

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, June 27, 2023**

**1. 2023/24 Board of Education Meeting Schedule**

Russell Horswill, Secretary-Treasurer, has prepared a report containing the proposed 2023/24 Board of Education Meeting Schedule.

**Recommendation:**

THAT the Board of Education approved the 2023/24 Board Meeting Schedule and Committee of the Whole Meeting Schedule, as presented.

**2. 2024/25 Capital Plan Submission (Major, BEP, & FIP)**

The Burnaby Board of Education (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. A copy of the summary report, 2024/25 Major Capital Program, and Building Envelope Program are attached for reference.

Russell Horswill, Secretary-Treasurer, will present the 2024/25 Capital Plan Submission for board consideration and approval.

**Recommendation:**

The Ministry of Education and Child Care require three separate motions:

- |          |   |
|----------|---|
| Motion 1 | In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.            |
| Motion 2 | In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No.41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Building Envelope Program) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.          |
| Motion 3 | In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No.41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care. |

### **3. Capitol Hill Elementary School – CCTV Upgrade**

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 building schematic of Capitol Hill Elementary School outlining the areas around the building for the upgrades of video monitoring and building security/alarm systems.

#### **Recommendation:**

THAT the Board of Education authorize the upgrade of video monitoring and building security/alarm systems at Capitol Hill Elementary School, as provided for in Policy #7.80.00 – Surveillance.

### **4. Confederation Park Elementary School – CCTV Installation**

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 building schematic of Confederation Park Elementary School outlining the areas around the building for the installation of video monitoring and building security/alarm systems.

#### **Recommendation:**

THAT the Board of Education authorize the installation of video monitoring and building security/alarm systems at Confederation Park Elementary School, as provided for in Policy #7.80.00 – Surveillance.

### **5. Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023**

BC Hydro requires a statutory right-of-way for their infrastructure to facilitate the installation of field lights on the south all-weather sports field at Burnaby North Secondary School.

#### **Recommendation:**

THAT the Board of Education consider and approve the Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023, as presented.

- |          |   |
|----------|---|
| Motion 1 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 receive three readings at this Board meeting held June 27, 2023. |
| Motion 2 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 be read a first time.  |
| Motion 3 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 be approved a first time and read a second time.                 |
| Motion 4 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 be approved a second time and read a third time.                 |

Motion 5            THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 be approved a third time.

Motion 6            THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 having been read a first, second, and third time, be finally passed and adopted the 27th day of June 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.

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# Board Report

Date: June 27, 2023  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: 2023/24 Board of Education Meeting Schedule

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## **Background:**

The Board of Education of School District No. 41 – Burnaby Procedural Bylaw 2021 (Part 1: Section 3. Regular and Special Meetings) states:

- a. Meetings of the Board shall be held at least once during each month of the school year on a Tuesday at the hour of 7:00 p.m., or upon such other day or days during the month, or at such other hour, or such other place, as the Board may decide. In any case a meeting shall be held at least once in every three months.

The following 2023/24 Board of Education meeting schedule is proposed:

### Board of Education

September 26, 2023  
October 23, 2023 (Monday)  
November 28, 2023  
December 19, 2023  
January 23, 2024  
February 27, 2024  
March 12, 2024  
April 23, 2024  
May 28, 2024  
June 25, 2024

Regular Board of Education meetings will commence at 7:00 pm unless amended by the Board.

### Committee of the Whole

September 11, 2023  
October 10, 2023 (Tuesday)  
November 14, 2023 (Tuesday)  
January 15, 2024  
February 12, 2024  
April 8, 2024  
May 13, 2024  
June 10, 2024

Committee of the Whole meetings will commence at 4:00 pm unless amended by the Board.

Special Board and Committee meetings can be called as needed, which is provided for in the Board of Education of School District No. 41 – Burnaby Procedural Bylaw 2021.

**Recommendation:**

THAT the Board of Education approve the 2023/24 Board of Education Meeting Schedule and Committee of the Whole Meeting Schedule, as presented.

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# Board Report

Date: June 27, 2023  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: 2024/25 Capital Plan Submission (Major, BEP & FIP)

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## **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 and Goal 3 – Increase District awareness of climate change and decrease the District's environmental impact.

The Burnaby Board of Education (Board) is required to submit to the Ministry of Education and Child Care (Ministry) an Annual Five-Year Capital Plan that is supported by a Board Long-Range Facilities Plan. In April 2023, the Board approved the updated Long-Range Facilities Plan, which has guided the development of the 2024/25 Capital Plan Submission. Attached is a summary of the 2024/25 Major Capital Program (\$701,873,765) and Building Envelope Program (\$1,014,000) project submissions.

