as a guideline in principle until the January 13, 2022 meeting when it will be adopted as Policy – carried*

*Motion: Olivia made motion to adopt Schedule A: Agreement of Confidentiality of the Dunmore Community Association Policy: Video Surveillance– carried*

*Motion: Scott made motion to adopt Dunmore Community Association Procedure: Video Surveillance– carried*

*Motion: Amy made motion to adopt Dunmore Community Association End User Agreement: PIN Code Access to Sunrise Skate Shack– carried*

*Motion: Olivia made motion approve up to \$300 for a portable “rink closed due to ice maintenance” sign and a PIN access hours sign– carried*

#### Security package and vendor options:

The board reviewed the two quotes and various solutions for remote access and tracking. The options are to either purchase all equipment up front and pay monthly wi-fi fees (and pay for maintenance/service calls on an as-needed basis, or to go with a full package (monthly fees and wi-fi) which include maintenance and equipment replacement under contract (does not include vandalism). Not enough information yet to make a decision.

*Motion: Amy made motion to form sub-committee (Dawn, Scott, Olivia, Jody) to get more information regarding Wi-fi, smart hub, and plan options and make recommendation to the Board – carried*

#### Santa Parade – Shevaun Perrault

Shevaun left a message with Megan Nunweiler to see if they can add Dunmore to the Santa Parade route again this year. No reply as yet.

*Motion: Olivia made motion to receive as information – carried*

#### Outdoor Rink – Jody Phillips

Review of Outdoor Rink project shows that we may still have the opportunity to get the roof over the rink in 2022:

Roof plus electrical = \$236,000 (including gst)

Cypress County - \$102,000 - already approved

EDF Renewables - \$25,000

DCA Cash - \$15,000 (towards this project)

CFEP - \$125,000

Totals \$267,000 which gets the roof, and includes a \$31,000 or 13% contingency fund.

This plan qualifies for the Small Budget Stream (<125,000) and the application deadline is Jan 15/21. If we wait to re-apply for the Large Stream, the deadline is June 2022 and we wouldn't hear back until the following December.

This scenario satisfies the % requirements for both CFEP and the County. LesleyAnn ran it by Tarolyn and someone in the accounting dept and they have no objection with proceeding with the roof only and making this a phased approach.

*Motion: Amy made motion to apply for the CFEP Small Stream Grant by January 15, 2022 – carried*

#### Christmas Decorating Contest – Request for Funds by Della Burkitt

Della Burkitt submitted a request in writing to the DCA to match our 2020 financial contribution of \$200 to the Dunmore Festival of Lights.

*Motion: Olivia made motion to approve \$200 contribution to the Dunmore Festival of Lights 2021 – carried*

#### DCA Christmas Cards and Membership Newsletter – Jody Phillips

Jody submitted a Holiday Membership Newsletter and asked for approval to email on Dec. 5<sup>th</sup> to all DCA members. Also asked approval to send Christmas cards to Dan Hamilton, Tarolyn Aeserud, and LesleyAnn Collins on behalf of the DCA Board.

*Motion: Olivia made motion to approve distribution of Newsletter and Christmas cards – carried*

Next Regular BOD Meeting: January 12, 6:30 at Cypress Council Chamber

Adjourned by Shevaun at 8:40pm

\*\*\*Video Surveillance Policy, Agreement of Confidentiality, Procedures, and End User Agreement attached:



## DUNMORE COMMUNITY ASSOCIATION POLICY

Policy Name:

Video Surveillance

Approved on:

**Scheduled for January 13, 2022**

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### POLICY STATEMENT

The Dunmore Community Association recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of volunteers, community members, visitors and property. The objective of video surveillance at the Sunrise Skate Shack is to promote safety and will be designed and maintained to minimize privacy intrusion. Information collected by video surveillance systems will be collected in a lawful and justified manner with built in privacy protection measures in accordance with Freedom of Information and Protection of Privacy (FOIPPA) Act.

### DEFINITIONS

1. **Authorized Personnel** shall mean any current Director or Executive Member of the Dunmore Community Association
2. **Covert Surveillance** refers to the secretive continuous or periodic observations of persons, vehicles, places or objects to obtain information concerning the activities of individuals;
3. **Overt Surveillance** refers to the non-secretive continuous or periodic observation of persons, vehicles, places or objects to obtain information concerning the activities of individuals;
4. **Personal Information** as defined in section 1 (1)(n) of the FOIP Act as recorded information about an identifiable individual, including: the individual's race, colour, national or ethnic origin; the individual's age or sex; the individual's inheritable characteristics; information about an individual's physical or mental disability; and any other characteristics listed in that section;
5. **Reception Equipment** refers to the equipment or device used to receive or record the personal information collected through a surveillance system, including a video monitor;

