

DISTRICT OPERATIONS – BUSINESS SERVICES
Reporting to Public Session, Tuesday, March 30, 2021

1. CCTV Burnaby North Secondary School

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 at the new Burnaby North Secondary School. 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 Burnaby North Secondary School as provided for in Policy #7.80.00 – Surveillance.

2. Draft Policy #7.60 – Childcare Programs in District Facilities

The Secretary-Treasurer is seeking approval of the draft Board Policy #7.60.00 – Childcare Programs in District Facilities. The policy incorporates legislative changes to the *School Act* and Ministerial Order M326 – Childcare Order. The report is attached for information.

Recommendation:

THAT the Board of Education approve Policy #7.60.00 – Childcare Programs in District Facilities for circulation as Notice of Motion.

Board Report

Date: March 30, 2021
To: Board of Education – Regular Meeting
From: Russell Horswill, Secretary-Treasurer
Subject: CCTV Burnaby North Secondary School

Background:

The Burnaby Board of Education's 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 Burnaby North Secondary School 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 to manage 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.

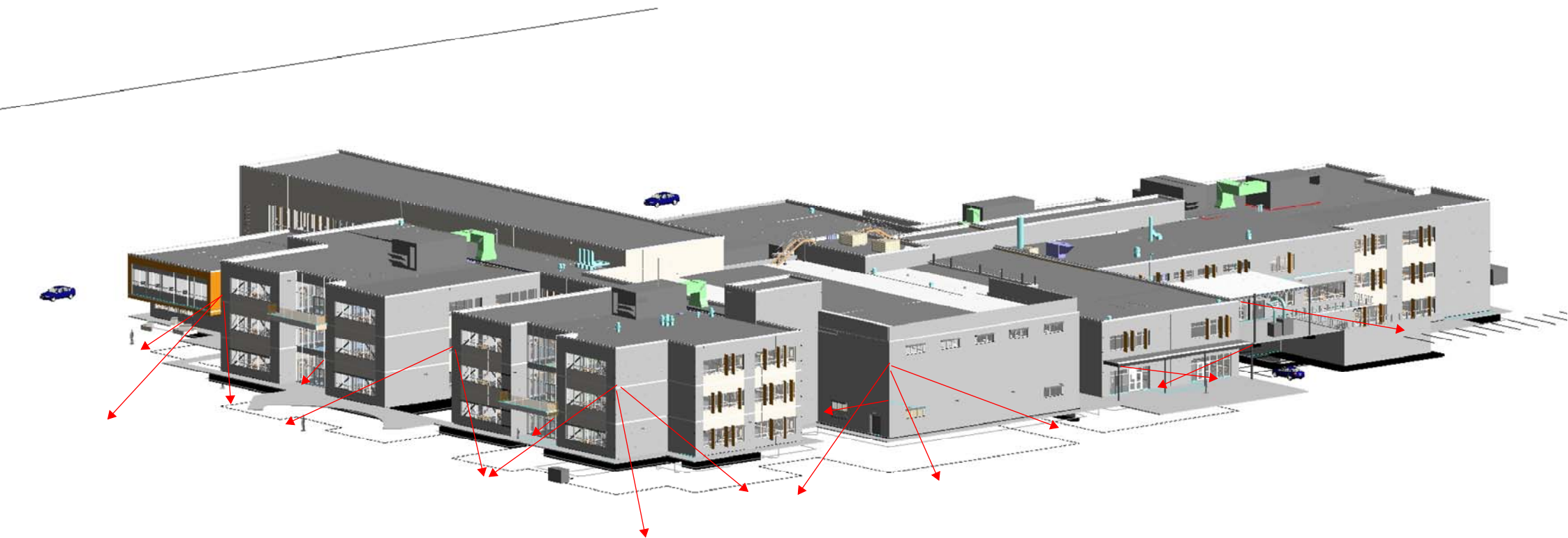
CCTV video surveillance systems are a part of the school district strategy to improve overall quality of the district's security services. Other strategies include the district Security Officer, the monitoring of buildings by Custodial Forepersons, RMCP security checks when required, school parent/student 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 Burnaby North Secondary School as provided for in Policy #7.80.00 – Surveillance.