A new capital project funding source for School Food Infrastructure Program is available for Fall funding under the 2023/24 capital plan submission. Total funding requested to purchase equipment at various schools is \$32,550.

The Minor Capital Program submission is due to the Ministry by September 30, 2023, and the approval resolution will be presented for Board consideration at the September 26, 2026, Regular Board meeting.

## **Recommendation:**

The Ministry of Education and Child Care require three separate motions:

Motion 1      In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

Motion 2      In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No.41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Building Envelope Program) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

Motion 3

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No.41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.

**Major Capital Program**  
**2024/25 Capital Plan Submission Board Resolution**

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Major Capital Programs) for 2024/25 adopted by the Board of Education, on this the 27<sup>th</sup> day of June 2023.

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Secretary-Treasurer Signature  
Russell A. Horswill



**Building Envelope Program**  
**2024/25 Capital Plan Submission Board Resolution**

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No.41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Building Envelope Program) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Building Envelope Program) for 2024/25 adopted by the Board of Education, on this the 27<sup>th</sup> day of June 2023.

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Secretary-Treasurer Signature  
Russell A. Horswill

**School Food Infrastructure Program**  
**2023/24 Capital Plan Submission Board Resolution**

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No.41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2023/24 adopted by the Board of Education, on this the 27<sup>th</sup> day of June 2023.

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Secretary-Treasurer Signature  
Russell A. Horswill

# Submission Summary

<b>Submission Summary:</b>	Major 2024/2025   2023-06-30
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Burnaby (SD41)
<b>Open Date:</b>	2023-04-14
<b>Close Date:</b>	2023-06-30
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Project Cost
Addition	\$148,229,228
New School	\$146,070,623
Site Acquisition	\$203,000,000
Replacement/Renovation	\$96,983,233
Seismic	\$107,590,681
<b>Total</b>	<b>\$701,873,765</b>

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150071	Kitchener Elementary	Addition	Addition of 75K/300 from 40K/425E.	\$31,599,960
2	160249	Alpha Secondary	Addition	School Expansion - add new wing to South-West corner of school. 300 additional	\$24,373,678
3	150084	Maywood Community Elementary	Addition	Addition of 40K / 150E from 40K / 425E	\$9,851,786
4	150022	Burnaby Central Secondary	Addition	Addition of 100S from 1300S to 1400S	\$18,330,073
5	160287	Ecole Seaforth Elementary	Addition	School Addition	\$9,973,319
6	160251	Moscrop Secondary	Addition	School Expansion	\$17,027,200
7	150091	Nelson Elementary	Addition	Addition of 20K/130E from 60K/400E	\$9,686,867
8	150024	Cameron Elementary	Addition	Addition of 0K/100E to 80K/750E. Submission based on current Cameron	\$11,031,020
9	150125	Stride Avenue Community Elementary	Addition	Addition of 20K/100E from 40K/375E to 60K/475E	\$16,355,325
Submission Category Total:					<b>\$148,229,228</b>
NEW SCHOOL					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150163	Brentwood Town Centre - East	New (School)	New 800 Elementary School on newly acquired school site in Brentwood Town	\$64,686,177
2	160253	Brentwood Town Centre - West	New (School)	New School - West - 50K/425E Capacity	\$41,629,723
3	160254	Bainbridge Village Elementary School	New (School)	New School	\$39,754,723
Submission Category Total:					<b>\$146,070,623</b>

## Submission Summary

REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150254	Douglas Road Elementary	Full Replacement	Replace entire building	\$33,976,675
2	150295	Suncrest Elementary	Full Replacement	Replace entire building	\$28,743,988
3	150298	Westridge Elementary	Full Replacement	Replace entire building	\$34,262,570
Submission Category Total:					<b>\$96,983,233</b>
SEISMIC					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150367	Glenwood Elementary	Upgrade	Seismic Mitigation	\$14,534,891
2	150408	Maywood Community Elementary	Upgrade	Seismic Mitigation	\$20,807,836
3	150464	Stoney Creek Community Elementary	Upgrade	Seismic Mitigation	\$12,654,982
4	150414	Moscrop Secondary	Upgrade	Seismic Mitigation	\$31,582,896
5	150446	Rosser Elementary	Upgrade	Seismic Mitigation	\$9,196,819
6	150394	Kitchener Elementary	Upgrade	Seismic Mitigation	\$18,813,257
Submission Category Total:					<b>\$107,590,681</b>
SITE ACQUISITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150485	Brentwood Town Centre - East	Site Acquisition	New 415 K-7 elementary school (40K/375E).	\$30,000,000
2	150486	Burnaby South Secondary	Site Acquisition	Finalize payment to City of Burnaby for land aggregation - residential property to	\$3,000,000
3	160268	Brentwood Town Centre - West	Site Acquisition	New Site	\$30,000,000
4	150513	Lougheed Town Centre	Site Acquisition	New 240 K-7 elementary school (40K/200E) - designed to expand to a 80K/450E.	\$30,000,000
5	154151	Bainbridge Town Centre	Site Acquisition	Purchase new school site in the Bainbridge development area. This is a new	\$30,000,000
6	150503	Edmonds Town Centre	Site Acquisition	New 240 K-7 elementary school (40K/200E) - designed to expand to a 80K/450E.	\$30,000,000
7	160272	Brentwood Town Centre Secondary	Site Acquisition	New Secondary	\$50,000,000
Submission Category Total:					<b>\$203,000,000</b>

