

DISTRICT OPERATIONS – BUSINESS SERVICES
Reporting to Public Session, Tuesday, February 23, 2021

1. Amended Annual Budget Bylaw for the Fiscal Year 2020/2021

In December of each year, the Ministry of Education recalculates the grants provided to school districts for their annual budget based upon the actual September 30 enrolments and other funding formula data. As Trustees are aware, the preliminary ministry funding and the district's preliminary annual budget prepared in April 2020 were predicated on enrolment and other funding estimates which now need to be adjusted to reflect actual funding and expenditure experience. The attached pro-forma Amended Annual Budget Bylaw in the amount of \$321,412,792 reflects the district's current updated annual budget for the 2020/2021 fiscal year.

Russell Horswill, Secretary-Treasurer, will make a presentation on the 2020/2021 amended annual budget for board consideration and approval.

Recommendation:

THAT the Board of Education considers the following motions:

- | | |
|----------|---|
| Motion 1 | THAT Amended Annual Budget Bylaw for the fiscal year 2020/2021 receive three readings at this Board meeting held February 23, 2021. |
| Motion 2 | THAT Amended Annual Budget Bylaw for the fiscal year 2020/2021 be read a first time. |
| Motion 3 | THAT Amended Annual Budget Bylaw for the fiscal year 2020/2021 be approved a first time and read a second time. |
| Motion 4 | THAT Amended Annual Budget Bylaw for the fiscal year 2020/2021 be approved a second time and read a third time. |
| Motion 5 | THAT Amended Annual Budget Bylaw for the fiscal year 2020/2021 be approved a third time. |
| Motion 6 | THAT Amended Annual Budget Bylaw for the fiscal year 2020/2021 having been read a first, second and third time, be finally passed and adopted the 23 rd day of February, 2021; that the Chair of the Board and the Secretary-Treasurer be authorized to sign the bylaw; and that the bylaw be sealed with the corporate seal of the Board. |

2. New Board Office Video Surveillance

In accordance with Board Policy #7.80.00 – Surveillance. and Regulation #7.80.01 governing the rules relating to video surveillance in the school district, the Secretary-Treasurer is seeking approval for the installation of interior and exterior surveillance video monitoring cameras and building security/alarm systems prior to installation at the new Board Office. The detailed report is attached for information.

Recommendation:

THAT the Board of Education authorize the video monitoring and building security/alarm systems at the new Board Office as provided for in Policy #7.80.00 – Surveillance.

Amended Annual Budget

School District No. 41 (Burnaby)

June 30, 2021

School District No. 41 (Burnaby)

June 30, 2021

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 41 (BURNABY)
(called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2020/2021 pursuant
to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 41 (Burnaby)
Amended Annual Budget Bylaw for fiscal year 2020/2021.
3. The attached Statement 2 showing the estimated revenue and expense for the
2020/2021 fiscal year and the total budget bylaw amount of \$321,412,792 for the 2020/2021 fiscal
year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board
for the fiscal year 2020/2021.

READ A FIRST TIME THE 23rd DAY OF FEBRUARY, 2021;

READ A SECOND TIME THE 23rd DAY OF FEBRUARY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF FEBRUARY, 2021;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 41 (Burnaby)
Amended Annual Budget Bylaw 2020/2021, adopted by the Board the 23rd DAY OF FEBRUARY, 2021.

Secretary Treasurer

School District No. 41 (Burnaby)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2021

Statement 2

	2021 Amended Annual Budget	2021 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	23,748.375	24,175.703
Adult	79.563	67.375
Other	450.375	415.000
Total Ministry Operating Grant Funded FTE's	24,278.313	24,658.078
Revenues	\$	\$
Provincial Grants		
Ministry of Education	267,107,847	260,763,259
Other	279,287	294,087
Federal Grants	3,682,836	3,682,836
Tuition	16,360,655	16,744,060
Other Revenue	10,975,905	10,178,439
Rentals and Leases	470,044	560,359
Investment Income	664,576	567,715
Amortization of Deferred Capital Revenue	8,731,512	8,637,336
Total Revenue	308,272,662	301,428,091
Expenses		
Instruction	268,839,115	262,962,481
District Administration	7,537,025	7,557,353
Operations and Maintenance	41,420,163	38,000,242
Transportation and Housing	1,514,489	1,573,624
Total Expense	319,310,792	310,093,700
Net Revenue (Expense)	(11,038,130)	(8,665,609)
Budgeted Allocation (Retirement) of Surplus (Deficit)	10,888,792	8,880,648
Budgeted Surplus (Deficit), for the year	(149,338)	215,039
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(149,338)	215,039
Budgeted Surplus (Deficit), for the year	(149,338)	215,039

School District No. 41 (Burnaby)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2021

Statement 2

	2021 Amended Annual Budget	2021 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	259,019,773	261,410,399
Special Purpose Funds - Total Expense	49,155,877	38,009,004
Capital Fund - Total Expense	11,135,142	10,674,297
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,102,000	2,102,000
Total Budget Bylaw Amount	321,412,792	312,195,700

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
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Signature of the Superintendent	Date Signed
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Signature of the Secretary Treasurer	Date Signed
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School District No. 41 (Burnaby)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(11,038,130)	(8,665,609)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	(2,102,000)	(2,102,000)
From Deferred Capital Revenue	(21,000,000)	(21,000,000)
Total Acquisition of Tangible Capital Assets	(23,102,000)	(23,102,000)
Amortization of Tangible Capital Assets	11,135,142	10,674,297
Total Effect of change in Tangible Capital Assets	(11,966,858)	(12,427,703)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(23,004,988)	(21,093,312)

School District No. 41 (Burnaby)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2021

	Operating Fund	Special Purpose Fund	Capital Fund	2021 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	21,293,709		79,333,654	100,627,363
Changes for the year				
Net Revenue (Expense) for the year	(8,786,792)		(2,251,338)	(11,038,130)
Interfund Transfers				
Local Capital	(2,102,000)		2,102,000	-
Net Changes for the year	(10,888,792)	-	(149,338)	(11,038,130)
Budgeted Accumulated Surplus (Deficit), end of year	10,404,917	-	79,184,316	89,589,233

