

DISTRICT OPERATIONS – BUSINESS SERVICES
Reporting to Public Session, Tuesday, May 30, 2023

1. Stride Avenue Community School Statutory Right-of-Way Bylaw 2023

In order to facilitate the Preliminary Project Approval (PPA) and Building Permit (BP) for the Stride Avenue Community School full replacement seismic project, the City of Burnaby and Burnaby School District continue to finalize necessary conditions that affect the property.

The Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 is attached for board consideration and approval.

Recommendation:

THAT the Board of Education consider and approve the Stride Avenue Community School Statutory Right-of-Way Bylaw 2023, as presented.

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| Motion 1 | Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 receive three readings at this Board meeting held May 30, 2023. |
| Motion 2 | THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 be read a first time. |
| Motion 3 | THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 be approved a first time and read a second time. |
| Motion 4 | THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 be approved a second time and read a third time. |
| Motion 5 | THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 be approved a third time. |
| Motion 6 | THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 having been read a first, second, and third time, be finally passed and adopted the 30 th day of May 2023, 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. 2023/2024 Annual Facility Grant Expenditure Plan

The Board is required to submit to the Ministry of Education and Child Care an Annual Five-Year Capital Plan that is supported by a Board Long-Range Facility Plan. The 2023/2024 Annual Facility Grant Expenditure Plan Submission Summary, totaling \$5,749,087, is provided for information.

Ishver Khunguray, Deputy Secretary-Treasurer, will present the 2023/24 Annual Facility Grant Expenditure Plan for information.

Recommendation:

THAT the Board of Education receive the 2023/2024 Annual Facility Grant Expenditure Plan as submitted.

3. 2023 CCTV Video Surveillance Annual Report

In accordance with Board Policy, the *Freedom of Information and Protection of Privacy Act*, and the *School Act*, the Burnaby School District establishes the appropriate measures required for video monitoring. 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 2023 Surveillance (CCTV) Project Year-end Report, as presented.

Board Report

Date: May 30, 2023
To: Board of Education – Public Meeting
From: Russell Horswill, Secretary-Treasurer
Subject: Stride Avenue Community School Statutory Right-of-Way Bylaw 2023

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:

- ii) Develop and implement a multi-year strategy to seismically mitigate all schools with a "High" (H1, H2, or H3) government rating.

To facilitate the Preliminary Project Approval (PPA) and Building Permit (BP) for the Stride Avenue Community School full replacement seismic project, the City of Burnaby and Burnaby School District continue to finalize necessary conditions that affect the property.

At the September 27, 2022 Private meeting, the following resolution was approved:
THAT the Board of Education provide tentative support for the proposed Stride Avenue Community School Statutory Right of Way as contained herein.

Final design and contract specification, including required off-site development, have been finalized with the City of Burnaby. Funding for the required work will be included in the final funding agreement with the Ministry of Education and Child Care.

Recommendation:

THAT the Board of Education consider and approve the Stride Avenue Community School Statutory Right-of-Way Bylaw 2023, as presented.

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| Motion 1 | Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 receive three readings at this Board meeting held May 30, 2023. |
| Motion 2 | THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 be read a first time. |
| Motion 3 | THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 be approved a first time and read a second time. |
| Motion 4 | THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 be approved a second time and read a third time. |

Motion 5 THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 be approved a third time.

Motion 6 THAT Stride Avenue Community School Statutory Right-of-Way Bylaw 2023 having been read a first, second, and third time, be finally passed and adopted the 30th day of May 2023, 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.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 41 (BURNABY)
STRIDE AVENUE COMMUNITY SCHOOL STATUTORY RIGHT-OF-WAY BYLAW 2023

WHEREAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education (the “Minister”);

AND WHEREAS the Minister issued Order M193/08 effective September 3, 2008 (the “Order”) requiring fee simple sales and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board, but the Order does not require the Minister’s approval of a right-of-way or covenant;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw, and the granting of a statutory right-of-way or a covenant is a disposal of an interest in land;

AND WHEREAS:

- (i) The Board of Education of School District No. 41 (Burnaby) (the “Board”) owns land and improvements in Burnaby known as Stride Avenue Community School at 7014 Stride Avenue, Burnaby, B.C., V3N 1T4, legally described as PID: 008-506-531 Lot: 76 Block: District Lot: 53 Plan: NWP38602 (the “Property”);
- (ii) The Property is facility number 04141049;
- (iii) The City of Burnaby proposes a 483.2 m² (0.04823 ha) Statutory Right of Way located on the Property along 14th Avenue and Griffiths Drive for street and sidewalk improvements as shown on the site plan attached hereto as Schedule A, subject to the Standard Charge Term agreement;
- (iv) The Board is satisfied that the granting of the Statutory Right of Way will not interfere with the use of the Property by the Board for educational purposes.