REVISION - RECORD		
No.	DATE	DESCRIPTION
1	2019-08-15	ISSUED FOR BUILDING PERMIT
2	2019-10-31	ISSUED FOR 95% COST
3	2020-01-15	RE-ISSUED FOR BUILDING PERMIT
4	2020-01-31	ISSUED FOR TENDER

ender

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**BURNABY NORTH
SECONDARY**

School District 41

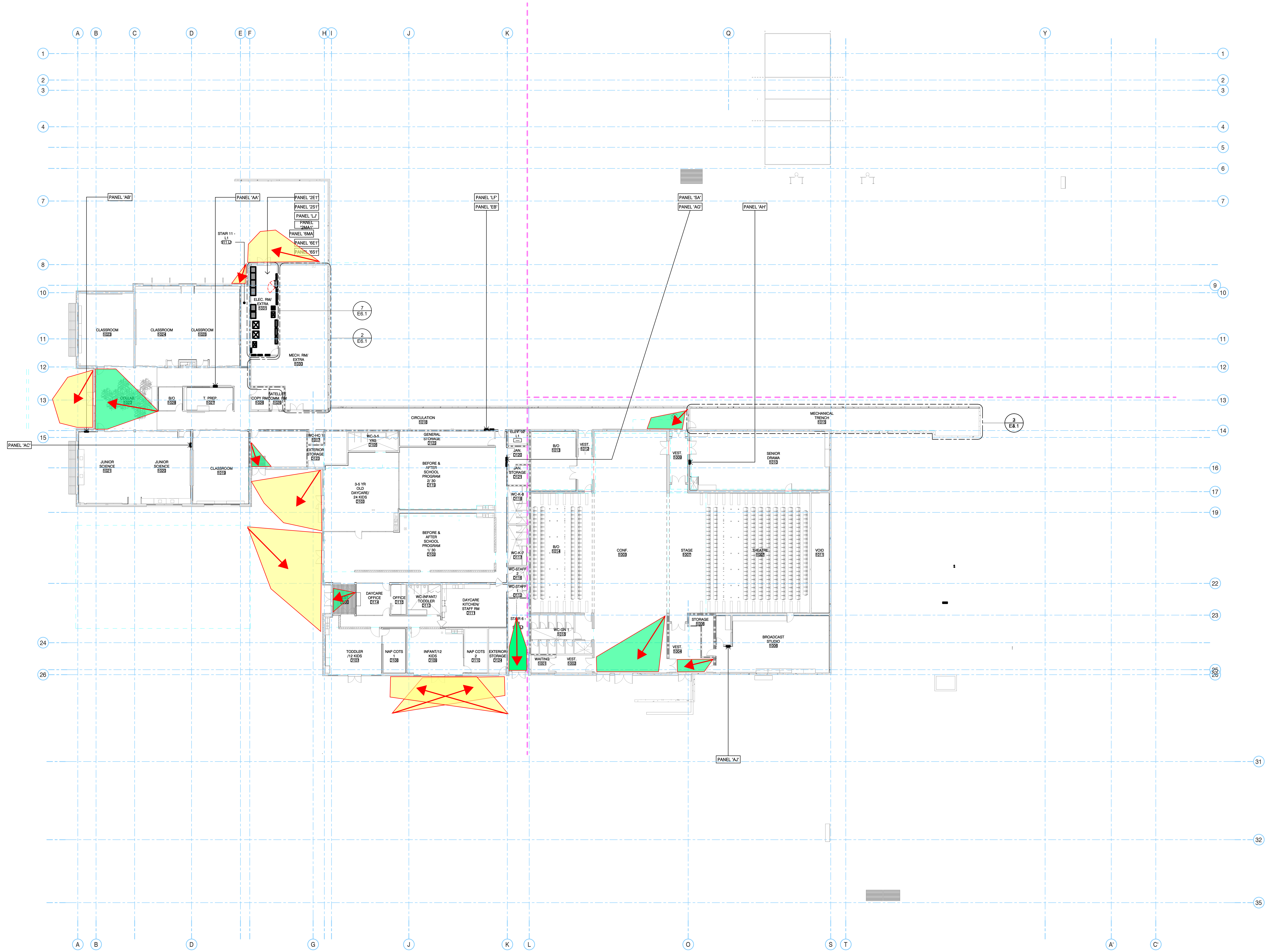
OVERALL FIRST FLOOR PLAN

PROJECT NUMBER: _____

