

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, June 22, 2021**

**1. Capital Plan Bylaw No. 2021/22-CPSD41-01**

In order to proceed with the projects listed in the May 11, 2021 Ministry Response Letter, the Board is required to adopt Capital Plan Bylaw No. 2021/22-CPSD41-01. A copy of the pro-forma capital bylaw is attached for reference. It should be noted that no work or expenditures may proceed on these projects without a signed capital project funding agreement, annual program funding agreement, or other formal authorization from the Ministry.

Russell Horswill, Secretary-Treasurer, will present the Capital Plan Bylaw for board consideration and approval.

**Recommendation:**

THAT the Board of Education considers the following motions:

- |          |   |
|----------|---|
| Motion 1 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 receive three readings at this Board meeting held June 22, 2021.  |
| Motion 2 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 be read a first time.   |
| Motion 3 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 be approved a first time and read a second time.  |
| Motion 4 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 be approved a second time and read a third time.  |
| Motion 5 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 be approved a third time.   |
| Motion 6 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 having been read a first, second and third time, be finally passed and adopted the 22 <sup>nd</sup> day of June 2021, and 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. CCTV Video Surveillance Annual Report**

In accordance with Board Policy #7.80.00 – Surveillance. and Regulation #7.80.01, Corporate Surveillance (CCTV) Use Guidelines, the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *School Act*, the Burnaby school district establishes the appropriate measures required for video monitoring. Another aspect of these requirements includes conducting required consultations with the local Parent Advisory Council and by conducting an annual review that assesses the operation of the system. The Secretary-Treasurer has provided a detailed project year-end report that is attached for your reference.

### **Recommendation:**

THAT the Board of Education receive the 2021 Surveillance (CCTV) Project Year-end Report.

---

# Board Report

Date: June 22, 2021  
To: Board of Education – Regular Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: Capital Plan Bylaw No. 2021/22-CPSD41-01

---

## **Background:**

In order to proceed with the projects listed in the May 11, 2021 Ministry Response Letter, the Board is required to adopt Capital Plan Bylaw No. 2021/22-CPSD41-01. A copy of the pro-forma capital bylaw is attached for reference. It should be noted that no work or expenditures may proceed on these projects without a signed capital project funding agreement, annual program funding agreement, or other formal authorization from the Ministry.

## **Recommendation:**

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 receive three readings at this Board meeting and final adoption in accordance with the Board's Procedural Bylaw as follows:

- |          |   |
|----------|---|
| Motion 1 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 receive three readings at this Board meeting held June 22, 2021.  |
| Motion 2 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 be read a first time.   |
| Motion 3 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 be approved a first time and read a second time.  |
| Motion 4 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 be approved a second time and read a third time.  |
| Motion 5 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 be approved a third time.   |
| Motion 6 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 having been read a first, second and third time, be finally passed and adopted the 22 <sup>nd</sup> day of June 2021, and 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. |



SD41\_CapitalPlans\_20  
21\_22\_ResponseLetter

**CAPITAL BYLAW NO. 2021/22-CPSD41-01**  
**CAPITAL PLAN 2021/22**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 41 (Burnaby) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2021/22 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated May 11, 2021, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01.

READ A FIRST TIME THE 22<sup>nd</sup> DAY OF JUNE 2021;

READ A SECOND TIME THE 22<sup>nd</sup> DAY OF JUNE 2021;

READ A THIRD TIME, PASSED THE 22<sup>nd</sup> DAY OF JUNE 2021.

---

Board Chair

---

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 41 (Burnaby) Capital Bylaw No. 2021/22-CPSD41-01 adopted by the Board the 22<sup>nd</sup> day of June 2021.

---

Secretary-Treasurer



May 11, 2021

Ref: 246842

To: Secretary-Treasurer and Superintendent  
School District No. 41 (Burnaby)

**Capital Plan Bylaw No. 2021/22-CPSD41-01**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2021/22

---

This letter is in response to your School District's 2021/22 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to July 31, 2020, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and that are able to proceed to procurement.

**MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**

Below are tables for the minor capital projects that are approved. The first table identifies School Enhancement Program and Carbon Neutral Capital Program that school districts were already made aware of in the initial Capital Plan Response Letter issued in March 2021.

The second and third tables identify additional minor capital projects approved in School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope

Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

**Projects for SEP, CNCP (from initial Capital Plan Response Letter issued in March 2021)**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Ecole Marlborough Elementary	CNCP - Energy Systems Upgrade	\$50,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Burnaby South Secondary	SEP - HVAC Upgrades	\$645,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Marlborough East	CNCP - HVAC Upgrades	\$340,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Marlborough East	CNCP – Electrical Upgrades	\$111,134	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

**New projects for SEP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Lyndhurst Elementary	PEP - Universally Accessible Playground	\$165,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Confederation Park Elementary	PEP - Universally Accessible Playground	\$165,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2021/22 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw Number provided at the beginning of this



document) for its approved 2021/22 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Ravnit Aujla at [Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2021/22 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2022/23 Annual Five-Year Capital Plan submission process (using the Ministry's new Capital Asset Planning System (CAPS) online platform) are available at the Ministry's [Capital Planning](#) webpage.

**NOTE: School districts' Capital Plan submission deadlines for the 2022/23 fiscal year, using the new CAPS online platform, will be as follows:**

- Major Capital Programs (SMP, EXP, REP, RDP, BEP) – July 31, 2021
- Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2021

**Additionally, the Annual Facility Grant (AFG) project requests for the 2021/22 fiscal year are to be submitted using the new CAPS online platform, on or before June 30, 2021.**

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



François Bertrand, Acting Executive Director  
Capital Management Branch

pc: Capital Management Branch  
Michael Nyikes, Director, Capital Management Branch  
Ravnit Aujla, Planning Officer, Capital Management Branch  
Rob Drew, Regional Director, Capital Management Branch  
Rosa Cutler, Planning Officer, Capital Management Branch  
Amanda Austin, Planning Officer, Capital Management Branch



---

# Board Report

Date: June 22, 2021  
To: Board of Education – Regular Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: CCTV Video Surveillance Annual Report

---

## **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, to ensure compliance with the legislative framework.

The collection and use of surveillance footage by a school district constitutes a collection of personal information to which the *Freedom of Information and Protection of Privacy Act* (FIPPA) applies. Accordingly, all collection, use and disclosure of this information must be authorized under FIPPA.

There are two provisions of FIPPA that authorize the use of surveillance and the collection of surveillance information by school districts:

1. Section 26(c) of FIPPA authorizes public bodies to collect “personal information”, where the collection is “directly related to” and “necessary for their programs or activities. Accordingly, a school district can only collect surveillance where it is “directly related to” its programs and activities, such as to ensure the safety of staff or students. It must also be “necessary” for these purposes. “Necessary” in this context does not mean that the use of surveillance must be “indispensable” to a school's operations, but it would require the school district to demonstrate a reasonably compelling justification for its use. Typically, the use of surveillance for the purposes of safety and property protection has been found to meet the “necessary” threshold.
2. Section 26(a) also authorizes public bodies to collect personal information where it is expressly authorized under a statute of British Columbia or Canada. Section 74.01 of the *School Act* provides such express authorization. It provides expressly that school districts may utilize surveillance to ensure the preservation of property and for safety purposes. However, the use of surveillance is only authorized under section 74.01 when certain consultation and community notice requirements are met.

There are other requirements under FIPPA that apply before the use of surveillance will be considered FIPPA compliant. For example, notice of the use of surveillance must be given under section 27, which requires the school district to post signage notifying visitors, students and staff that surveillance is in use, the legal authority for its collection, and the name and address of an employee who may be contacted with questions. The school district must also take care that cameras are not capturing more information than necessary. Further, school districts should have surveillance policies in place, and they should have appropriate measures in place to protect the security of the equipment and footage that is obtained.

In order to rely on section 74.01 of the *School Act* as authority for the School District's use of surveillance, the specific requirements of section 74.01 must also be satisfied, including conducting required consultations with the local Parent Advisory Council and by conducting an annual review that assesses the operation of the system (See below).

#### School Act – Section 74.01

- (1) A board may install and operate a video surveillance camera in a school facility or on school land for the purposes of protecting
  - (a) the safety of individuals in a school facility or on school land,
  - (b) an individual's belongings in a school facility or on school land, or
  - (c) school propertywith the prior approval of the parents' advisory council for the school where the board proposes to install and operate a video surveillance camera.
- (2) A parents' advisory council may make recommendations to a board to install and operate a video surveillance camera in a school facility or on school land for the purposes set out in subsection (1).
- (3) If a board
  - (a) has installed and operates a video surveillance camera in a school facility or on school land before the date this section comes into force, or
  - (b) installs and operates a video surveillance camera in a school facility or on school land for the purposes set out in subsection (1),the board must conduct an annual review that assesses if the installation and operation of the video surveillance camera is accomplishing a purpose set out in subsection (1).
- (4) Subsections (1) to (3) do not apply to the installation and operation of a video surveillance camera in a school facility or on school land on a temporary basis for a specific investigative purpose.
- (5) Subsection (1) does not apply to a video surveillance camera installed in a school facility or on school land before the date this section comes into force.

A review of FIPPA, the *School Act*, and Board Policy #7.80 – Surveillance indicates that if the district ensures the annual review requirement of section 74.01(3) are met, then the district is in compliance with the legislative framework established.

#### **School District Annual Report:**

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 41). Video surveillance systems are also present in district buildings. Two elementary schools (Parkcrest and Seaforth) have gone through the process to have CCTV surveillance systems installed, which will be presented to the Board at a future date.

for final consideration. Burnaby North Secondary will finalize their request to have CCTV surveillance in the new school.

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" (Attachment #1), which establish necessary rules governing the access, use and distribution of video footage.

The use of CCTV video surveillance is to ensure the preservation of property and for safety purposes.

Required signage is posted on property informing visitors, students and staff that surveillance technology is in use.

No unnecessary information is obtained, and access/use of the video data is highly controlled through administrative process and security built into the control devices.

The School District has established the required policy (Policy #7.80 – Surveillance) which establishes that appropriate measures are in place to protect the security of the equipment and footage that is obtained. The Corporate Surveillance (CCTV) Use Guidelines supplement at an operational level the requirements contained in the policy.

Surveillance (CCTV) Project Year-end Report (Attachment #2) summarizes activities during the 2020/21 school year to maintain CCTV Infrastructure.

CCTV video surveillance systems are a part of the school district uses to improve overall quality of the district's security services. Other strategies include monitoring of buildings by Custodial Forepersons, RCMP security checks when required, school parent/guardian/student education, and exterior building lighting. Together these strategies help to create "A Modern, Safe and Sustainable Learning Environment". Overall, it is felt that the installation and operation of the video surveillance cameras is accomplishing a purpose set out in section 74.01(1) of the *School Act* to: 1) protect the safety of individuals in a school facility or on school land; 2) protect individual's belongings in a school facility or on school land; or 3) protect school property.

**Recommendation:**

THAT the Board of Education receive the 2021 Surveillance (CCTV) Project Year-end Report.

## Corporate Surveillance (CCTV) Use Guidelines Attachment #1



Corporate  
Surveillance (CCTV) I

## Surveillance (CCTV) Project Year-end Report Attachment #2

Work began on the Surveillance Project in the summer of 2020, with engagement of Morrison and Hershfield, security solutions experts, to assist with the system upgrade design for three schools – Maywood Community, Cariboo Hill Secondary, and Byrne Creek Secondary schools, as well as technical assistance with the creation of an accompanying RFP. The RFP was issued in August of 2020 with seven companies bidding. The work was awarded to 4th Utility, a local contractor with a solid history in low voltage and CCTV systems work.