School District No. 41 (Burnaby)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	231,932,371	236,313,238
Other	175,200	190,000
Tuition	16,360,655	16,744,060
Other Revenue	782,427	406,379
Rentals and Leases	362,752	455,359
Investment Income	619,576	522,715
Total Revenue	250,232,981	254,631,751
Expenses		
Instruction	224,522,447	227,130,913
District Administration	6,974,413	6,979,649
Operations and Maintenance	26,621,446	26,395,013
Transportation and Housing	901,467	904,824
Total Expense	259,019,773	261,410,399
Net Revenue (Expense)	(8,786,792)	(6,778,648)
Budgeted Prior Year Surplus Appropriation	10,888,792	8,880,648
Net Transfers (to) from other funds		
Local Capital	(2,102,000)	(2,102,000)
Total Net Transfers	(2,102,000)	(2,102,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 41 (Burnaby)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	220,908,865	227,277,636
Other Ministry of Education Grants		
Pay Equity	1,441,995	1,441,995
Funding for Graduated Adults	1,002,896	1,147,203
Transportation Supplement	24,841	24,841
Support Staff Benefits Grant	327,925	212,954
Teachers' Labour Settlement Funding	7,146,649	7,146,649
Early Career Mentorship Funding	570,000	
Other Misc. and One-time Grants		30,292
Summer Learning		(968,332)
Ongoing Unique Student Needs Enrolment Growth	509,200	
Total Provincial Grants - Ministry of Education	231,932,371	236,313,238
Provincial Grants - Other	175,200	190,000
Tuition		
Summer School Fees	224,285	221,990
Continuing Education	2,232,000	3,201,870
International and Out of Province Students	13,904,370	13,320,200
Total Tuition	16,360,655	16,744,060
Other Revenues		
Miscellaneous		
City of Burnaby Crossing guards	205,000	205,000
Other Program Fees	78,500	78,500
Sundry	498,927	122,879
Total Other Revenue	782,427	406,379
Rentals and Leases	362,752	455,359
Investment Income	619,576	522,715
Total Operating Revenue	250,232,981	254,631,751

School District No. 41 (Burnaby)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Salaries		
Teachers	125,897,168	128,833,754
Principals and Vice Principals	10,389,518	10,291,846
Educational Assistants	20,069,861	20,170,276
Support Staff	21,002,375	21,108,531
Other Professionals	5,594,373	5,570,674
Substitutes	8,613,342	9,647,148
Total Salaries	191,566,637	195,622,229
Employee Benefits	43,003,733	44,618,415
Total Salaries and Benefits	234,570,370	240,240,644
Services and Supplies		
Services	8,540,117	7,276,345
Student Transportation	691,831	691,831
Professional Development and Travel	1,486,095	1,064,185
Rentals and Leases	155,059	155,059
Dues and Fees	74,427	74,427
Insurance	576,123	576,123
Supplies	9,635,752	8,041,786
Utilities	3,289,999	3,289,999
Total Services and Supplies	24,449,403	21,169,755
Total Operating Expense	259,019,773	261,410,399

School District No. 41 (Burnaby)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2021

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	92,881,071	301,173	635,439	1,093,460	244,280	3,817,094	98,972,517
1.03 Career Programs	941,233			164,763		46,490	1,152,486
1.07 Library Services	2,786,166	14,744	183,271	110,277		145,635	3,240,093
1.08 Counselling	3,761,482					191,853	3,953,335
1.10 Special Education	10,854,941	272,568	18,699,549			2,773,652	32,600,710
1.30 English Language Learning	6,984,658	47,913				323,675	7,356,246
1.31 Indigenous Education	928,722	142,840	195,790			45,988	1,313,340
1.41 School Administration	619,149	8,695,216		4,362,158		105,319	13,781,842
1.60 Summer School	851,206	212,547				307,326	1,371,079
1.61 Continuing Education	1,748,443	248,895		293,124	213,643	28,672	2,532,777
1.62 International and Out of Province Students	3,540,097	54,759	355,812	197,985	482,390	168,150	4,799,193
Total Function 1	125,897,168	9,990,655	20,069,861	6,221,767	940,313	7,953,854	171,073,618
4 District Administration							
4.11 Educational Administration		398,863		208,626	1,619,630		2,227,119
4.40 School District Governance				58,867	361,383		420,250
4.41 Business Administration				1,013,792	1,504,250		2,518,042
Total Function 4	-	398,863	-	1,281,285	3,485,263	-	5,165,411
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				253,226	1,168,797		1,422,023
5.50 Maintenance Operations				12,243,452		659,488	12,902,940
5.52 Maintenance of Grounds				741,471			741,471
5.56 Utilities							-
Total Function 5	-	-	-	13,238,149	1,168,797	659,488	15,066,434
7 Transportation and Housing							
7.70 Student Transportation				261,174			261,174
Total Function 7	-	-	-	261,174	-	-	261,174
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	125,897,168	10,389,518	20,069,861	21,002,375	5,594,373	8,613,342	191,566,637

School District No. 41 (Burnaby)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2021

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	98,972,517	23,009,552	121,982,069	10,988,107	132,970,176	134,715,413
1.03 Career Programs	1,152,486	272,902	1,425,388	44,596	1,469,984	1,508,599
1.07 Library Services	3,240,093	843,276	4,083,369	365,254	4,448,623	4,538,048
1.08 Counselling	3,953,335	865,957	4,819,292		4,819,292	4,962,571
1.10 Special Education	32,600,710	6,724,692	39,325,402	504,987	39,830,389	40,141,775
1.30 English Language Learning	7,356,246	1,841,903	9,198,149	11,875	9,210,024	9,480,502
1.31 Indigenous Education	1,313,340	311,989	1,625,329	61,076	1,686,405	1,724,846
1.41 School Administration	13,781,842	3,202,130	16,983,972		16,983,972	16,978,262
1.60 Summer School	1,371,079	238,849	1,609,928	39,029	1,648,957	1,272,980
1.61 Continuing Education	2,532,777	479,702	3,012,479	419,548	3,432,027	3,528,943
1.62 International and Out of Province Students	4,799,193	1,008,461	5,807,654	2,214,944	8,022,598	8,278,974
Total Function 1	171,073,618	38,799,413	209,873,031	14,649,416	224,522,447	227,130,913
4 District Administration						
4.11 Educational Administration	2,227,119	483,903	2,711,022	61,520	2,772,542	2,781,154
4.40 School District Governance	420,250	74,390	494,640	150,912	645,552	643,155
4.41 Business Administration	2,518,042	512,051	3,030,093	526,226	3,556,319	3,555,340
Total Function 4	5,165,411	1,070,344	6,235,755	738,658	6,974,413	6,979,649
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,422,023	272,179	1,694,202	616,371	2,310,573	2,317,122
5.50 Maintenance Operations	12,902,940	2,653,525	15,556,465	3,959,550	19,516,015	19,273,502
5.52 Maintenance of Grounds	741,471	154,020	895,491	609,368	1,504,859	1,514,390
5.56 Utilities	-	-	-	3,289,999	3,289,999	3,289,999
Total Function 5	15,066,434	3,079,724	18,146,158	8,475,288	26,621,446	26,395,013
7 Transportation and Housing						
7.70 Student Transportation	261,174	54,252	315,426	586,041	901,467	904,824
Total Function 7	261,174	54,252	315,426	586,041	901,467	904,824
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	191,566,637	43,003,733	234,570,370	24,449,403	259,019,773	261,410,399