SCALE: 1 : 200

2020-01-23

E2.1

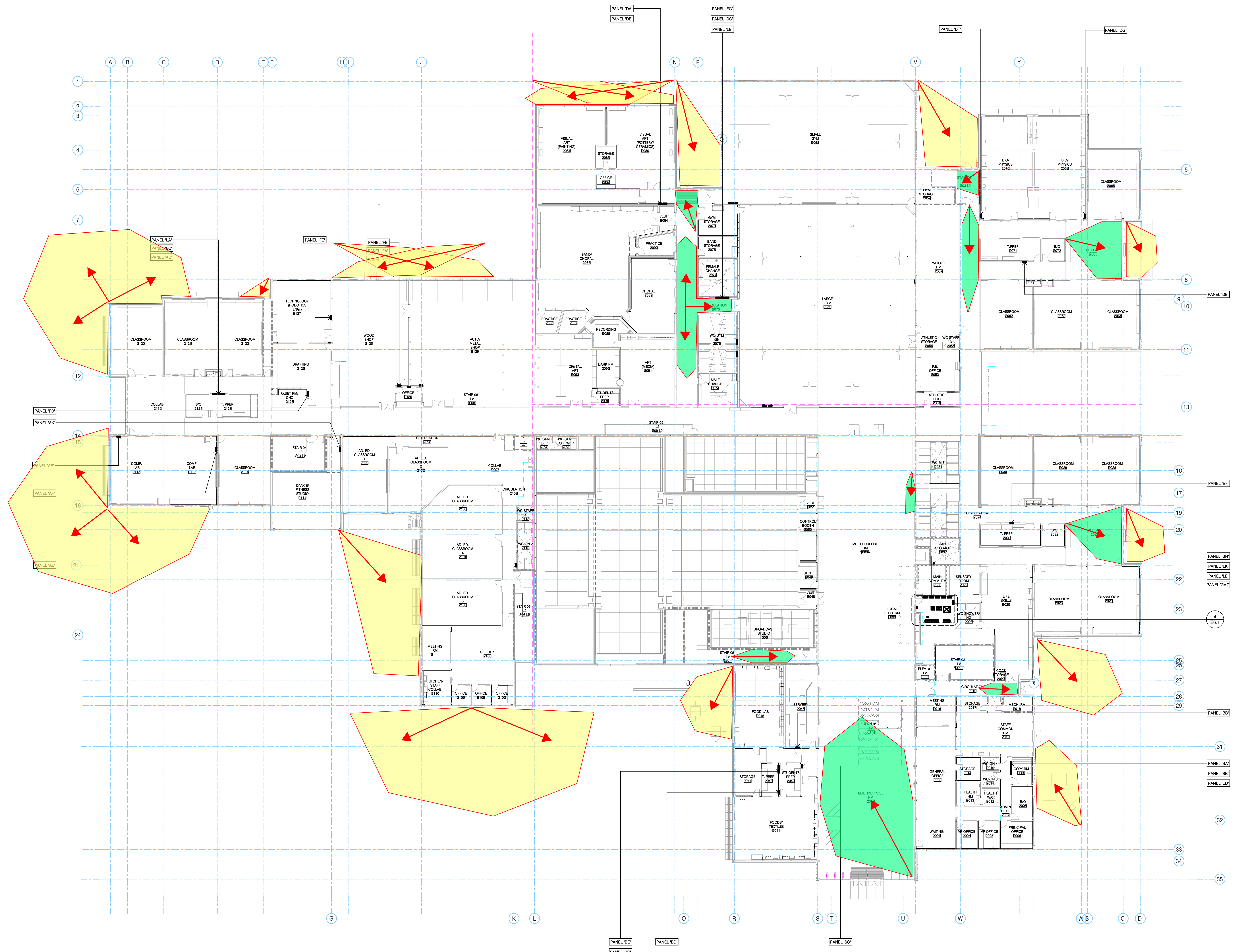


01 OVERALL FIRST FLOOR PLAN
1 : 200

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REVISION - RECORD		
No.	DATE	DESCRIPTION
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2	2019-10-31	ISSUED FOR 95% COST
3	2020-01-15	RE-ISSUED FOR BUILDING PERMIT
4	2020-01-31	ISSUED FOR TENDER