### Initial Project Work

Work started at the three schools in mid-September and this initial phase of work was completed before the end of the calendar year. In total 101 cameras were placed, 18 at Maywood, 46 at Cariboo Hill, and 37 at Byrne Creek. The larger number at Cariboo had to do with the complex layout of the site. Standard to the RFP requirement, the recording appliances at each site are able to retain a minimum of 30-days of video footage. All three schools have received Board and Parent Advisory Council approval to have CCTV surveillance. This project contains upgrades to existing systems.

Training and documentation was provided to each Principal and the Facilities Managers and processes were developed and implemented for requesting access to these systems, as was an Employee Acknowledgement Form to ensure that system users read and agreed to abide by the Burnaby School District's surveillance policy and operational guidelines regarding the use of surveillance (CCTV) systems.

### Phase Two Projects

In January 2021, planning for the second phase of the project work was undertaken, made up of three parts:

- **AFG Projects:** Utilizing Annual Facility Grant (AFG) funding to support the full upgrade of existing sites. This plan, currently in place to 2025 contains all secondary schools, as their camera needs are more extensive than the elementary schools and require significantly bigger Network Video Recorder (NVR) appliances to collect and store footage.

Brantford, Gilmore, Twelfth Avenue, and Burnaby Mountain are part of the AFG 2021 projects list. The three elementary sites are complete with Burnaby Mountain scheduled for completion in the summer of 2021.

- **Special Funds:** Additional funding was secured to implement an interim head-end recording device replacement solution to elementary sites fitting the criteria of smaller CCTV implementations. Upgrading the head-end recording device saw 16 sites added to the new surveillance system eco-structure allowing the district to have a comprehensive tool for monitoring the bulk of the schools having surveillance systems installed. Moving the elementary schools to the head-end recording device increases video security and ensures that the Corporate Surveillance (CCTV) User Guidelines are applied.
- **Seismic:** Funding from seismic projects is being considered to cover the surveillance system implementation costs. To date these include Seaforth and Parkcrest Elementary schools, as well as Burnaby North Secondary school.

Surveillance system costs will be built into the project costs for all future seismic projects. Approval for these three seismic CCTV upgrades is before the Board.

#### Phase Three Projects

In a third phase of work, we are currently working with our Capital Planning department to look at ways to undertake a second interim head-end recording device replacement solution for eight additional sites that currently utilize some form of surveillance system but are not scheduled for seismic renovations. Work on this set of schools will start in the summer of 2021 and will conclude in the fall.

A list of school with and without CCTV surveillance is attached.



Schools With CCTV

Armstrong	Elementary
Aubrey	Elementary
Brantford	Elementary
Brentwood Park	Elementary
Cameron	Elementary
Cascade Heights	Elementary
Chaffey Burke	Elementary
Clinton	Elementary
Forest Grove	Elementary
Gilmore	Elementary
Gilpin	Elementary
Glenwood	Elementary
Inman	Elementary
Kitchener	Elementary
Lakeview	Elementary
Lochdale	Elementary
Marlborough	Elementary
Maywood	Elementary
Morley	Elementary
Nelson	Elementary
Rosser	Elementary
South Slope	Elementary
Sperling	Elementary
Stoney Creek	Elementary
Stride Avenue	Elementary
Twelfth Avenue	Elementary
University Highlands	Elementary
Westridge	Elementary
Alpha	Secondary
Byrne Creek	Secondary
Burnaby Central	Secondary
Burnaby Mountain	Secondary
Burnaby South	Secondary
Cariboo	Secondary
Moscrop	Secondary

Schools Without CCTV

Buckingham	Elementary
Capitol Hill	Elementary
Confederation Park	Elementary
Douglas Road	Elementary
Edmonds	Elementary
Lyndhurst	Elementary
Montecito	Elementary
Parkcrest	Elementary (Pending)
Seaforth	Elementary (Pending)
Second Street	Elementary
Suncrest	Elementary
Taylor Park	Elementary
Windsor	Elementary
Burnaby North	Secondary (Pending)

# 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](mailto: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 his/her job duties.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Please attach this form to your Help Desk Service Request email, [helpdesk@burnabyschools.ca](mailto:helpdesk@burnabyschools.ca).**

Thank you,

Help Desk  
Information Technology Services