School District No. 41 (Burnaby)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	35,175,476	24,450,021
Other	104,087	104,087
Federal Grants	3,682,836	3,682,836
Other Revenue	10,193,478	9,772,060
Total Revenue	49,155,877	38,009,004
Expenses		
Instruction	44,316,668	35,831,568
District Administration	562,612	577,704
Operations and Maintenance	3,663,575	930,932
Transportation and Housing	613,022	668,800
Total Expense	49,155,877	38,009,004
Budgeted Surplus (Deficit), for the year	-	-

School District No. 41 (Burnaby)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2021

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year			534,158	5,573,471		29,107	58,701	37,582	
Add: Restricted Grants									
Provincial Grants - Ministry of Education	930,932	822,551			384,000	100,450	268,103	2,397,447	2,428,607
Provincial Grants - Other									
Federal Grants									
Other			50,000	8,942,801				1,297,226	
Investment Income			5,000						
	930,932	822,551	55,000	8,942,801	384,000	100,450	268,103	3,694,673	2,428,607
Less: Allocated to Revenue	930,932	822,551	55,000	8,939,531	384,000	129,557	326,804	3,471,214	2,428,607
Recovered									
Deferred Revenue, end of year	-	-	534,158	5,576,741	-	-	-	261,041	-
Revenues									
Provincial Grants - Ministry of Education	930,932	822,551			384,000	129,557	326,804	2,397,447	2,428,607
Provincial Grants - Other									
Federal Grants									
Other Revenue			55,000	8,939,531				1,073,767	
	930,932	822,551	55,000	8,939,531	384,000	129,557	326,804	3,471,214	2,428,607
Expenses									
Salaries									
Teachers							94,170	737,724	
Principals and Vice Principals									133,477
Educational Assistants		606,688			286,008	22,547		523,404	1,035,168
Support Staff								594,443	175,049
Other Professionals								136,394	
Substitutes						10,000	6,000	5,748	495,944
	-	606,688	-	-	286,008	32,547	100,170	1,997,713	1,839,638
Employee Benefits		215,863			74,362	5,862	18,834	469,303	588,969
Services and Supplies	930,932		55,000	8,939,531	23,630	91,148	207,800	1,004,198	
	930,932	822,551	55,000	8,939,531	384,000	129,557	326,804	3,471,214	2,428,607
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 41 (Burnaby)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2021

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Safe Return to School Grant	Federal Safe Return to Class Fund	BC Provincial School for the Deaf	PRP Fraser Park Maples	Youth at Risk
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			11,868	17,640			2,739,551	137,254	496
Add: Restricted Grants									
Provincial Grants - Ministry of Education	8,936,405	93,203	48,000	11,403	1,711,553	9,208,724	5,293,568	2,332,184	
Provincial Grants - Other									52,368
Federal Grants									
Other									65,748
Investment Income									
	8,936,405	93,203	48,000	11,403	1,711,553	9,208,724	5,293,568	2,332,184	118,116
Less: Allocated to Revenue	8,936,405	93,203	59,868	26,061	1,711,553	9,208,724	5,484,491	2,235,273	118,612
Recovered							1,239,199	88,884	
Deferred Revenue, end of year	-	-	-	2,982	-	-	1,309,429	145,281	-
Revenues									
Provincial Grants - Ministry of Education	8,936,405	93,203	59,868	26,061	1,711,553	9,208,724	5,484,491	2,235,273	
Provincial Grants - Other									52,368
Federal Grants									
Other Revenue									66,244
	8,936,405	93,203	59,868	26,061	1,711,553	9,208,724	5,484,491	2,235,273	118,612
Expenses									
Salaries									
Teachers	7,059,760		47,296			6,111,384	1,476,978	1,591,185	
Principals and Vice Principals							455,016	71,420	
Educational Assistants							1,182,955		79,989
Support Staff						437,420	141,982	28,068	
Other Professionals							138,877		
Substitutes		76,426			706,196		14,413	5,783	
	7,059,760	76,426	47,296	-	706,196	6,548,804	3,410,221	1,696,456	79,989
Employee Benefits	1,876,645	16,777	12,572		235,399	1,484,635	814,503	307,134	19,605
Services and Supplies				26,061	769,958	1,175,285	1,259,767	231,683	19,018
	8,936,405	93,203	59,868	26,061	1,711,553	9,208,724	5,484,491	2,235,273	118,612
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 41 (Burnaby)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2021

	CYF Projects	Settlement Services	Community Services	Out of School Time Program	IRCC SWIS	IRCC LINC	IRCC Wraparound	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	99,207	582,767	140,926	32,328	-	-	-	9,995,056
Add: Restricted Grants								
Provincial Grants - Ministry of Education								34,967,130
Provincial Grants - Other								52,368
Federal Grants					2,314,961	1,182,169	185,706	3,682,836
Other	84,967			89,967				10,530,709
Investment Income								5,000
	84,967	-	-	89,967	2,314,961	1,182,169	185,706	49,238,043
Less: Allocated to Revenue	51,936	7,000	-	51,719	2,314,961	1,182,169	185,706	49,155,877
Recovered								1,328,083
Deferred Revenue, end of year	132,238	575,767	140,926	70,576	-	-	-	8,749,139
Revenues								
Provincial Grants - Ministry of Education								35,175,476
Provincial Grants - Other				51,719				104,087
Federal Grants					2,314,961	1,182,169	185,706	3,682,836
Other Revenue	51,936	7,000						10,193,478
	51,936	7,000	-	51,719	2,314,961	1,182,169	185,706	49,155,877
Expenses								
Salaries								
Teachers				42,380	1,229,747			18,390,624
Principals and Vice Principals								659,913
Educational Assistants	31,577					652,440	38,756	4,459,532
Support Staff					78,349	53,150		1,508,461
Other Professionals					52,734	101,130		429,135
Substitutes	3,105				24,962			1,348,577
	34,682	-	-	42,380	1,385,792	806,720	38,756	26,796,242
Employee Benefits	7,469			8,476	291,038	242,815	10,077	6,700,338
Services and Supplies	9,785	7,000		863	638,131	132,634	136,873	15,659,297
	51,936	7,000	-	51,719	2,314,961	1,182,169	185,706	49,155,877
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 41 (Burnaby)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget			2021 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Rentals and Leases		107,292	107,292	105,000
Investment Income		45,000	45,000	45,000
Amortization of Deferred Capital Revenue	8,731,512		8,731,512	8,637,336
Total Revenue	8,731,512	152,292	8,883,804	8,787,336
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	11,135,142		11,135,142	10,674,297
Total Expense	11,135,142	-	11,135,142	10,674,297
Net Revenue (Expense)	(2,403,630)	152,292	(2,251,338)	(1,886,961)
Net Transfers (to) from other funds				
Local Capital		2,102,000	2,102,000	2,102,000
Total Net Transfers	-	2,102,000	2,102,000	2,102,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	2,102,000	(2,102,000)	-	
Total Other Adjustments to Fund Balances	2,102,000	(2,102,000)	-	
Budgeted Surplus (Deficit), for the year	(301,630)	152,292	(149,338)	215,039

Board Report

Date: February 23, 2021
To: Board of Education – Regular Meeting
From: Russell Horswill, Secretary-Treasurer
Subject: New Board Office Video Surveillance

Background:

The Board of Education 2019-2024 Strategic Plan contains the following objective under the key priority “**A Modern, Safe and Sustainable Learning Environment**”, Goal 2 – Develop a Long-Range Facility Plan consistent with Ministry Guidelines:

- iii) Improve the overall quality of the District’s security services, such as video monitoring, building alarms, and security monitoring.

Board Policy #7.80.00 – Surveillance and Regulation #7.80.01 governs the rules relating to video surveillance in the school district. The regulation provides for the following process to obtain approval for new video surveillance coverage:

1. Prior to the introduction of new video surveillance camera coverage, the Secretary-Treasurer or designate must submit a report to the Board through the Buildings and Grounds Committee [Committee of the Whole] documenting the reasons the surveillance is required. If the Board approves the report in principle and it relates to a school or school site, a similar report is to be sent through the school principal to the Parent Advisory Council (PAC) of the school or site for review and approval. Once PAC approval is received the Buildings and Grounds Committee [Committee of the Whole] will submit the installation to the Board for final approval.
2. New video surveillance installations or significant changes to existing camera coverage for non-school buildings or sites will follow the same process as outlined in paragraph 1 without the requirement for PAC approval.

Attached to this Board Report is a building schematic of the new Board Office located on Canada Way showing the location of interior and exterior surveillance video monitoring cameras and building security/alarm systems. Video systems and camera locations are in compliance with Board Policy #7.80.00.

Considerations:

The installation of CCTV video surveillance systems is common in Burnaby schools. All secondary schools have video surveillance systems (8 out of 8), and 70% of elementary schools do (28 out of 40). Video surveillance systems are also present in district buildings.

The Information Technology Department within the district is responsible for managing all aspects of the CCTV video surveillance systems. Attached is the school district “Corporate Surveillance (CCTV) Use Guidelines”, which establish necessary rules governing the access, use and distribution of video footage.

CCTV video surveillance systems are a part of the school district strategy to improve overall quality of the district's security services. Other strategies include the district Security Officer, the monitoring of buildings by Custodial Forepersons, RCMP security checks when required, school parent or guardian/student education, and exterior building lighting. Together these strategies help to create "A Modern, Safe and Sustainable Learning Environment".

Recommendation:

THAT the Board of Education authorize the video monitoring and building security/alarm systems at the new Board Office as provided for in Policy #7.80.00 – Surveillance.

ISSUED	DATE	REMARKS
#		
2019-06-06		REVIEW

Proposed Surveillance
Camera Locations

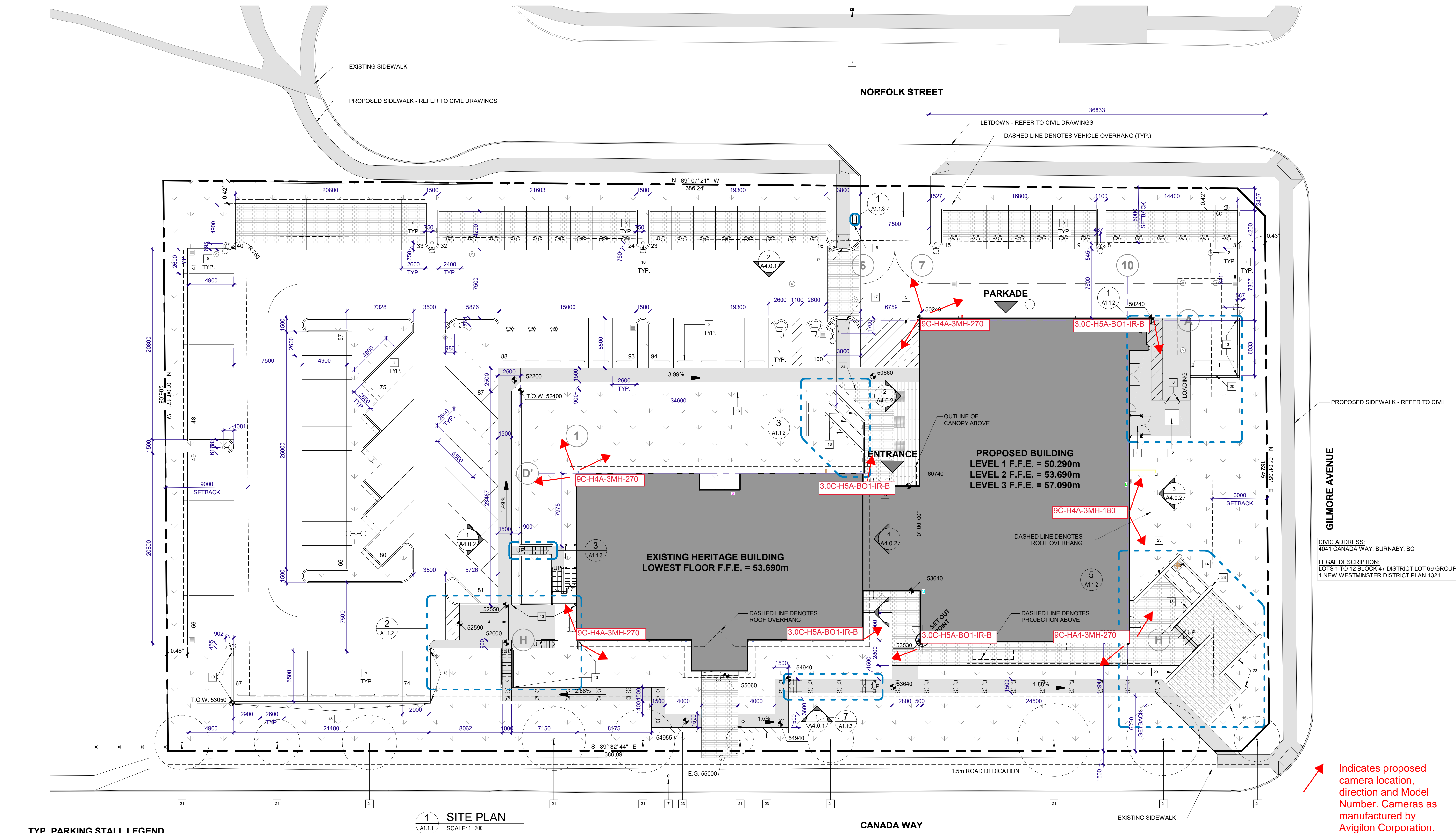
MORRISON
HERSHFIELD LIMITED

Revised March 5, 2020

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41
**SCHOU EDUCATION
CENTRE**
4041 CANADA WAY, BURNABY, BC

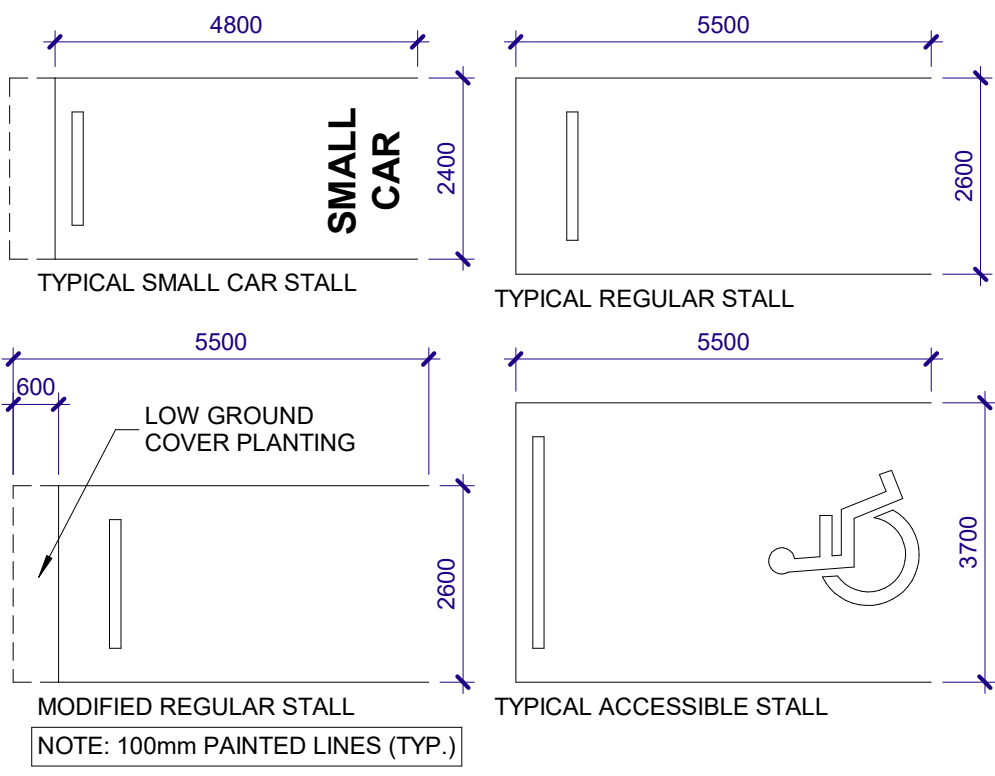
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Project Number 10-17-058

A1.1.1



1 SITE PLAN
SCALE: 1:200

TYP. PARKING STALL LEGEND



PARKING SCHEDULE	
STALL TYPE	COUNT
ACCESSIBLE	2
REGULAR	65
SMALL CAR	33
TOTAL	100
UNDERGROUND	1
ACCESSIBLE	1
REGULAR	12
SMALL CAR	8
TOTAL	21
TOTAL PARKING STALLS	121

SITE PLAN - LEGEND

- BUILDING FOOTPRINT
- PLANTING - REFER TO LANDSCAPE
- CONCRETE SURFACE
- SIDEWALK SURFACE - REFER TO LANDSCAPE
- PERMEABLE PARKING SURFACE - REFER TO

SITE PLAN - KEYNOTES

- CATCH BASIN - REFER TO CIVIL
- MANHOLES - REFER TO CIVIL
- WHEEL STOP
- TRENCH DRAIN

GENERAL NOTES - SITE PLAN

- 1. REFER TO CIVIL DRAWINGS FOR EXTENT OF OFFSITE EXISTING & NEW SIDEWALK, CURBS, LETDOWNS, SITE GRADES, AND STREET LIGHTING.
- 2. REFER TO LANDSCAPE DRAWINGS FOR EXTENT OF EXISTING & NEW PLANTING.

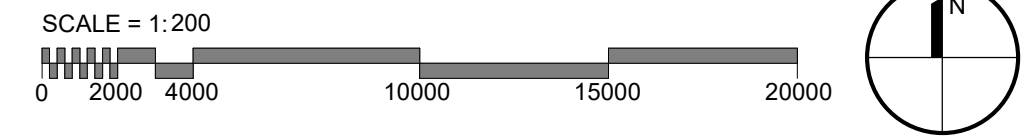
- PAINTED LINES
- FIRE DEPARTMENT CONNECTION IN CONCRETE MONUMENT
- EXISTING FIRE HYDRANT
- BOLLARDS

- PARKING SPACE - REFER TO PARKING SCHEDULE
- LIGHT STANDARD - REFER TO ELECTRICAL
- GAS METER - REFER TO MECHANICAL
- PAD MOUNTED TRANSFORMER - REFER TO ELECTRICAL

- RETAINING WALL
- EXHAUST GRILLE - REFER TO MECHANICAL
- FIRE ALARM ANNUNCIATOR PANEL
- SITE SIGNAGE

- CURB LETDOWN PER CIVIL
- GAS CONNECTION
- SUMP - REFER TO MECHANICAL
- ELECTRIC CHARGING STATION - REFER TO ELECTRICAL

- EXISTING TREE TO REMAIN
- CONCRETE ENTRY FEATURE - REFER TO LANDSCAPE
- STONE CLAD WALLS - REFER TO LANDSCAPE
- BIKE RACK - REFER TO LANDSCAPE



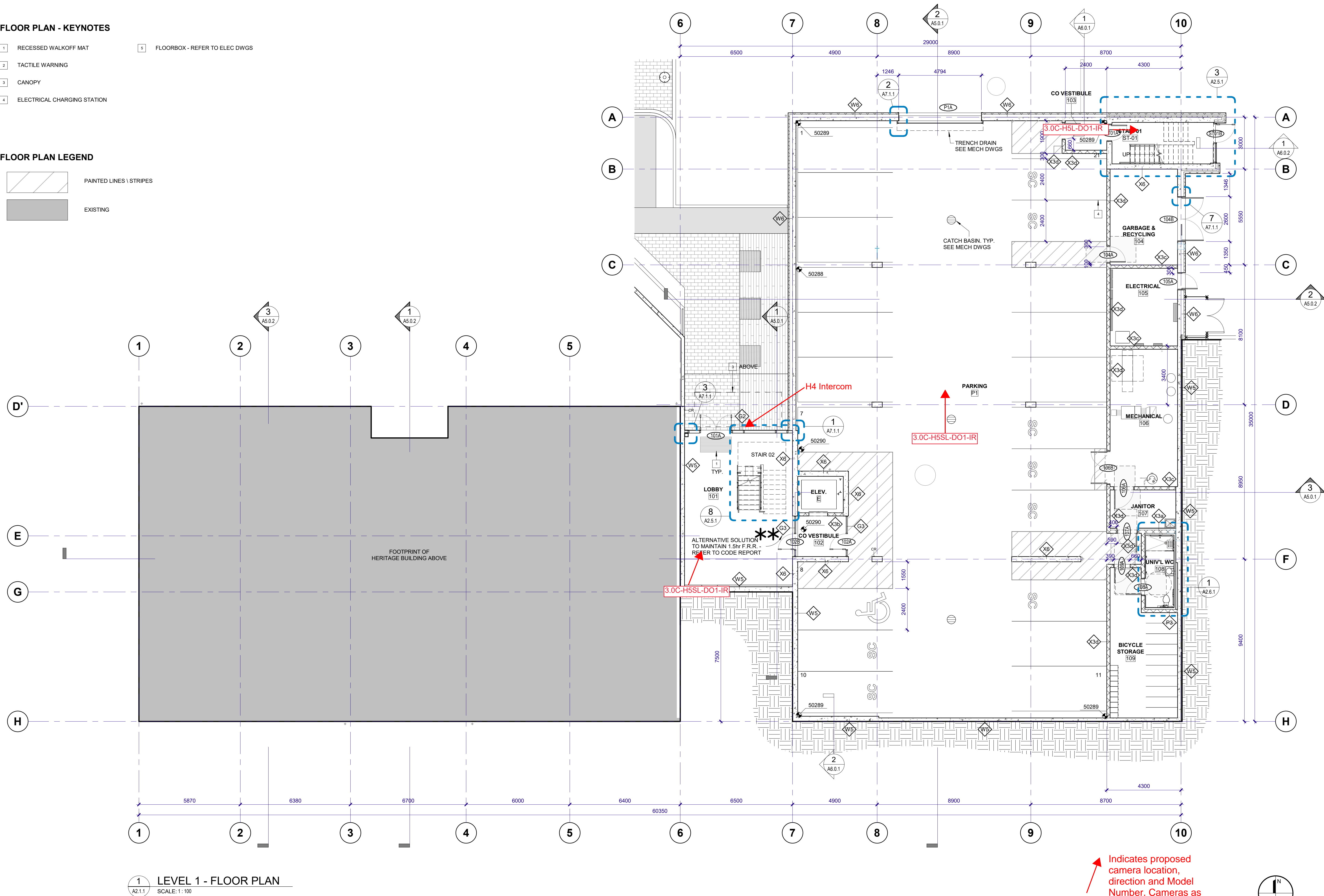
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FLOOR PLAN - KEYNOTES

- 1 RECESSED WALKOFF MAT
- 2 TACTILE WARNING
- 3 CANOPY
- 4 ELECTRICAL CHARGING STATION
- 5 FLOORBOX - REFER TO ELEC DWGS

FLOOR PLAN LEGEND

- PAINTED LINES \ STRIPES
- EXISTING



1 LEVEL 1 - FLOOR PLAN
SCALE: 1:100

Indicates proposed camera location, direction and Model Number. Cameras as manufactured by Avigilon Corporation.

ISSUED	DATE	REMARKS
#		
	2019-06-06	REVIEW

2019-07-03
COORDINATION

Proposed Surveillance
Camera Locations

MORRISON
HERSHFIELD LIMITED

Revised March 5, 2020

Drawn:	Checked:
Project Number	10-17-058

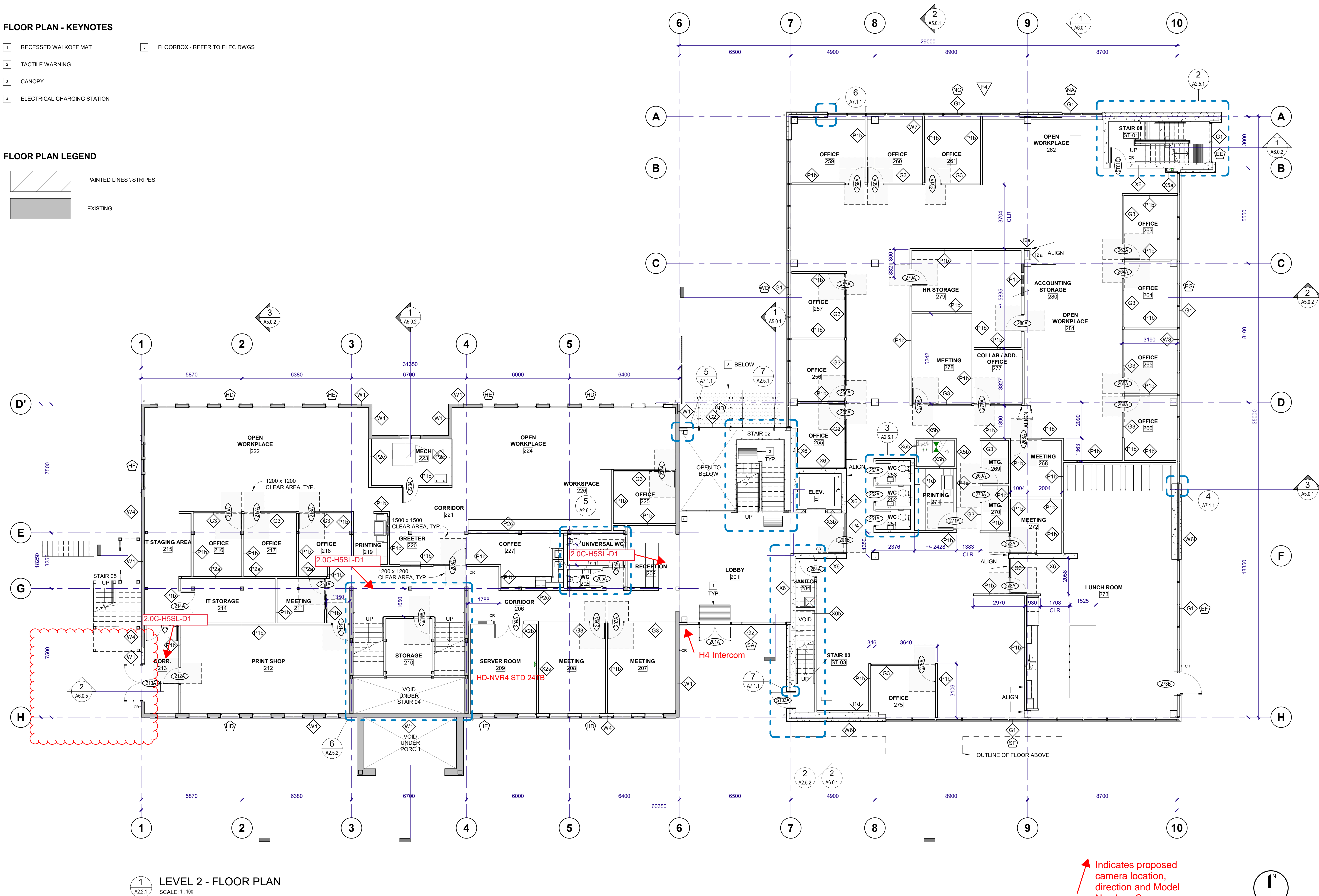
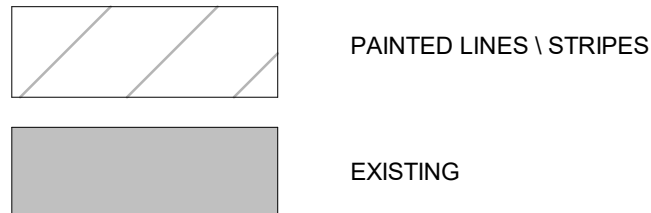
LEVEL 1 FLOOR PLAN

A2.1.1

FLOOR PLAN - KEYNOTES

- 1 RECESSED WALKOFF MAT
2 TACTILE WARNING
3 CANOPY
4 ELECTRICAL CHARGING STATION
5 FLOORBOX - REFER TO ELEC DWGS

FLOOR PLAN LEGEND



1 LEVEL 2 - FLOOR PLAN
SCALE: 1:100

Indicates proposed camera location, direction and Model Number. Cameras as manufactured by Avigilon Corporation.

ISSUED	DATE	REMARKS
#		
1	2019-06-06	REVIEW

Proposed Surveillance Camera Locations

MORRISON
HERSHFIELD LIMITED

Revised March 5, 2020

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41
SCHOU EDUCATION CENTRE
4041 CANADA WAY, BURNABY, BC

Drawn: _____ Checked: _____
Project Number 10-17-058

1	RECESSED WALKOFF MAT	5	FLOORBOX - REFER TO ELEC DWGS
2	TACTILE WARNING		
3	CANOPY		
4	ELECTRICAL CHARGING STATION		



Drawn:	Author	Checked:	Checker
Project Number	10-17-058		

ISSUED	REMARKS
# DATE	
2019-06-06	REVIEW

2019-07-03
COORDINATION

Proposed Surveillance
Camera Locations

MORRISON
HERSHFIELD LIMITED

Revised March 5, 2020

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

**SCHOU EDUCATION
CENTRE**

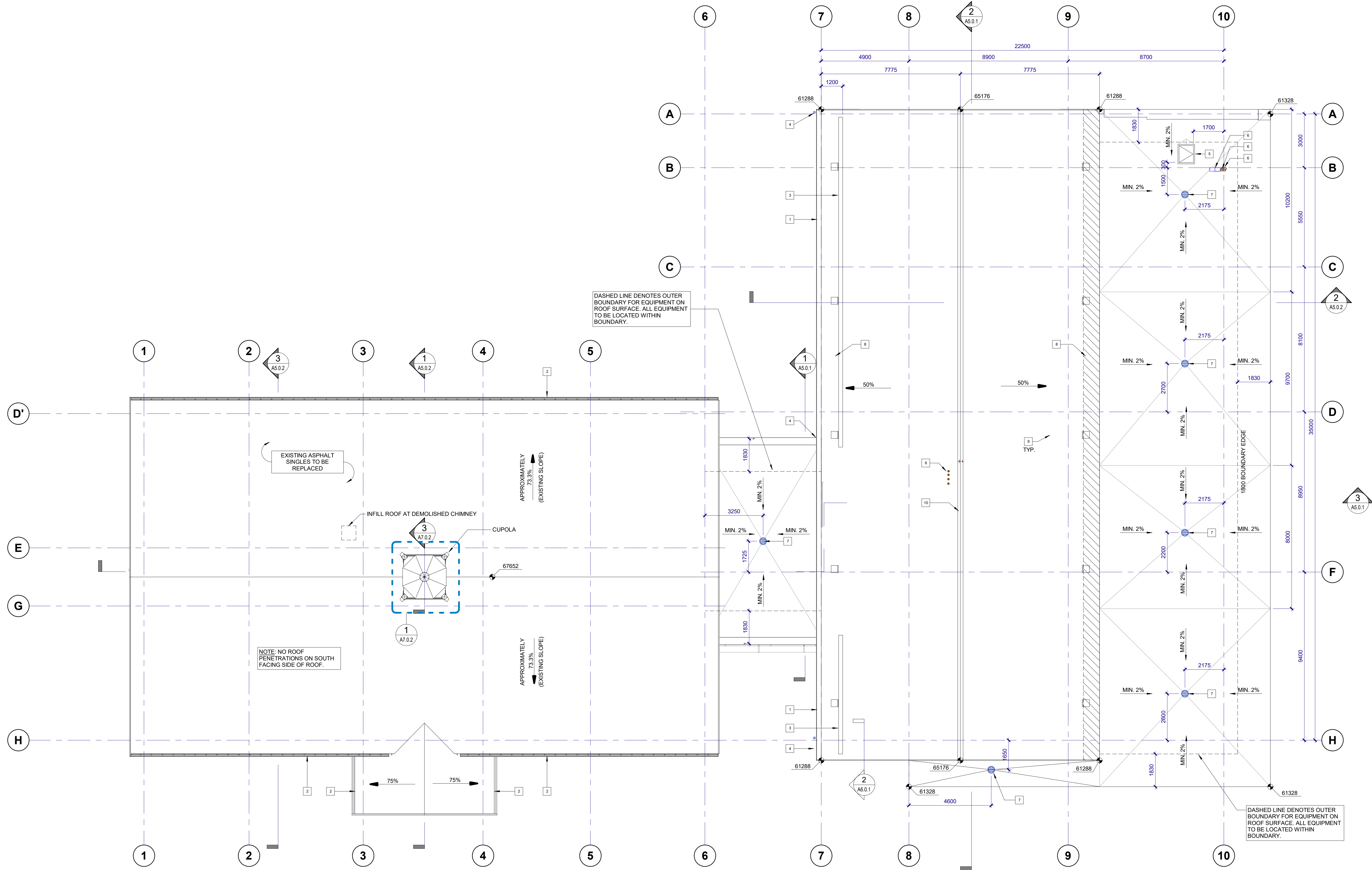
4041 CANADA WAY, BURNABY, BC

Drawn:	NW	Checked:	DG
Project Number	10-17-058		

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This drawing is a copyright instrument of service and remains the property of the Consultant. All information shown on this shall be reported to the Consultant prior to commencing the property of the Consultant. In all cases, the latest issue of the drawing shall be used for the execution of the work. The Contractor shall ensure that all previous issues of this drawing are marked and destroyed, with reference to the latest issue, and used for reference purposes only.
Building Codes, jurisdictional codes and local ordinances.
A = Architectural
S = Structural
ME = Mechanical/HVAC
E = Electrical
FP = Fire Protection
L = Landscape
P = Plumbing
Drawings shall not be scaled. The Contractor shall verify and reference purposes only.

OMICRON ARCHITECTURE ENGINEERING CONSTRUCTION LTD.

Building Codes, jurisdictional codes and local ordinances.
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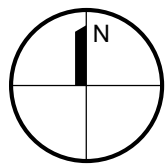


1 ROOF PLAN
SCALE: 1:100

ROOF PLAN - KEYNOTES

- | | | |
|---------------------|---|---------------|
| 1 GUTTER | 8 ROOF HATCH | 9 ROOF VENT |
| 2 EXISTING GUTTER | 6 MECHANICAL PENETRATION - REFER TO MECHANICAL DRAWINGS | 10 RIDGE VENT |
| 3 SNOW GUARD | 7 ROOF DRAIN | |
| 4 RAIN WATER LEADER | 8 EAVE PROTECTION | |

Indicates proposed camera location, direction and Model Number. Cameras as manufactured by Avigilon Corporation.



ROOF PLAN

A2.4.1

Corporate Surveillance (CCTV) Use Guidelines

Operational Considerations

Purpose

To ensure that the operation and use of Burnaby School District's surveillance systems is compliant with the stated policy.

Surveillance Policy

The Corporate Surveillance (CCTV) Use Guidelines are grounded in the District Surveillance Policy, #7.80.00, which is available for review on the district web site. Please ensure you review this [Surveillance Policy](#) annually.

Related Policy: 5.15 Student and Other School Records Access, Storage and Transfer. Section, Student Records (D. Student Photos, Video or Digital Images)

Authorized Personnel

Only authorized personnel are granted access to the surveillance systems installed. Authorized groups and rights include,

Group	Access Rights
School Principals	Recorded video footage – view only
District Security Officers	Recorded video footage – view only
Facilities Directors and Managers	Recorded video footage – view and export
IT Services Managers	Site and System Management
Designated contractors	Appropriate Temporary Access

Access Rights

The sharing of system access rights is strictly prohibited. Anyone requiring access must submit an **Avigilon ACC Access Request Form** (page 4 of this document) to the IT Services Help Desk, helpdesk@burnabyschools.ca.

The Avigilon ACC Access Request Form is available on the Staff Portal at, <https://portal.burnabyschools.ca/technology>.

Once approved, IT Services will contact the requestor regarding software installation, training, and access credentials.

Monitoring Video Footage

Video footage can be monitored only by designated personnel, and from their primary district managed computer or mobile phone. IT Services staff install and maintain the monitoring software. No other personnel are authorized to install the software. IT Services will install monitoring software only on a designated users district managed computer or mobile phone. At no time is monitoring software to be installed on personal computers or mobile phones.

Retention

The video recording appliances associated with each installed surveillance site are set to retain video footage for a maximum of 30 days. Unless specifically bookmarked, all video footage is overwritten automatically after this 30-day period.

A Special Note Regarding Retention and Student Records Policy 5.15

Policy 5.15 states in part that,

Copies of photos, video or digital images used in the rendering of a decision which affects a child must be retained in the Student File for a period of one year.

System retention guidelines remove video files by default after 30 days unless bookmarked. Staff with access rights should know that:

- if a video is used to identify an individual (student, staff or community member)
- and there is a resulting action impacting that individual
For example: detention, suspension, expulsion, or court case
- then the associated video(s) must be bookmarked so they are stored for minimally a year. For court cases please confirm requirements with the district Freedom of Information Officer.

Export and File Sharing

Only designated district personnel are authorized to export video footage. The export of video footage is used to support a current and ongoing school, district, or criminal investigation.

All video footage contains sensitive information and must be treated accordingly. All exported video must be stored securely in a district approved cloud storage applications; O365 OneDrive, Teams, or SharePoint. Video footage can only be shared to designated district personnel or law enforcement via a direct (specific people, view only) link. Video footage may not be downloaded and shared via external media such as flash drives or SD cards.

Corporate Surveillance (CCTV) Use Guidelines

This acknowledgement form will be provided to the employee by the IT Services Help Desk upon the submission of the "Avigilon ACC Access Request Form", completed by the manager/supervisor.

Employee Acknowledgement

I acknowledge that I have read and will abide by Burnaby School District's surveillance policy and operational guidelines regarding the use of surveillance (CCTV) systems. In particular, I understand:

1. Only designated personnel are authorized to view video footage;
2. Video footage can only be viewed from authorized district managed devices;
3. The sharing of system access rights is strictly prohibited;
4. New user accounts must be approved before access rights are granted;
5. End user training is required before access rights are granted;
6. The export and sharing of video footage files is restricted to specific district personnel;
7. All exported video footage may only be shared when necessary via approved cloud storage applications directly with recipients, as view only files;
8. System users must not attempt to circumvent any installed software, or IT configuration and use protocols.

Employee's Signature: *(will be completed online)*

Employee's Name: *(will be completed online)*

Date: *(will be completed online)*

Attachment: Avigilon ACC Access Request Form - rev 1.0

Avigilon ACC Access Request Form

SD41 Surveillance (CCTV) Project

This request form is available to managers/supervisors on the Staff Portal. Upon the submission of the "Avigilon ACC Access Request Form", Help Desk will contact the user to complete their acknowledgement form and provide access.

Instructions:

1. All sections of this form are to be completed by Managers/Supervisors
2. All fields marked with an "*" are mandatory
3. Forms will only be accepted if submitted by an SD41 Manager/Supervisor

Part 1: Employee Information

☐ New Request ☐ Change Request

Date _____

Employee Name (Last, first,) _____

Employee Title or Position _____

Network ID _____

Primary Phone Number _____

Email Address _____

Location _____

Note to Help Desk: _____

Part 2: Approval

By signing this form, I approve the access request and verify that _____
requires access to be added or changed (as indicated in this form) to perform their job duties.

Signature _____

Date _____

Print Name _____

Please attach this form to your Help Desk Service Request email, helpdesk@burnabyschools.ca.

Thank you,

Help Desk
Information Technology Services