02 OVERALL SECOND FLOOR PLAN
1 : 200

Tender

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CLIENT:
School District 41

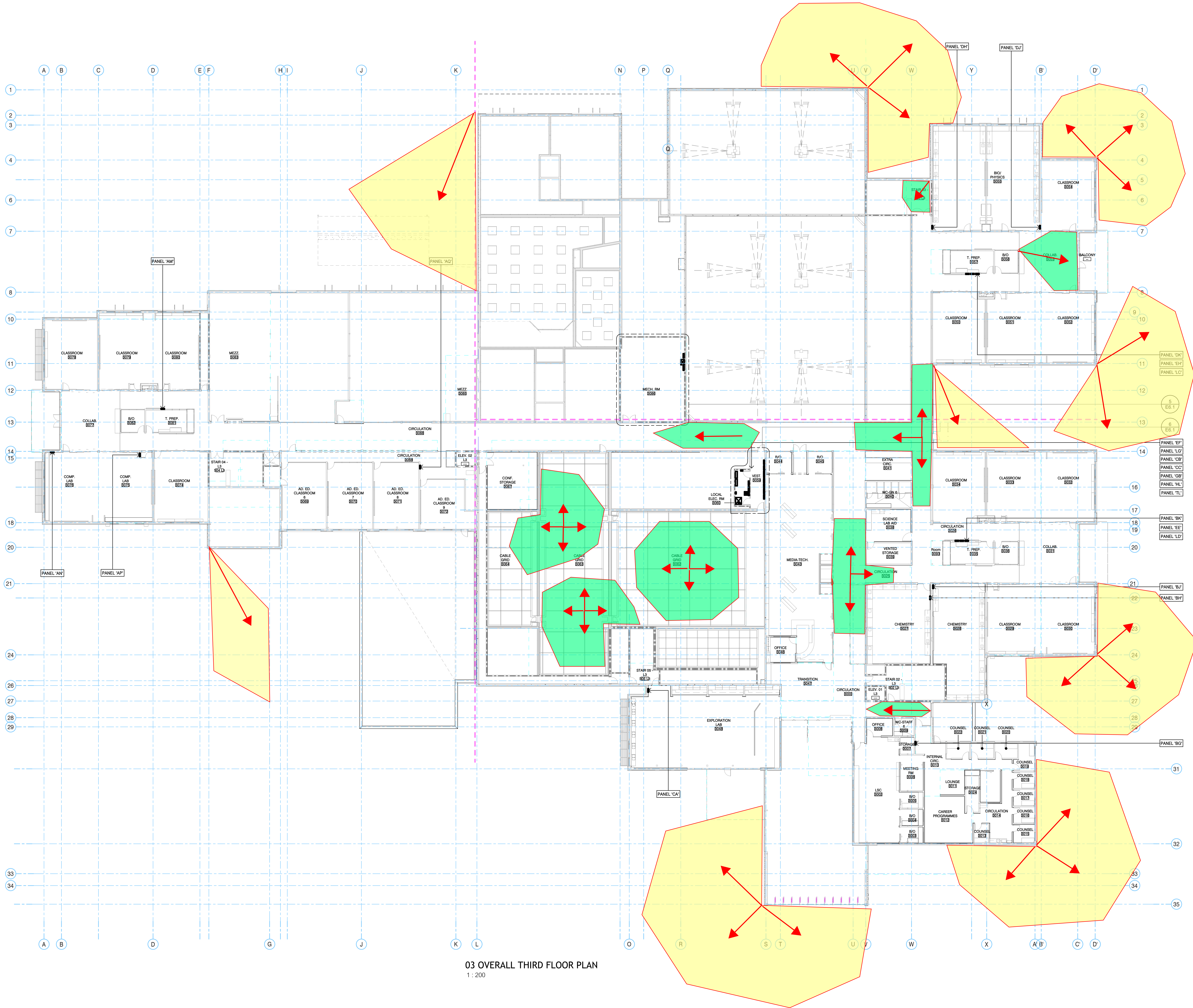
DRAWING TITLE:
**OVERALL SECOND
FLOOR PLAN**