## Submission Summary

<b>Submission Summary:</b>	Major 2024/2025   2023-07-02
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Burnaby (SD41)
<b>Open Date:</b>	2023-04-14
<b>Close Date:</b>	2023-07-02
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Project Cost
BEP	\$1,014,000
<b>Total</b>	<b>\$1,014,000</b>

BEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150595	Maywood Community Elementary	Renovation (BEP)	Building envelope upgrade	\$1,014,000
Submission Category Total:					<b>\$1,014,000</b>

## Submission Summary

<b>Submission Summary:</b>	Minor 2023/2024   2023-06-30
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Burnaby (SD41)
<b>Open Date:</b>	2023-04-14
<b>Close Date:</b>	2023-06-30
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Funding Requested
SEP	\$32,550
<b>Total</b>	<b>\$32,550</b>

SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	163006	Various	Food Infrastructure (SEP)	Food Infrastructure Equipment - Various Schools. See attached file.	\$32,550
Submission Category Total:					<b>\$32,550</b>

School	Item	Description	New Unit Proposed	Amount
Twelfth Avenue	Reach-in Cooler	Present unit - old R22 unit, parts are unavailable and the unit manufacturer is no longer in business	New Unit - Habco SE46SA (amount includes Delivery, install & disposal of old unit + Tax)	\$6,000
Stoney Creek	Hobart Dishwasher	Dishwasher at end of its life	Stero Hi-Temp Dishwasher (amount includes Delivery, install & disposal of old unit + Tax)	\$5,310
Capitol Hill	Hobart Dishwasher	Dishwasher at end of its life	Stero Hi-Temp Dishwasher (amount includes Delivery, install & disposal of old unit + Tax)	\$5,310
Cameron	Hobart Dishwasher	Dishwasher at end of its life	Stero Hi-Temp Dishwasher (amount includes Delivery, install & disposal of old unit + Tax)	\$5,310
South Slope	Hobart Dishwasher	Dishwasher at end of its life	Stero Hi-Temp Dishwasher (amount includes Delivery, install & disposal of old unit + Tax)	\$5,310
Twelfth Avenue	Hobart Dishwasher	Dishwasher at end of its life	Stero Hi-Temp Dishwasher (amount includes Delivery, install & disposal of old unit + Tax)	\$5,310
			<b>Total</b>	<b>\$32,550</b>

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# Board Report

Date: June 27, 2023  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: Capitol Hill Elementary School – CCTV Upgrade

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## **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, Regulations 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 Capital Hill Elementary 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 district's Information Technology Department is responsible for managing all aspects of the CCTV video surveillance systems.



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 upgrade of video monitoring and building security/alarm systems at Capitol Hill Elementary School, as provided for in Policy #7.80.00 – Surveillance.



## École Capitol Hill Elementary

350 S. Holdom Avenue, Burnaby, B.C., V5B 3V1 Phone: 604-296-9006  
capitolhill@burnabyschools.ca

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June 15<sup>th</sup>, 2023

Russell Horswill and Patrick Vossen  
Burnaby School District  
4054 Norfolk Street  
Burnaby, BC  
V5G0C3

Dear Russell and Patrick,

A vote was unanimously passed in favour of the installation of CCTV surveillance at Capitol Hill at our recent Capitol Hill PAC meeting. Our parent community very much supports the installation of the surveillance equipment at the school.

Please feel free to reach out, should you have any questions or need additional information.

All the best,

A handwritten signature in cursive script that reads "Jennifer Carson".