NOW THEREFORE be it resolved as a Bylaw of the Board that the granting of the Statutory Right of Way by the Board be and is hereby authorized, ratified and approved.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized on behalf of the Board to execute and deliver all documents required to complete the granting of the Statutory Right of Way.

This Bylaw may be cited as "School District No. 41 (Burnaby) Stride Avenue Community School Right of Way Bylaw 2023".

Read a first time this 30th day of May 2023.

Read a second time this 30th day of May 2023.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on May 30, 2023, and finally passed and adopted this 30th day of May 2023.

Chairperson of the Board

Corporate Seal

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 41 (Burnaby) Stride Avenue Community School Right of Way Bylaw 2023, adopted by the Board the 30th day of May 2023.

Secretary-Treasurer

SCHEDULE A

DRAFT

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS
COMPLETED ON THE ____th DAY OF MAY, 2023.
D. AARON CREAMER, BCLS 1015

Board Report

Date: May 30, 2023
To: Board of Education – Public Meeting
From: Ishver Khunguray, Deputy Secretary-Treasurer
Subject: 2023/2024 Annual Facility Grant Expenditure Plan

Background:

The Burnaby Board of Education (Board) is required to submit to the Ministry of Education and Child Care an Annual 5-Year Capital Plan that is supported by a Board Long-Range Facility Plan. Major, Building Envelope, and Minor projects require a resolution from the Board authorizing the submission. The development and implementation of the Annual Facility Grant (AFG) Expenditure Plan does not require a Board motion.

The AFG is provided to districts annually from the Ministry for the purpose of:

- upgrading or replacing existing facility components throughout the expected economic life of an existing capital asset;
- enhancing the service potential of an existing capital asset or a component of an existing capital asset by correcting deficiencies in design or construction, and unsafe conditions;
- significantly lowering the associated operating costs of an existing capital asset; or
- extending the life of an existing capital asset or a component of an existing capital asset beyond its original life expectancy.

Projects that are to be completed are determined by reviewing the existing deferred maintenance of school buildings, administrator requests and District educational needs that support the classroom. The 2023/2024 Annual Facility Grant Expenditure Plan Submission Summary, totaling \$5,749,087, is provided for information. AFG funding provided to school districts by the Ministry increased by 22% compared to last year. Burnaby's share of this increase was \$1,053,934.

Recommendation:

THAT the Board of Education receive the 2023/2024 Annual Facility Grant Expenditure Plan as submitted.

Submission Summary

Submission Summary:	AFG 2023/2024 2023-05-19
Submission Type:	Expenditure Plan
School District:	Burnaby (SD41)
Open Date:	2023-04-05
Close Date:	2023-05-19
Submission Status:	Draft