PROJECT NUMBER:
19030

DRAWN: TE SCALE: 1 : 200
DATE: 2020-01-23
DRAWING NUMBER:

E2.2

REVISION - RECORD		
No.	DATE	DESCRIPTION
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2	2019-10-31	ISSUED FOR 95% COST
3	2020-01-15	RE-ISSUED FOR BUILDING PERMIT
4	2020-01-31	ISSUED FOR TENDER



Tender

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PROJECT TITLE
BURNABY NORTH SECONDARY

CLIENT:
School District 41

DRAWING TITLE:
OVERALL THIRD FLOOR PLAN

PROJECT NUMBER:
19030
DRAWN: TE SCALE: 1:200
DATE: 2020-01-23
DRAWING NUMBER:

E2.3

REVISION - RECORD		
No.	DATE	DESCRIPTION
1	2019-08-15	ISSUED FOR BUILDING PERMIT
2	2019-10-31	ISSUED FOR 95% COST
3	2020-01-15	RE-ISSUED FOR BUILDING PERMIT
4	2020-01-31	ISSUED FOR TENDER

Tender

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PROJECT TITLE:
**BURNABY NORTH
SECONDARY**

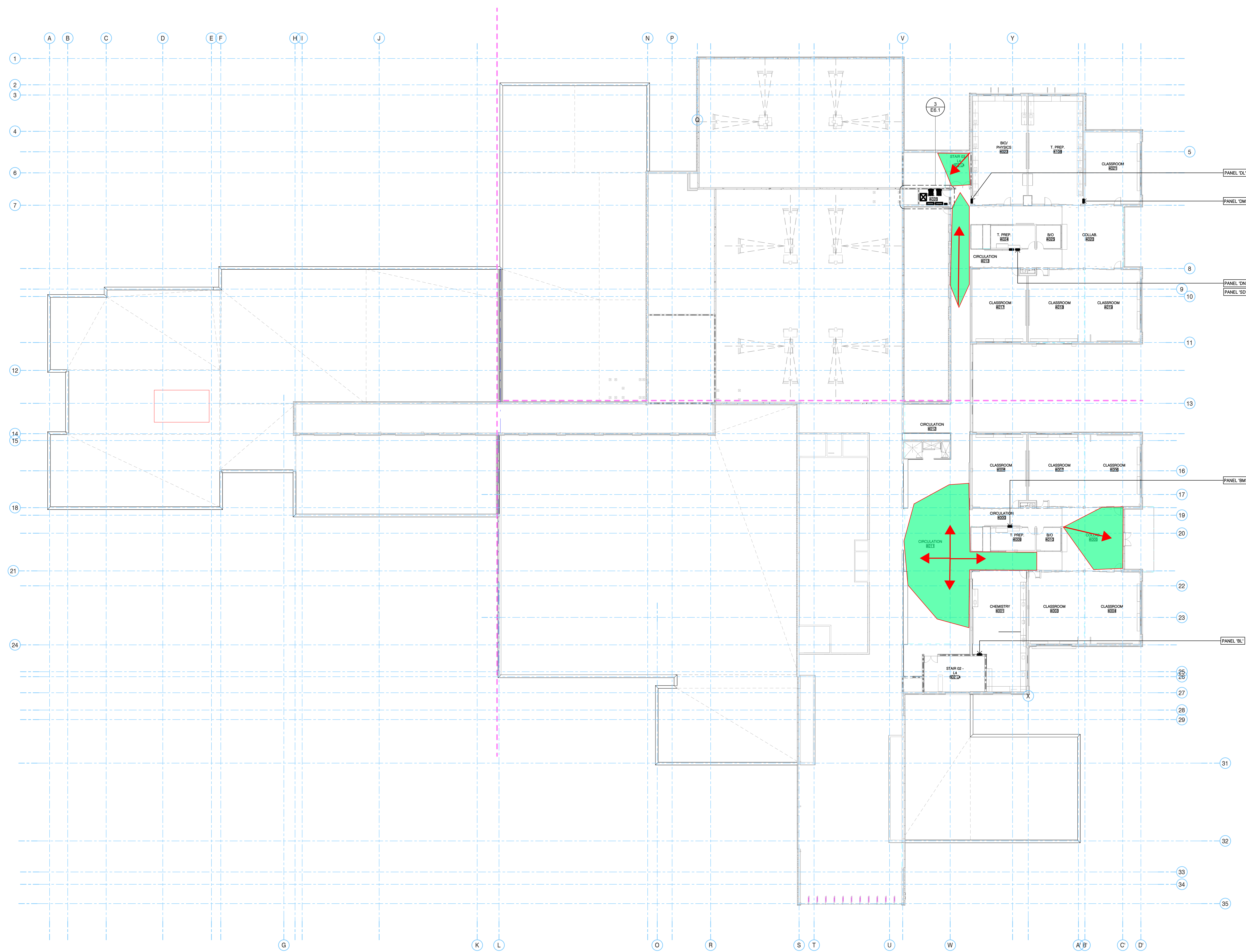
CLIENT:
School District 41

DRAWING TITLE:
**OVERALL FOURTH
FLOOR PLAN**

PROJECT NUMBER:
19030

DRAWN: TE SCALE: 1 : 20
DATE: 2020-01-23

E2.4



04 OVERALL FOURTH FLOOR PLAN
1 : 200

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

Board Report

Date: March 30, 2021
To: Board of Education – Regular Meeting
From: Russell Horswill, Secretary-Treasurer
Subject: Draft Policy #7.60 – Childcare Programs in District Facilities

Background:

In 2020 the BC government amended the *School Act* to require boards of education to establish policies promoting the use of board property by childcare providers between the hours of 7:00 am and 6:00 pm. Additionally, the Minister of Education issued Ministerial Order M326 – Childcare Order, which established further requirements for the Board to adopt a childcare policy consistent with the *School Act* and the order.

Recommendation:

THAT the Board of Education approve Policy #7.60.00 – Childcare Programs in District Facilities for circulation as Notice of Motion.

CHILDCARE PROGRAMS IN DISTRICT FACILITIES

PREAMBLE