Jennifer Carson  
Principal, Capitol Hill Elementary



Prepared By: Shane Terrico

## Capitol Hill Surveillance

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Proposed Camera Locations and Views

## Camera #1 – Main Entry, North Covered Area

Camera Type: #4.0C-H5A-DO1-IR, Surface Dome

### Install Location



### Intended View



## Camera #2 – Main Entry, North

Camera Type: #9C-H4A-3MH-180, Corner Wall Mounted

### Install Location



### Intended View



## Camera #3 – East Building #1

Camera Type: #9C-H4A-3MH-180, Wall Mounted

### Install Location



### Intended View



# Camera #4 – Under Walkway

Camera Type: #4.0C-H5A-DO1-IR

## Install Location



## Intended View



# Camera #5 – West Gym Wall

Camera Type: #4.0C-H5A-DO1-IR

## Install Location



## Intended View





## Camera #6 – South West

Camera Type: #9.0C-H5A-3MH-180, Corner Wall Mounted

Existing Camera to be re-purposed.

### Install Location



### Intended View



# Camera #7 – North West

Camera Type: #9.0C-H4A-3MH-180, Wall Mounted

## Install Location



## Intended View



# Camera #8 – Main Entry North, Interior

Camera Type: #9.0C-H4A-3MH-180, Wall Mounted

## Install Location



## Intended View



# Camera #9 –Entry East, Interior

Camera Type: #9.0C-H4A-3MH-180, Wall Mounted

## Install Location



## Intended View



# Camera #10 –Entry West, Interior

Camera Type: #2.0C-H5A-DO1-IR

## Install Location



## Intended View



# Camera #11 –Entry East, Interior

Camera Type: #9.0C-H4A-3MH-180, Wall Mounted

## Install Location



## Intended View



## Camera #12 –Entry West, Interior

Camera Type: #4.0C-H5A-DO1-IR, Surface Dome

### Install Location



### Intended View



## Camera #13 –Entry East, Interior

Camera Type: #9.0C-H4A-3MH-180, Wall Mounted

### Install Location



### Intended View





## Camera #14 –Entry East, Interior

Camera Type: #9C-H4A-3MH-270, Corner Wall Mounted

### Install Location



### Intended View



## Camera #15 –Entry West, Interior

Camera Type: #2.0C-H5A-D1, Surface Dome

### Install Location



### Intended View



# Camera #16 –Entry West, Interior

Camera Type: #2.0C-H5A-D1, Surface Dome

## Install Location



## Intended View



## Camera #17 –Entry West, Interior

Camera Type: #2.0C-H5A-D1, Surface Dome

### Install Location



### Intended View



## Camera #18 –Entry West, Interior

Camera Type: #2.0C-H5A-D1, Surface Dome

### Install Location



### Intended View



## Camera #19 –Entry West, Interior

Camera Type: #2.0C-H5A-D1, Surface Dome

### Install Location



### Intended View



## Camera #20 –Entry West, Interior

Camera Type: #2.0C-H5A-D1, Surface Dome

### Install Location



### Intended View



## Camera #21 –Entry West, Interior

Camera Type: #2.0C-H5A-D1, Surface Dome

### Install Location



### Intended View





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# Board Report

Date: June 27, 2023  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: Confederation Park Elementary School – CCTV Installation

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## **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, Regulations 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 Confederation Park Elementary 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 district's Information Technology Department is responsible for managing all aspects of the CCTV video surveillance systems.

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 installation of video monitoring and building security/alarm systems at Confederation Park Elementary School, as provided for in Policy #7.80.00 – Surveillance.



# Confederation Park Elementary School

4715 Pandora Street, Burnaby, B.C. V5C 2C2 604-296-9010

[confederationpark.burnabyschools.ca](http://confederationpark.burnabyschools.ca)

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## Intra-District Memo

**Date:** June 1<sup>st</sup>, 2023  
**To:** Russell Horswill, Secretary Treasurer, Burnaby Board of Education  
**From:** Helena Readman, Principal, Confederation Park Elementary School  
**Subject:** CCTV Surveillance System

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Dear Russell,

Following up from my last letter regarding the request for the installation of a CCTV surveillance system at Confederation Park Elementary School, I would like to inform you that this request was presented to our PAC at last night's AGM – May 31<sup>st</sup>, 2023. Our PAC agreed to the proposal and approved us in going ahead with this request.

I hope this is all the information that you now require to move forward. Please let me know if you need anything further from us at the school.

Sincerely,

Helena Readman  
Principal

/lh



Prepared By: Shane Terrico

## **Confederation Park Surveillance**

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### **Proposed Camera Locations and Views**

# Camera #1 – Main Entry, North

Camera Type: #9C-H4A-3MH-180

## Install Location



## Intended View



## Camera #2 – Main Entry, North Covered Area

Camera Type: #4.0C-H5A-DP1-IR

### Install Location



### Intended View



## Camera #3 – North Courtyard

Camera Type: #9C-H4A-3MH-180

### Install Location



### Intended View



## Camera #4 – East Courtyard

Camera Type: #9C-H4A-3MH-180

### Install Location



### Intended View





## Camera #5 – Gym South

Camera Type: #9C-H4A-3MH-180

### Install Location



### Intended View



## Camera #6 – South Entrance

Camera Type: #8.0C-H5A-FE-DO1-IR

### Install Location



### Intended View



## Camera #7 – South West

Camera Type: #2.0C-H5A-D1-IR

### Install Location



### Intended View



## Camera #8 – North West

Camera Type: #2.0C-H5A-D1

### Install Location



### Intended View



# Camera #9 – Main Entry North, Interior

Camera Type: #2.0C-H5A-D1

## Install Location



## Intended View



# Camera #10 –Entry East, Interior

Camera Type: #4.0C-H5A-DP1-IR

## Install Location



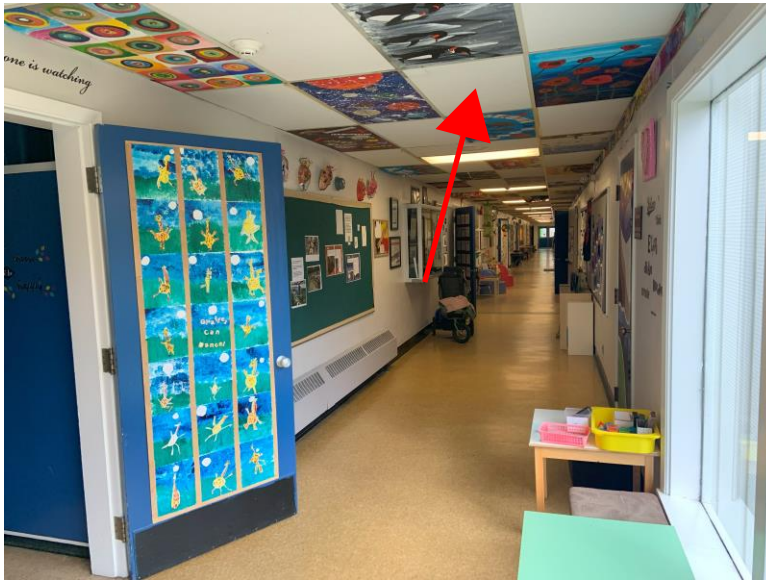
## Intended View



# Camera #11 –Entry West, Interior

Camera Type: #4.0C-H5A-DP1-IR

## Install Location



## Intended View



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# Board Report

Date: June 27, 2023  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023

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## **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.

BC Hydro requires a statutory right-of-way for their infrastructure to facilitate the installation of field lights on the south all-weather sports field at Burnaby North Secondary School.

Final design and contract specification, including required off-site development, have been finalized by BC Hydro.

## **Recommendation:**

THAT the Board of Education consider and approve the Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023, as presented.

- |          |   |
|----------|---|
| Motion 1 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 receive three readings at this Board meeting held June 27, 2023.   |
| Motion 2 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 be read a first time.  |
| Motion 3 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 be approved a first time and read a second time.   |
| Motion 4 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 be approved a second time and read a third time.   |
| Motion 5 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 be approved a third time.  |
| Motion 6 | THAT Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023 having been read a first, second, and third time, be finally passed and adopted the 27 <sup>th</sup> day of June 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)**  
**BURNABY NORTH SECONDARY SCHOOL BC HYDRO STATUTORY RIGHT-OF-WAY**  
**BYLAW 2023**

**WHEREAS** section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

**AND WHEREAS** pursuant to Section 96 (1) of the *School Act*, “land” includes any interest in land, including any right, title or estate in it of any tenure;

**AND WHEREAS:**

- (i) British Columbia Hydro and Power Authority (“**BC Hydro**”) proposes to register a Statutory Right-of-Way on land owned by The Board of Education of School District No. 41 (Burnaby) (the “**Board**”) legally described as PID: 030-813-883 – Lot: A Block: District Lot: 205 Plan: EPP92472 on Burnaby North Secondary School site (the “**Property**”);
- (ii) BC Hydro proposes a 163.2 m2 Statutory Right-of-Way located near the south-east corner of the Property as shown on the site plan attached hereto as Schedule A, subject to the Standard Charge Term agreement;
- (iii) the Property is facility number 4141002;
- (iv) the address of the Property is 751 Hammarskjold Drive, Burnaby, British Columbia, V5B 4A1, and the legal description of the Property is:  
  
Parcel Identifier: 030-813-883 - Lot: A Block: District Lot: 205 Plan: EPP92472;
- (v) the Board is satisfied that the granting of the Statutory Right-of-Way to BC Hydro will not interfere with the Board’s use of the Property for educational purposes.