Submission Category	Sum Total Project Cost
AFG	\$5,749,087
Total	\$5,749,087

AFG							
Project Number	Existing Facility?	Facility/Site	Project Type	VFA Requirement #	SD Project ID	Project Description	Total Project Cost
162299	Yes	Alpha Secondary	Interior Construction		CP-11372	Make new Clrm	\$10,000
160016	Yes	Burnaby Central Secondary	Plumbing (AFG)		CP-11366	Upgrade leaking plumbing	\$60,000
162301	Yes	Burnaby Central Secondary	HVAC (AFG)		CP-11381	Compressor & Pumps	\$50,000
159941	Yes	Burnaby Mountain Secondary	Electrical (AFG)		CP-11291	Vault Mtn	\$10,700
159969	Yes	Burnaby Mountain Secondary	Interior Construction	REQ-376752	CP-11321	Rm 211 flooring upgrade	\$14,900
159970	Yes	Burnaby Mountain Secondary	Interior Construction	REQ-376752	CP-11322	Rm 211d flooring upgrade	\$2,100
159971	Yes	Burnaby Mountain Secondary	Interior Construction	REQ-376752	CP-11323	Rm 211e	\$1,500
159972	Yes	Burnaby Mountain Secondary	Interior Construction	REQ-376752	CP-11324	Rm 211f	\$1,500
159973	Yes	Burnaby Mountain Secondary	Interior Construction	REQ-376752	CP-11325	Rm 211g flooring upgrade	\$1,500
159943	Yes	Burnaby South Secondary	Electrical (AFG)	REQ-376203	CP-11301	CCTV	\$200,000
160000	Yes	Burnaby South Secondary	Site Upgrades	REQ-377929	CP-11356	Paving Pkgt	\$31,600
159939	Yes	Byrne Creek Community Secondary	Electrical (AFG)		CP-11289	Vault Mtn	\$10,700
159946	Yes	Byrne Creek Community Secondary	Electrical (AFG)	REQ-393305	CP-11304	Upgrade PA	\$75,000
159974	Yes	Byrne Creek Community Secondary	Interior Construction	REQ-391279	CP-11326	Port 163 - Upgrade flooring	\$13,400
159975	Yes	Byrne Creek Community Secondary	Interior Construction	REQ-391279	CP-11327	Port 164 - Upgrade flooring	\$13,400
160031	Yes	Byrne Creek Community Secondary	Interior Construction		CP-11371	New Dance Floor	\$35,000
159944	Yes	Capitol Hill Elementary	Electrical (AFG)	REQ-368026	CP-11302	CCTV	\$50,000
160009	Yes	Capitol Hill Elementary	Roofing (AFG)	REQ-363709	CP-11349	Area 5 re-roofing	\$401,600
159964	Yes	Cariboo Hill Secondary	Interior Construction		CP-11307	Refinish Dance Floor	\$30,000
159999	Yes	Cariboo Hill Secondary	Site Upgrades	REQ-381714	CP-11355	Paving Pkgt	\$31,600

Submission Summary

159983	Yes	Cascade Heights Elementary	Interior Construction	REQ-1095060	CP-11335	Rm 124 - Upgrade flooring	\$13,800
159984	Yes	Cascade Heights Elementary	Interior Construction	REQ-1095060	CP-11336	Rm 154 - Upgrade flooring	\$20,700
159985	Yes	Cascade Heights Elementary	Interior Construction	REQ-1095060	CP-11337	Rm 155 - Upgrade flooring	\$13,700
159998	Yes	Cascade Heights Elementary	Roofing (AFG)	REQ-378317	CP-11354	Area 9 re-roofing	\$121,600
159959	Yes	Chaffey-Burke Elementary	Interior Construction		CP-11308	Refinish Gym Floor	\$24,000
159978	Yes	Clinton Elementary	Interior Construction	REQ-380442	CP-11330	Rm 111 - Upgrade flooring	\$13,100
159979	Yes	Clinton Elementary	Interior Construction	REQ-380442	CP-11331	Rm 112 - Upgrade flooring	\$13,100
159980	Yes	Clinton Elementary	Interior Construction	REQ-380442	CP-11332	Rm 113 - Upgrade flooring	\$13,100
159945	Yes	Confederation Park Elementary	Electrical (AFG)	REQ-359275	CP-11303	CCTV	\$50,000
159968	No	Core SD	Interior Construction		CP-11319	MSC BCBC work to bring building up to code	\$75,000
160004	No	Core SD	Site Upgrades		CP-11359	Softfall install various Plygrnds	\$50,000
160013	No	Core SD	Electrical (AFG)		CP-11365	Upgrade keyscan readers all sites, make and	\$100,000
160022	No	Core SD	Interior Construction		CP-11367	Warehouse Reno	\$65,200
162322	No	Core SD	Interior Construction		CP-11384	District Photo ID Card Implementation	\$123,987
159942	No	Core SD Riverway	Electrical (AFG)	REQ-393879	CP-11300	Upgrade Fire Alarm Systems	\$50,000
159949	Yes	Edmonds Community Elementary	Exterior Wall Systems (AFG)	REQ-379611,REQ-1094682 REQ-379570 REQ-379571 REQ-379611 REQ-379647 REQ-379648 REQ-379650	CP-11292	Envelope Upgrade	\$1,500,000
159976	Yes	Edmonds Community Elementary	Interior Construction	REQ-1094687	CP-11328	Rm 144 Upgrade flooring	\$8,200
159977	Yes	Edmonds Community Elementary	Interior Construction	REQ-1094687	CP-11329	Rm 144A - Upgrade flooring	\$8,200
159937	Yes	Gilpin Elementary	Accessibility Upgrades	REQ-377109	CP-11287	Upgrade Garaventa Lift	\$60,000
159947	Yes	Gilpin Elementary	Electrical (AFG)	REQ-377109	CP-11305	Upgrade PA	\$35,000
159952	Yes	Gilpin Elementary	Exterior Wall Systems	REQ-1093469	CP-11295	Exterior PresWsh	\$5,000
159956	Yes	Gilpin Elementary	Interior Construction	REQ-362609	CP-11314	Upgrade Library Millwork	\$30,800
159966	Yes	Kitchener Elementary	Interior Construction		CP-11317	Reno sm Gym to 2 clrms, stage to music rm +	\$150,000
159992	Yes	Kitchener Elementary	Interior Construction	REQ-363591	CP-11346	Rm 214 - Upgrade flooring	\$1,800
159993	Yes	Kitchener Elementary	Interior Construction	REQ-363591	CP-11347	Rm 215 - Upgrade flooring	\$1,200
159994	Yes	Kitchener Elementary	Interior Construction	REQ-363591	CP-11348	Rm 216 - Upgrade flooring	\$1,200
159995	Yes	Kitchener Elementary	Roofing (AFG)	REQ-366808,REQ-363572	CP-11351	Area 5 re-roofing	\$71,600
160011	Yes	Kitchener Elementary	Roofing (AFG)	REQ-366777,REQ-363402	CP-11350	Area 11 re-roofing	\$351,600

Submission Summary

160124	Yes	Kitchener Elementary	Exterior Wall Systems (AFG)	REQ-1094729,REQ-1094727	CP-11370	Exterior Painting	\$200,300
162298	Yes	Kitchener Elementary	Interior Construction		CP-11383	Cubbies / new classroom	\$10,000
159938	Yes	Lakeview Elementary	Accessibility Upgrades	REQ-379810	CP-11288	Upgrade garaventa lift	\$40,000
159955	Yes	Lyndhurst Elementary	HVAC (AFG)	REQ-372227,REQ-372191	CP-11298	HVAC Upgrade Ventilation	\$370,000
159965	Yes	Lyndhurst Elementary	Interior Construction (AFG)	REQ-1095916,REQ-377077	CP-11309	Pulastic Gym Floor Installl	\$54,000
159940	Yes	Marlborough Elementary	Electrical (AFG)		CP-11290	Vault Mtn	\$10,700
159986	Yes	Marlborough Elementary	Interior Construction	REQ-1094840	CP-11339	Rm 123 - Upgrade flooring	\$13,700
159987	Yes	Marlborough Elementary	Interior Construction	REQ-1094840	CP-11340	Rm 100 - Upgrade flooring	\$20,000
159988	Yes	Marlborough Elementary	Interior Construction	REQ-1094840	CP-11341	Rm 140 - Upgrade flooring	\$18,700
160125	Yes	Marlborough Elementary	Interior Construction	REQ-1094840	CP-11338	Corridor 109 (rms 6-9)	\$10,200
159958	Yes	Marlborough Elementary West Campus	Interior Construction		CP-11316	Upgrade old IT area to 2 classrooms	\$41,000
159953	Yes	Maywood Community Elementary	Exterior Wall Systems		CP-11296	Exterior PresWsh	\$5,000
159957	Yes	Maywood Community Elementary	Interior Construction		CP-11315	Upgrade Port Clrm	\$21,400
159967	Yes	Maywood Community Elementary	Interior Construction		CP-11318	Gym Retractable Door on Stage	\$150,800
160003	Yes	Maywood Community Elementary	Site Upgrades	REQ-377263	CP-11361	Plygnd Install	\$16,200
162313	Yes	Maywood Community Elementary	Interior Construction		CP-11318	Upgrade Clrm	\$21,400
159961	Yes	Moscrop Secondary	Interior Construction	REQ-381478	CP-11311	Refinish Gym Floors (2)	\$23,000
160023	Yes	Nelson Elementary	Roofing (AFG)	REQ-358817	CP-11368	Area 9 & 9a	\$201,600
159951	Yes	Parkcrest Elementary	Exterior Wall Systems	REQ-372996	CP-11294	Exterior Painting	\$41,900
159996	Yes	Second Street Community Elementary	Roofing (AFG)	REQ-1096022	CP-11352	Area 9 re-roofing	\$171,600
159962	Yes	South Slope Elementary	Interior Construction	REQ-377293	CP-11312	Refinish Gym Floor	\$5,500
159950	Yes	Sperling Elementary	Exterior Wall Systems	REQ-771041	CP-11293	Exterior Painting	\$91,900
159997	Yes	Sperling Elementary	Roofing (AFG)	REQ-1095088	CP-11353	Area 7 re-roofing	\$41,600
159960	Yes	Suncrest Elementary	Interior Construction		CP-11310	Refinish Gym Floor	\$10,000
159981	Yes	Twelfth Avenue Elementary	Interior Construction	REQ-380953	CP-11333	Rm 121 - Upgrade flooring	\$11,800
159982	Yes	Twelfth Avenue Elementary	Interior Construction	REQ-380954	CP-11334	Rm 101 - Upgrade flooring	\$16,800
159948	Yes	Westridge Elementary	Electrical (AFG)	REQ-371904	CP-11306	Upgrade PA	\$35,000
159963	Yes	Westridge Elementary	Interior Construction	REQ-1094431	CP-11313	Refinish Gym Floor	\$10,000
159989	Yes	Westridge Elementary	Interior Construction	REQ-1094428	CP-11342	Rm 147- Upgrade flooring	\$14,200
159990	Yes	Westridge Elementary	Interior Construction	REQ-1094429	CP-11343	Rm 145 - Upgraded flooring	\$14,200
159991	Yes	Westridge Elementary	Interior Construction	REQ-1094429	CP-11345	Rm 105 - Upgrade flooring	\$14,200
160126	Yes	Westridge Elementary	Interior Construction	REQ-380896	CP-11344	Corridor 100C	\$9,800
160002	Yes	Windsor Elementary	Site Upgrades		CP-11360	Plygnd Install	\$16,200
Submission Category Total:							\$5,749,087

Board Report

Date: May 30, 2023
To: Board of Education – Public Meeting
From: Russell Horswill, Secretary-Treasurer
Subject: 2023 Surveillance (CCTV) Project Year-end 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 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.

School District Annual Report:

The installation of CCTV video surveillance systems is common in Burnaby schools. Video surveillance systems are in 100% of secondary schools (8 out of 8), and 71% of elementary schools (29 out of 41). Video surveillance systems are also present in district buildings.

Buckingham Elementary School has received Board approval during the 2022/23 school year to install CCTV equipment. Capitol Hill Elementary and Confederation Park Elementary Schools are currently working on obtaining Board approval.

The District's Information Technology Department 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 establishes 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 the administrative process and security built into the control devices.

The District has established the required policy (Policy #7.80.00 – 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 2022/23 school year to maintain CCTV Infrastructure.

CCTV video surveillance systems are one part of the District's approach to improve overall quality of security services. Other strategies include monitoring of buildings by Custodial Forepersons, RMCP security checks (when required), exterior building lighting, and school/parent/guardian/student education. 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 2023 Surveillance (CCTV) Project Year-end Report, as presented.

Attachment #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 his/her 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

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

School Year 2022-2023

Four (4) complete site surveillance upgrades took place over the course of the school year along with numerous site modifications and operational enhancements to improve overall service and support.

Annual Facilities Grant

In this phase of activities, four (4) sites received a full upgrade to their surveillance (CCTV) systems. These included Buckingham, University Highlands, and Westridge Elementary Schools and Burnaby Central Secondary School.

Through the support of ongoing Annual Facilities Grant (AFG) funding through 2025-26 the goal is to incorporate all fifty-two (52) sites into the upgraded surveillance (CCTV) system environment.

Operational Support

This phase of activities focused on configuring site systems to optimize camera views:

- System notifications are automated and targeted to the proper service team: Maintenance Services, Information Technology, or the Surveillance Vendor
- Additional cameras were installed to improve coverage:
 - Capitol Hill Elementary parking lot due to vandalism
 - Cariboo Hill Secondary cafeteria
 - Burnaby North Secondary gym and storage facility to protect construction materials
 - Chaffey Burke Elementary
 - MSC and ITS storage facility at Marian
- Maintenance Services grounds teams improved lines of site at locations via landscaping of trees and shrubs
- Alpha Secondary received a new server for storage capacity

Seismic

A full surveillance system upgrade for Burnaby North Secondary School is underway as part of that seismic project. Anticipated completion August 2023.