~~The Board of Education supports the use of its property by licensed Childcare providers between the hours of 7 a.m. and 6 p.m. on weekdays, provided the property is not required for K-12 educational programs, early learning programs, or extra-curricular activities and does not disrupt or interfere with the provision of education activities.~~

The purpose of this policy is to provide guidance with respect to how the Board will promote the use of board property for the provision of childcare programs between the hours of 7 a.m. and 6 p.m. on business days by either the Board or third-party licensees. The use of board property by licensed childcare providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.

POLICY

THE BOARD OF EDUCATION IS SUPPORTIVE OF THE POSITIVE COMMUNITY BENEFITS THAT OCCUR WHEN APPROPRIATE SCHOOL DISTRICT SPACES OR SITES ARE UTILIZED BY NON-PROFIT*, LICENSED CHILDCARE PROVIDERS.

~~ADMINISTRATIVE REGULATIONS AND PROCEDURES~~

OBJECTIVES

1. Maximize the positive use of school district vacant spaces or sites to serve community needs, when available.
2. ~~Provide~~ appropriate school district spaces or sites ~~to be available~~ to non-profit licensed childcare providers, ~~if conditions are met~~, when a need is confirmed to the Board and the Board confirms space is to be made available.

*A corporation or an association that conducts business for the benefit of the general public without ~~shareholders~~ and without a profit motive.

DEFINITIONS

1. In this Policy, the terms "Board property," "business day," "childcare program," "educational activities" and "licensee" have the meanings given to those terms in the School Act.
2. "Direct and indirect costs" include:
 - a. Utilities;
 - b. Maintenance and repair;
 - c. A reasonable allowance for the cost of providing custodial services; and
 - d. A reasonable allowance for time school district administrators and other staff spend on matters relating to the use of Board property by licensed childcare providers.