6. **Recorded** as defined in section 1 (1)(q) of the FOIP Act as a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produced records.
7. **Storage Device** refers to an SD Card and the APP used to store the images captured by the surveillance system;
8. **Surveillance Systems** refers to a mechanical or electronic system or device that enables continuous or periodic recording, observing or monitoring of personal information about individuals on open, public spaces or buildings;
9. **Dunmore Community Association (DCA)** as referred to in this policy shall include all directors and executive members;

#### **REASONS FOR POLICY**

1. Develop a surveillance system policy that compiles with the Freedom of Information and Protection of Privacy (FOIPPA) Act and follows the guidelines set out by the Office of the Information and Privacy Commission of Alberta without compromising the safety and security of visitors, volunteers, community members, and property.
2. Ensure consistency and standardization of surveillance measures, procedures and protocols so that all users of the Sunrise Skate Shack and Park can have an expectation of consistency with respect to the collection, use and retention of personal information, regardless of where surveillance equipment is installed.
3. These guidelines do not apply to covert or surveillance cameras being used as a case-specific investigation tool for law enforcement purposes or in contemplation of litigation.

#### **STANDARDS**

1. This policy allows for the installation and use of video surveillance equipment in Dunmore Community Association facilities only within the parameters and subject to the conditions established by this policy.
2. The use of surveillance cameras is for public safety (Section 33 of FOIPPA).
3. All personal information will be stored securely by the Dunmore Community Association and accessed only by Authorized Personnel and the authorized Cypress County representative and will be used only for the purposes set out in this policy.



4. This policy will comply with FOIPPA and the Government of Alberta, Guide to Using Surveillance Cameras in Public Area, revised July 1, 2018, and as further amended.

### **RESPONSIBILITIES**

1. Dunmore Community Association to appoint Authorized Personnel as the custodian of the surveillance system program and review and approve any revision to this policy.
2. Contractors with access to surveillance equipment to:
  - a. review and comply with this policy in performing their duties and functions related to the operation of surveillance system. If a contractor fails to comply with this policy or the FOIP Act, it will be considered a breach of contract;
  - b. Authorized personnel who breach this policy will be subject to immediate removal from the Dunmore Community Association Board of Directors;
  - c. Authorized personnel and/or contractors with access to this surveillance system will sign a written confidentiality agreement shown in the attached Schedule A regarding their duties under this policy.
  - d. carry out the policy based on established procedures.
3. Recorded information will be kept a maximum of two (2) months and will be disposed of after that point in time unless certain records are kept for an investigation.

**“SCHEDULE A”**

**Dunmore Community Association**

**AGREEMENT OF CONFIDENTIALITY**

1. All members appointed by the Dunmore Community Association have a duty to hold in strict confidence all confidential information acquired in the course of their involvement with the DCA pertaining to all matters relating to the video surveillance at the Sunrise Skate Shack.
2. Where members are required to access confidential video surveillance information, they will not, during their term or after their term has come to an end, divulge any such any information unless required by law to do so.

As a member of the Dunmore Community Association, I acknowledge and accept as binding on me, during and after my term, the above conditions relating to confidentiality.

\_\_\_\_\_  
Name of Member

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## DUNMORE COMMUNITY ASSOCIATION PROCEDURE: VIDEO SURVEILLANCE

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**Part 1: Purpose.** This procedure establishes guidelines and responsibilities for the electronic surveillance system at Sunrise Skate Shack.

### **Part 2: Camera Location, Operation and Control**

- a. DCA buildings and grounds may be equipped with video monitoring devices.
- b. Video cameras may be placed in areas where surveillance has been deemed necessary as a result of threats to personal safety, prior property damages, or security incidents.
- c. Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on the grounds or premises.
- d. The Authorized Personnel shall manage and control the use and security of monitoring cameras, SD Card, and APP used to store images, and all other video records.
- e. Only individuals authorized by the DCA Board of Directors shall have access to the camera's SD Card and APP, or be permitted to operate the APP.
- f. Video surveillance cameras shall not have audio recording capabilities; or any such audio capabilities will not be enabled if they are available.

**Part 3: Notification.** Signs shall be posted to notify individuals of the area in which surveillance is conducted, and the contact person at Cypress County who can answer questions about the surveillance system as it relates to Freedom of Information and Protection of Privacy (FOIP), including a telephone number for contact purposes.

### **Part 4: Use of Video Recordings**

- a. Video recordings of Sunrise Skate Shack patrons may be reviewed or audited for the purpose of detecting or deterring criminal offenses that occur in view of the camera.
- b. Video recordings may be released to third parties in conformance with the requirements of a local, provincial, or federal law enforcement agency.

- c. Authorized personnel may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement and deterrence.
- d. The DCA shall not use video monitoring for other purposes unless expressly authorized by Cypress County.

**Part 5: Protection of Information and Disclosure/Security and Retention of Recordings**

- a. Videos are initially recorded on an SD Card and uploaded to the APP. Information on the SD Card is retained until such time that the SD Card becomes full and then the oldest video segments are overwritten by the newest segments.
- b. No attempt shall be made to alter any part of a video recording.
- c. Video recordings that may be relevant to the investigation of an incident will be transferred from the SD Card or APP onto removable media such as a thumb drive unless asked to transfer it directly in video format by a law enforcement agency.
- d. All video records that have been saved pending the final outcome of an incident investigation shall be numbered, dated, and retained in a location to be determined by Authorized Personnel.
- e. Authorized Personnel must authorize access to all video records.
- f. A log shall be maintained by Authorized Personnel of all episodes of access to, or use of recorded materials. The log shall include:
  - 1. the video clip number and date of recording,
  - 2. the name of the individual or agency that was given access to the recording,
  - 3. the date that access was given,
  - 4. the reason that access was given, and
  - 5. the date when access is no longer available to the individual or agency.
- g. Information contained within the video access log shall be considered public information, unless prohibited by law or judicial order.
- h. Video records that contain personal information used to make a decision directly affecting an individual must be retained for a minimum of one year and may be retained by the DCA indefinitely as a permanent archive.
- i. The DCA will provide reasonable security measures to prevent unauthorized access to the electronic surveillance network; however, the DCA cannot guarantee that access to the network through illegal methods is impossible.

## **Part 6: Disposal or Destruction of Recordings**

- a. Copies of surveillance recordings need not be kept by the DCA if there have been no identified incidents within view of the surveillance cameras. In these cases, there will be no permanent record of the recordings.
- b. All saved recordings shall be disposed of in a secure manner unless they are archived as part of a permanent record as stated above in Part 5i.

## **Part 7: Video Monitors and Viewing**

- a. Video monitoring for security purposes will be conducted in a professional, confidential, ethical, and legal manner.
- b. In the event of an incident that captures an illegal act or property damage, footage will FIRST be shared with Cypress County and they will make the determination to escalate the event to law enforcement or not.
- c. Only the Authorized Personnel, Cypress County authorized representative(s) and members of law enforcement agencies shall have access to the SD Card and/or monitoring APP to view recorded images.
- d. Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.
- e. All authorized individuals who have access to camera controls (such as pan, tilt, and zoom) will not monitor individuals based on characteristics of race, creed, color, sex, national origin, sexual orientation, marital status, disability, public assistance status, age, or inclusion in any group or class protected by provincial or federal law (see DCA policy DCA01-4). Camera control operators will monitor activity based on suspicious behavior, not individual characteristics.

**Date Implemented:** November 10, 2021



**DUNMORE COMMUNITY ASSOCIATION**  
**END USER AGREEMENT: PIN CODE ACCESS TO SUNRISE SKATE SHACK**

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This agreement must be completed by the DCA member before access to the Sunrise Skate Shack is granted.

**Terms:**

- 1) Individuals must be DCA members in good standing
- 2) Individuals will be given a PIN via e-mail to gain access to the Sunrise Skate Shack
- 3) Your PIN will be supplied to you (you will not choose your PIN)
- 4) Accessibility is granted between the hours of 7am to 11pm, 7 days/week; your PIN will NOT work between 11:01pm- to 6:59am so please ensure your belongings are out of the building before your PIN de-activates for the night.
- 5) The DCA reserves the right to restrict PIN access at additional times for building maintenance and/or rink flooding and maintenance.
- 6) Individuals are responsible for securing the building, including making sure doors and windows are not propped open after hours, and are closed and secured upon exit.
- 7) Individuals are responsible for cleaning up any garbage or messes made before leaving the building.
- 8) Access is granted solely to the individual below. You may invite, have company, or let in anyone you wish.
- 9) You may not use this space for private use nor make a reservation. Access is shared by all DCA members, and you may not prevent another member from using the facility at the same time as you and your guests.
- 10) Individual is responsible to pay for any damages that occur in the timeframe in which your PIN is used. If you give your PIN to someone else, you are responsible for the cost of any damages that may occur.
- 11) A complete record of all PIN code entries with time stamps is logged and video footage corresponding with incidents will be viewed according to the DCA's Video Surveillance Policy and Procedure.
- 12) If illegal activities are recorded during access with your PIN code, footage will be shared with the authorized Cypress County representative who will determine if the incident will be escalated to involve law enforcement. Audio is not recorded.
- 13) All PIN codes expire at the DCA Annual General Meeting and will be re-issued once annual membership fees are paid anew. The time of year you pay your fees is not relevant nor is access time pro-rated.
- 14) If you lose or forget your PIN, you may e-mail [dcadirectors@gmail.com](mailto:dcadirectors@gmail.com) to have a new PIN issued to you within 48 hours.
- 15) The DCA reserves the right to revoke your PIN code without notice if it is deemed the welfare of the building, its contents and furniture, or individuals using it are threatened or uncared for (this includes repeatedly leaving a mess behind you), or if your use of the building infringes on the enjoyment of other DCA members and their guests.

I agree with all of the terms of the agreement stated above:

Signature: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

[OFFICE USE] Access Expiration Year: \_\_\_\_\_