**NOW THEREFORE** be it resolved as a Bylaw of the Board that the Board grant the Statutory Right-of-Way to BC Hydro.

**BE IT FURTHER** resolved that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Statutory Right-of-Way to BC Hydro in registrable form and on such terms as the Secretary-Treasurer may consider advisable, and all related and ancillary documents required to complete the granting of the Statutory Right-of-Way.

This bylaw may be cited as “Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023”.

Read a first time this 27<sup>th</sup> day of June 2023.

Read a second time this 27<sup>th</sup> day of June 2023.

Read a third and final time, passed, and adopted this 27<sup>th</sup> day of June 2023.

Corporate Seal

\_\_\_\_\_  
Chairperson of the Board

\_\_\_\_\_  
Secretary-Treasurer

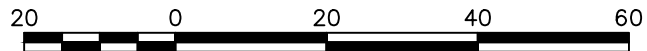
I HEREBY CERTIFY this to be a true and original Burnaby North Secondary School BC Hydro Statutory Right-of-Way Bylaw 2023, adopted by the Board this 27<sup>th</sup> day of June 2023.

\_\_\_\_\_  
Secretary-Treasurer

# STATUTORY RIGHT OF WAY PLAN OVER A PART OF LOT A DISTRICT LOT 205 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP92472

**SCHEDULE A** PLAN EPP

BCGS 92G.026  
PURSUANT TO SECTION 113 OF THE LAND TITLE ACT



ALL HORIZONTAL GROUND LEVEL DISTANCES ARE IN METRES

THE INTENDED PLOT SIZE OF THIS PLAN IS  
560mm IN WIDTH BY 864mm IN HEIGHT (D-SIZE)  
WHEN PLOTTED AT A SCALE OF 1:1000.

INTEGRATED SURVEY AREA NO. 25, CITY OF BURNABY, NAD83(CSRS)  
4.0.0.BC.1.MVRD.

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GEODETIC  
CONTROL MONUMENTS DTS-316 AND 77H6837 ARE REFERRED TO THE  
CENTRAL MERIDIAN OF UTM ZONE 10 (123° WEST LONGITUDE).

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS  
OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY  
GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF  
0.99958565 WHICH HAS BEEN DERIVED FROM GEODETIC CONTROL  
MONUMENTS DTS-316 AND 77H6837.

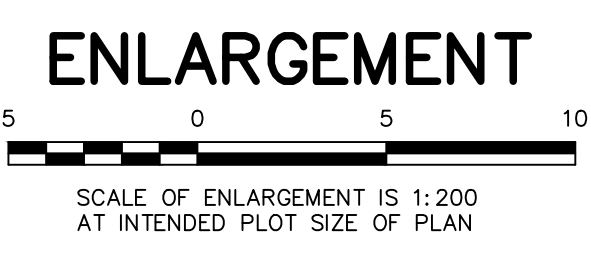
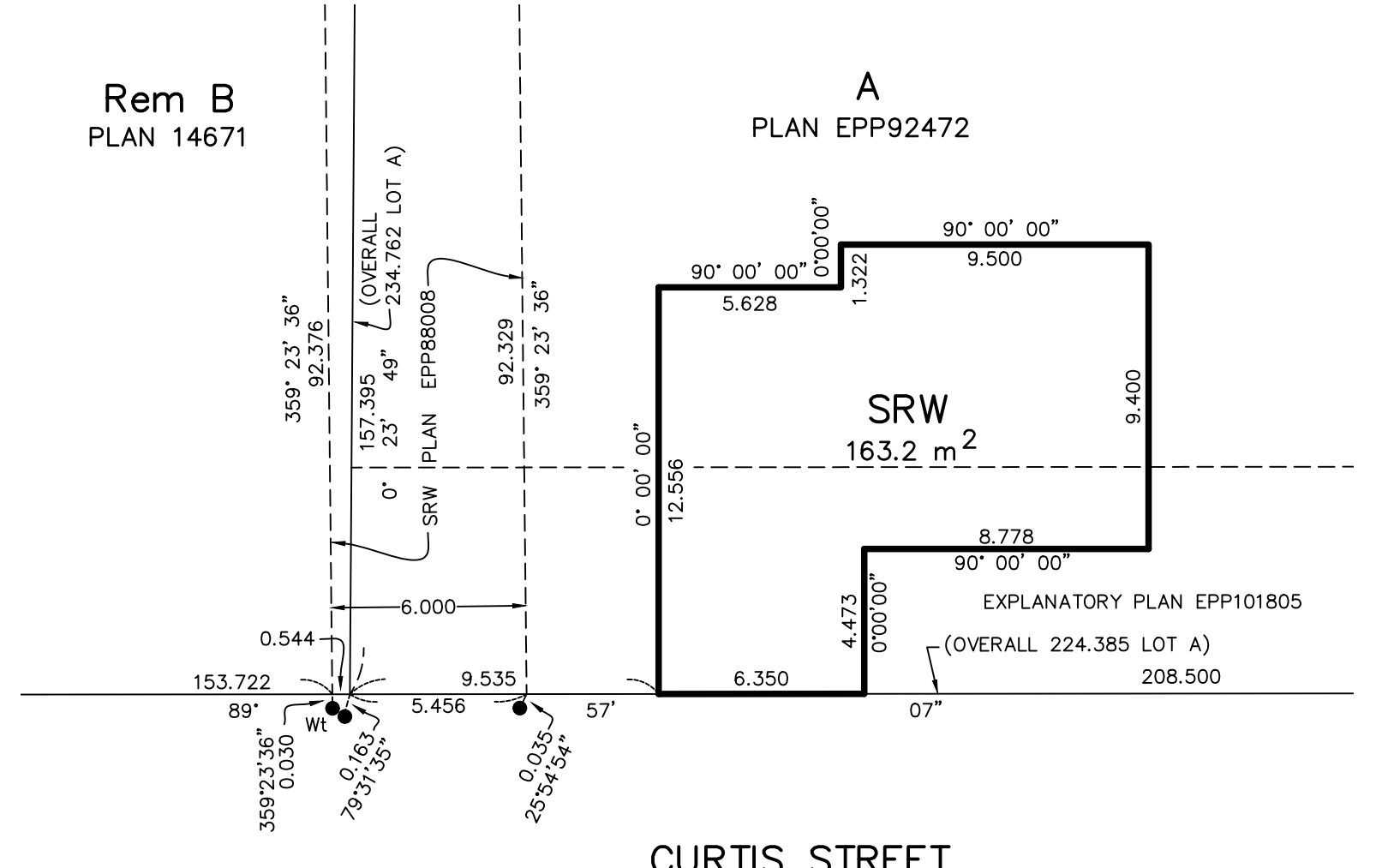
THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED  
ARE DERIVED FROM THE MASCOT PUBLISHED COORDINATES AND STANDARD  
DEVIATIONS FOR GEODETIC CONTROL MONUMENTS DTS-316 AND 77H6837.

## LEGEND

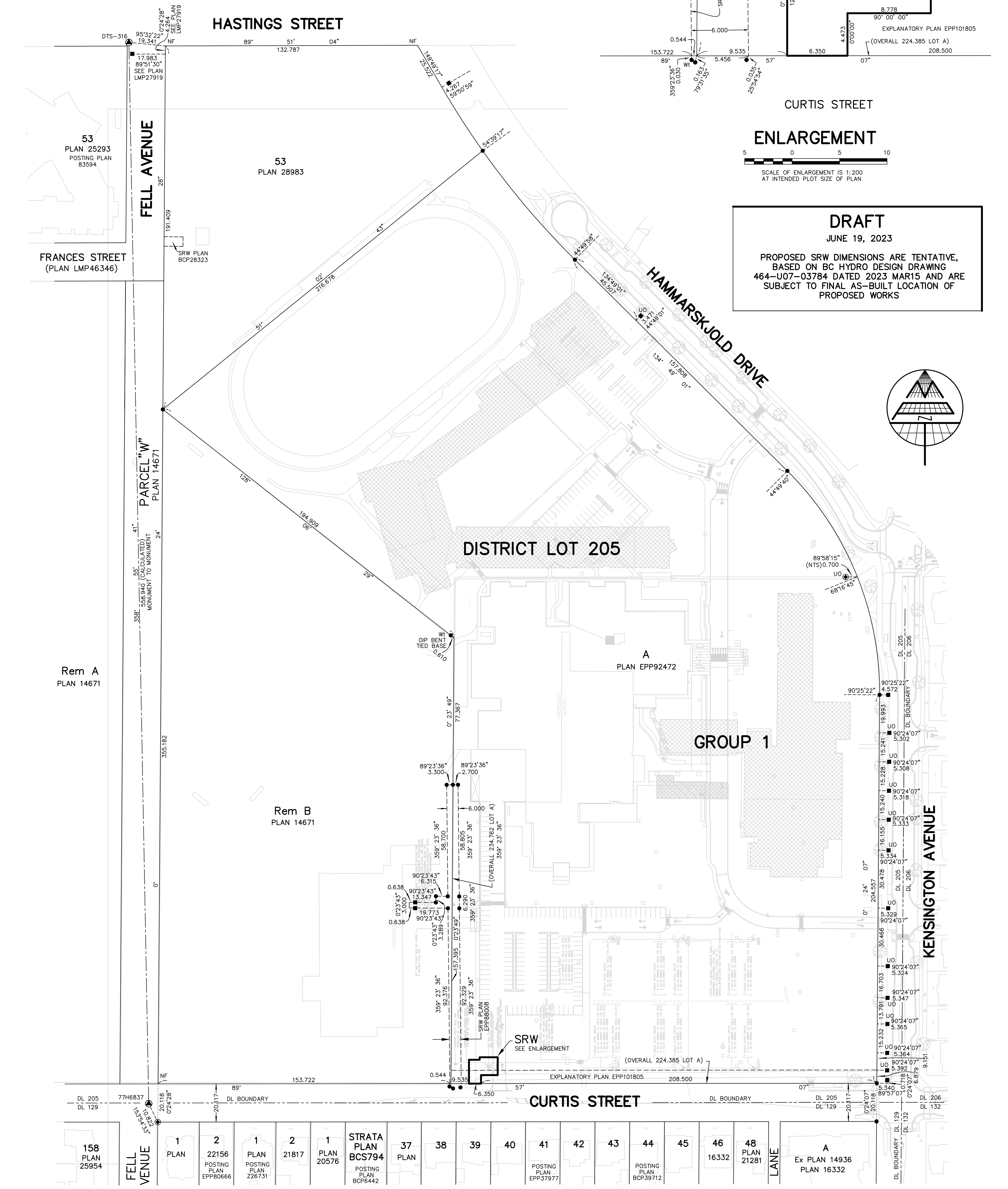
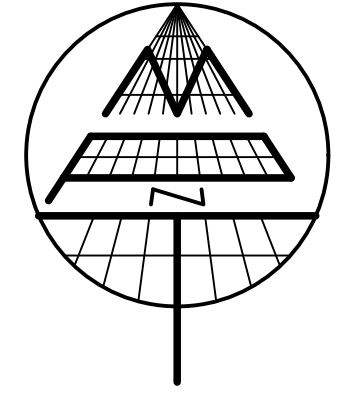
- INDICATES CONTROL MONUMENT FOUND
- INDICATES NON-STANDARD IRON PIPE POST FOUND
- INDICATES STANDARD IRON POST FOUND
- INDICATES STANDARD IRON POST PLACED
- INDICATES LEAD PLUG FOUND
- UO INDICATES UNKNOWN ORIGIN
- NF INDICATES NOTHING FOUND
- WT INDICATES WITNESS

THIS PLAN SHOWS ONE OR MORE WITNESS POSTS  
WHICH ARE NOT SET ON THE TRUE CORNER(S).

NAD83(CSRS)4.0.0.BC.1.MVRD UTM ZONE 10 COORDINATES			
TABLET MARKING	NORTHING	EASTING	ABSOLUTE ACCURACY
DTS-316	5458609.746	501769.303	0.01
77H6837	5458051.136	501779.756	0.01



**DRAFT**  
JUNE 19, 2023  
PROPOSED SRW DIMENSIONS ARE TENTATIVE,  
BASED ON BC HYDRO DESIGN DRAWING  
464-U07-03784 DATED 2023 MAR15 AND ARE  
SUBJECT TO FINAL AS-BUILT LOCATION OF  
PROPOSED WORKS



**MATSON PECK & TOPLISS**  
SURVEYORS & ENGINEERS  
#320 - 11120 HORSESHOE WAY  
RICHMOND, B.C., V7A 5H7  
PH: 604-270-9331  
FAX: 604-270-4137  
CADFILE: 18224-005-SRW-000.DWG

THIS PLAN LIES WITHIN THE  
METRO VANCOUVER REGIONAL DISTRICT  
THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS  
COMPLETED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
D. AARON CREAMER, BCLS 1015

# COMPUTATION SHEET

Project \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

Computation of \_\_\_\_\_

Computed by \_\_\_\_\_ Date \_\_\_\_\_