GUIDING PRINCIPLES

1. Program Review

The Board will, on an ongoing basis, assess community need for childcare programs on Board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, existing district contracted childcare operators, and the City of Burnaby. The process for periodic engagement will be reviewed on an ongoing basis and shall be conducted in a manner acceptable to the Board.

2. Board Operated Childcare

If childcare programs are to be provided on Board property, the Board will consider, on an ongoing basis, whether those programs are best provided by licensees other than the Board, the Board, or a combination of both. Prior to entering into or renewing a contract with a licensee other than the Board to provide a childcare program on Board property, the Board will consider:

- a. Whether it is preferable for the Board to become a licensee and operate a childcare program directly;
- b. the availability of school district staff to provide before and after school care; and,
- c. whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this Policy and its contract with the Board, with specific regard to performance in respect of providing an inclusive childcare program and one that promotes indigenous reconciliation in childcare.

If the Board decides to operate a childcare program, the Board will ensure that it is operated in a manner that:

- a. fosters Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*: (i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and (ii) "Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and

b. is inclusive and consistent with the principles of non-discrimination set out in the British Columbia *Human Rights Code*.

3. Licensed Operator Childcare

In selecting licensees other than the Board to operate a childcare program, the Board through a Request for Proposal process will give special consideration to the candidates' proposals that:

- a. provide inclusive childcare;
- b. foster Indigenous reconciliation in childcare;
- c. maintain a program philosophy and management concept congruent with the values of this policy and the Board Strategic Plan;
- d. demonstrated successful experience as a licensed childcare operator;
- e. willing to offer extended hours of operation, including weekends when demand exists;
- f. are willing to opt into the Provincial Fee Reduction Initiative; and,
- g. demonstrate financial stability.

4. Program Fees

Childcare programs, if operated by the Board, will be operated for a fee no greater than the direct costs the Board incurs in providing the childcare program. Fees for the use of Board property by licensees other than the Board will not exceed the direct and indirect costs the Board incurs in making Board property available for the childcare program, as provided for in the School Act and set by the Secretary-Treasurer from time to time.

~~5. If childcare programs are operated by a licensee other than the Board, the Board will require the licensee to agree to comply with this Policy. (See 8 b.)~~

6. License to Occupy

Any contract with a licensee other than the Board, to provide a childcare program on Board property must be in writing and subject to review no less than every two (2) years. The contract, which be in the form of a License to Occupy, must contain:

- a. a description of the direct and indirect costs for which the licensee is responsible;
- b. an agreement by the licensee to comply with this policy and all other applicable policies of the Board;
- c. a provision describing how the agreement can be terminated by the Board or the licensee;
- d. an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board;
- e. a statement that the agreement can only be amended in writing, signed by the Board and the licensee;
- f. a requirement for the licensee to maintain appropriate standards of performance; and
- g. a requirement that the licensee must at all times maintain the required license to operate a childcare facility.

7. Change of Property Use

The Board shall provide written notification to the Minister of Education when the Board decides to change the use of board property that is being used for providing childcare programming.

Note: Red text that is not underlined comes from the BCSTA Childcare Policy template.

DRAFT

Date Adopted: 2014-04
Date(s) Revised: 2021-XX

Cross References:
Statutory: *School Act, Section 85.1-.4*
Ministerial Order M326
Other:

ADMINISTRATIVE PROCEDURES

POLICY #7.60.AP

CHILDCARE PROGRAMS IN DISTRICT FACILITIES

POLICY:

THE BOARD OF EDUCATION IS SUPPORTIVE OF THE POSITIVE COMMUNITY BENEFITS THAT OCCUR WHEN APPROPRIATE SCHOOL DISTRICT SPACES OR SITES ARE UTILIZED BY NON-PROFIT, LICENSED CHILDCARE PROVIDERS.

ADMINISTRATIVE PROCEDURE

The following procedures have been developed to assist individuals and groups who are interested in operating a licensed childcare program within an operating school district facility, or on a school site.