A further seven (7) sites will be upgraded as those planned seismic projects are coordinated.

Policy and Guidelines

The existing Policy 7.80.00 Surveillance and the associated guidelines have been reviewed in consideration of recent incidents either near or within our facilities. These are being treated as learning opportunities to refine our approach and ensure we meet our obligations with respect to the *Freedom of Information and Protection of Privacy Act* (FIPPA) and protect our staff from situations where they may be traumatized by what they observe or become 'witness' to an event. This process of review has started and will continue in the 2023-2024 school year.

Overall Summaries

The following tables summarize the state of surveillance installations across the district.

Elementary Schools with Surveillance (CCTV) Systems

Site	Notes
Armstrong	New NVR only, AFG 2021-22
Aubrey	New NVR only, AFG 2021-22
Brantford	Full upgrade, AFG 2021-22
Brentwood Park	New NVR only, AFG 2021-22
Buckingham	Full upgrade 2022-23
Cameron	New NVR only, AFG 2021-22
Capitol Hill (<i>staff parking only</i>)	Partial upgrade, AFG 2021-22 Remainder of school to be upgraded in 2023-24
Chaffey-Burke	New NVR only, AFG 2021-22
Clinton	New NVR only, AFG 2021-22
Forest Grove	New NVR only, AFG 2021-22
Gilmore Community	Full upgrade, AFG 2021-22
Gilpin	New NVR only, AFG 2021-22
Glenwood	New NVR only, AFG 2021-22
Inman	New NVR only, AFG 2021-22
Lakeview	New NVR only, AFG 2021-22
Lochdale Community	New NVR only, AFG 2021-22
Maywood Community	Full upgrade, AFG 2020-21
Morley	New NVR only, AFG 2021-22
Nelson	New NVR only, AFG 2021-22
Parkcrest	Full Upgrade 2022-2023
Seaforth	Full upgrade 2022-2023
Sperling	New NVR only, AFG 2021-22
South Slope	Full upgrade, AFG 2025-26
Twelfth Avenue	Full upgrade, AFG 2021-22
University Highlands	Full upgrade, AFG 2022-23
Westridge	Full upgrade, AFG 2022-23

Elementary Schools Pending

Site	Notes
Capitol Hill	Approval required, AFG 2023-24
Cascade Heights	Pending Seismic Project Funding
Confederation Park	Approval required, AFG 2023-24
Douglas Road	Approval required, AFG 2024-25
Edmonds Community	Approval required, AGF 2024-25
Lyndhurst	Approval required, AFG 2024-25
Kitchener	Pending Seismic Project Funding
Marlborough	Pending Seismic Project Funding
Montecito	Approval required, AFG 2024-25
Rosser	Pending Seismic Project Funding
Second Street Community	Approval required, AFG 2024-25
Stoney Creek	Pending Seismic Project Funding
Stride Avenue Community	Pending Seismic Project Funding
Suncrest	Approval required, AFG 2025-26
Taylor Park	Approval required, AFG 2025-26
Windsor	Approval required, AFG 2025-26

Secondary Schools with Surveillance (CCTV) Systems

Site	Notes
Alpha	New NVR only, AFG 2021-22
Byrne Creek	Full upgrade, AFG 2020-21
Burnaby Central	Full upgrade, AFG 2022-23
Burnaby Mountain	Full upgrade, AFG 2021-22
Burnaby North	Full upgrade Seismic project funding 2021-22
Burnaby South	Full upgrade, AFG 2023-24
Cariboo Hill	Full upgrade, AFG 2020-21
Moscrop	Full upgrade Pending future seismic project funding

District Sites with Surveillance (CCTV) Systems

Site	Notes
School District Office	Full upgrade, SBO Project 2021-22
Maintenance Services Centre	Full upgrade, other funding 2021-22
IT Services (<i>CSS Storage Facility only</i>)	Full upgrade, other funding 2021-22
Marion Storage Areas	Partial Upgrade 2022-23

Future Planning

Beyond the 2025-26 school year, a new AFG plan will be established to upgrade existing cameras and add cameras at the fifteen (15) elementary sites that previously received an upgrade to their recording appliance (Network Video Recorder – NVR) only.

The existing Policy and Guidelines will be updated to better reflect our ability to meet FIPPA requirements while at the same time establish guidelines committed to the protection of both our staff and community.

Patrick Vossen
Director, Information Technology Services