1. The licensed childcare provider must request in writing to the school district's Deputy Superintendent (or designate) a preliminary review to determine the feasibility of accommodating the specific request for childcare space.
2. Following an initial request to the district a preliminary review will be undertaken, to determine if the identified site can accommodate the program using the guidelines set out in **addendum A**.
3. If the preliminary review determines that a portable/modular building can be placed on the school site or that there is a space within the school that can be converted for childcare, then a formal proposal needs to be developed by the organizing group or operator. This proposal should address and provide background information to the points outlined in the district's guidelines for developing and establishing childcare programs using district facilities or grounds as set out in **addendum B**.
4. The completed proposal should be submitted to the school district's Secretary Treasurer with a copy to the district's youth and community services division.
5. The district's Buildings and Grounds Committee will consider the request and make a recommendation to the Board of Education. The organizing group/operator will be advised of the Board's decision.
6. The licensed childcare provider must sign the district's *License and Operating Agreement* and meet all of its conditions.

~~7. Rental Rates for childcare programs will be established equal to the direct and indirect costs incurred and to be incurred by the district as a result of the childcare program. Rental agreements existing as of March 14, 2013 may be grandfathered for a period of time.~~

Addendum A

- ~~• Is there a space within the school that can accommodate the proposed childcare program?
If yes, would this space meet childcare licensing regulations?
If yes, could this space be dedicated for childcare use for a minimum of five years?
If yes, could this space be shared with other school/community programs?~~
- ~~• Is there space on the school's grounds that could accommodate a portable/modular childcare building that meets licensing regulations?
If yes, would the placement of a portable/modular building significantly impact the:
a) school's instructional program?
b) school's playground and sports field?
c) safety and security of students?
d) ability of the school to expand for increased enrolment?
e) relationship with the school's neighbours?
f) the district's use of the school or site for other purposes
If yes, could the portable/modular building be shared with other school/community programs?
If yes, is there a portable building in the district's inventory that can be used for the Childcare program?~~
- ~~• Estimate the direct and indirect costs to be incurred by the district as a result of the childcare program.~~

Addendum B

- ~~• The proposal should specify that the childcare program request is for:
a) use of space within the school
b) use of a school district portable building
c) use of school grounds for the placement of "privately owned" portable/modular building~~
- ~~• If the request is for the use of a school district portable building, the proposal should clearly specify the manner and timeline in which the district will be reimbursed for all costs associated with (a) placing the portable on the grounds (b) renovating the portable to meet licensing regulations and program requirements.~~
- ~~• What kind of childcare is being considered?
a) out of school care
b) infant/toddler daycare
c) 3-5 year old care
d) pre-school program
e) special needs
f) child minding~~
- ~~• Is there a documented need for childcare services in the neighbourhood?~~
- ~~• Has a neighbourhood childcare needs assessment been conducted?~~

- ~~Will the proposed childcare program be in competition with existing Childcare services within the immediate community?~~
- ~~Does this childcare proposal have the support of:~~
 - ~~a) the school administrator/staff?~~
 - ~~b) the school's parent advisory committee?~~
- ~~Would the placement of a portable/modular childcare building on the school grounds significantly impact:~~
 - ~~a) traffic flow in the neighbourhood?~~
 - ~~b) parking in the neighbourhood?~~
 - ~~c) view and aesthetics of the neighbourhood?~~
 - ~~d) the school's immediate neighbours?~~
- ~~What would be the hours/days/months of operation?~~
- ~~Would the proposed childcare space be available for other community programs when not in operation?~~
- ~~If yes, how much time would be available for these other programs (hours/days/months)?~~
- ~~Who would be the operator of the childcare program? It should be noted that community serving childcare programs operated by not-for-profit community organizations receive priority over commercial or independent businesses who may want to operate a program in a school or on school sites.~~
- ~~What is the targeted starting date for the childcare program?~~

Date Adopted: 2014-04
 Date(s) Revised: 2021-XX

Cross References:
 Statutory: *School Act, Section 85.1-.4*
Ministerial Order M326
 Other: