

DISTRICT OPERATIONS – BUSINESS SERVICES
Reporting to Public Session, Tuesday, June 25, 2024

1. 2024 Surveillance (CCTV) Project Year-End 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 reference.

Recommendation:

THAT the Board of Education receive the 2024 Surveillance (CCTV) Project Year-End Report.

2. Edmonds Community 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 Edmonds Community 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 Edmonds Community School, as provided for in Policy #7.80.00 – Surveillance.

3. Second Street Community 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 Second Street Community 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 Edmonds Community School, as provided for in Policy #7.80.00 – Surveillance.

4. 2024/25 Board of Education Meeting Schedule

Ishver Khunguray, Secretary-Treasurer, has prepared a report containing the proposed 2024/25 Board of Education Meeting Schedule.

Recommendation:

THAT the Board of Education approve the 2024/25 Board of Education Meeting Schedule and Committee of the Whole Meeting Schedule, as submitted.

5. 2025/26 Capital Plan Submission (Major, Minor)

The Burnaby Board of Education 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 Facilities Plan. A copy of the 2025/26 Major Capital Program summary and Building Envelope Program summary are attached for reference.

Ishver Khunguray, Secretary-Treasurer, will present the 2025/26 Capital Plan Submission for board consideration and approval.

Recommendation:

The Ministry of Education and Child Care require two 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 2025/26, as provided on the Five-Year Capital Plan Summary for 2025/26 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 2025/26, as provided on the Five-Year Capital Plan Summary for 2025/26 submitted to the Ministry of Education and Child Care.

Board Report

Date: June 25, 2024
To: Board of Education – Public Meeting
From: Ishver Khunguray, Secretary-Treasurer
Subject: 2024 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 exist in 100% of secondary schools (8 out of 8), and 80% of elementary schools (33 out of 41). Video surveillance systems are also present in district buildings.

During the 2023/2024 school year Capitol Hill and Confederation Park Elementary schools received new systems, Burnaby South Secondary had a full system replacement, and Burnaby North Secondary received a new system with the new building. Second Street and Edmonds Community 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. The Burnaby School District *Corporate Surveillance (CCTV) Use Guidelines* (attached) 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.

The 2024 CCTV Video Surveillance Annual Report (attached) summarizes activities during the 2023/2024 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, RCMP 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 2024 Surveillance (CCTV) Project Year-End Report.

2024 CCTV Video Surveillance Annual Report

2023/2024 School Year

In this phase of activities, four (4) sites received a full upgrade to their surveillance (CCTV) systems. These included Capitol Hill Elementary, Confederation Park Elementary, Burnaby South Secondary, and Burnaby North Secondary schools.

Through the support of ongoing AFG funding through 2025-26 the goal is to incorporate all district sites into the upgraded surveillance (CCTV) system environment.

Operational Support

Maintenance and IT Services focused on configuring site systems to optimize performance and camera views:

- System notifications are automated and targeted to the proper service team: Maintenance Services, Information Technology, or the Surveillance Vendor
- Maintenance Services grounds team improve lines of site at locations via landscaping of trees and shrubs as necessary
- A process of regular hardware maintenance and software upgrade has been implemented

Seismic

Future sites will be considered for upgrade as capital projects are approved or as AFG funding is available.

Overall Summaries

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

Elementary Schools with Surveillance (CCTV) Systems

Site
Armstrong
Aubrey
Brantford
Brentwood Park
Buckingham
Cameron
Capitol Hill
Chaffey-Burke
Clinton
Forest Grove
Gilmore Community
Gilpin
Glenwood
Inman

Site
Kitchener
Lakeview
Lochdale Community
Marlborough
Maywood Community
Morley
Nelson
Parkcrest
Rosser
Seaforth
South Slope
Sperling
<i>Stoney Creek Community</i>
<i>Stride Avenue Community</i>
Twelfth Avenue
University Highlands
Westridge

Elementary Schools without Surveillance (CCTV) Systems

Site	Notes
Douglas Road	Approval required, AFG TBD
Edmonds Community	Approval required, AGF 2024-25
Lyndhurst	Approval required, AFG TBD
Montecito	Approval required, AFG TBD
Second Street Community	Approval required, AFG 2024-25
Suncrest	Approval required, AFG TBD
Taylor Park	Approval required, AFG TBD
Windsor	Approval required, AFG TBD

Secondary Schools with Surveillance (CCTV) Systems

Site
Alpha
Byrne Creek Community
Burnaby Central
Burnaby Mountain
Burnaby North
Burnaby South
Cariboo Hill
<i>Moscrop</i>

District Sites with Surveillance (CCTV) Systems

Site
School District Office
Maintenance Services Centre
Marion Storage Areas

Future Planning

Beyond the 2025/2026 school year, a new AFG plan will be established to upgrade existing cameras and add cameras at the fifteen (15) elementary sites that previously only received an upgrade to their recording appliance (Network Video Recorder – NVR).

Patrick Vossen
Director, Information Technology Services
Burnaby School District

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 stored 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 this 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

Board Report

Date: June 25, 2024
To: Board of Education – Public Meeting
From: Ishver Khunguray, Secretary-Treasurer
Subject: Edmonds Community School – CCTV Installation

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 Edmonds Community 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 80% of elementary schools do (33 out of 41). 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 one part of the District's approach to improve overall quality of security services. Other strategies include monitoring of buildings by Custodial Forepersons, RCMP 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".

Recommendation:

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

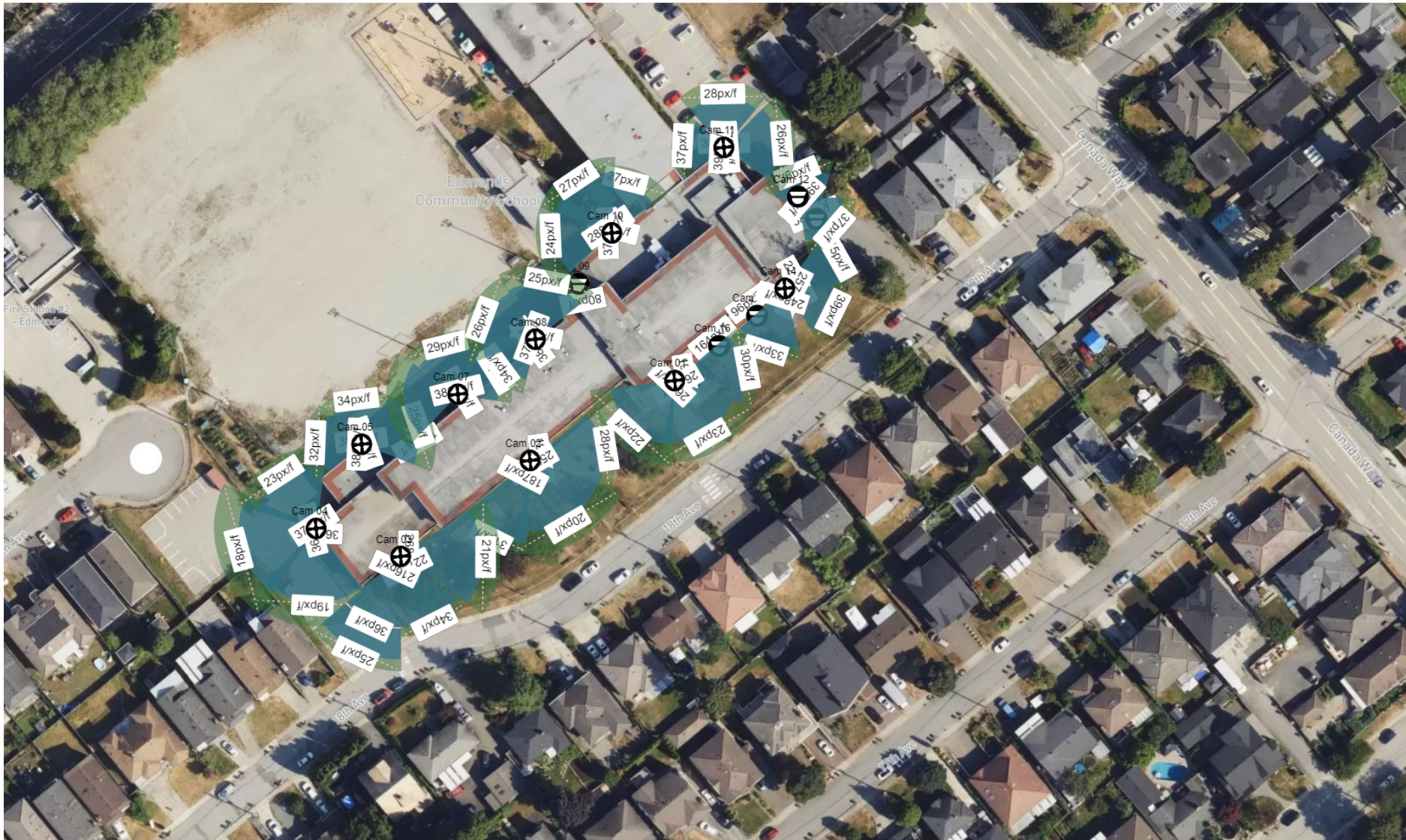


Prepared By: Shane Terrico

Edmunds Community School

Proposed Camera Locations and Views

Map



Camera #1, EXT - Main Entrance - South

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

Intended View



Camera #02, EXT - South Playground

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires :
H5AMH-AD-PEND1
WLMT-1001

Intended View



Camera #03, EXT - SE Corner

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires :
H5AMH-AD-PEND1
WLMT-1001

Intended View



Camera #04, EXT - South Parking Lot

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

Intended View



Camera #05, EXT - SW Corner

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

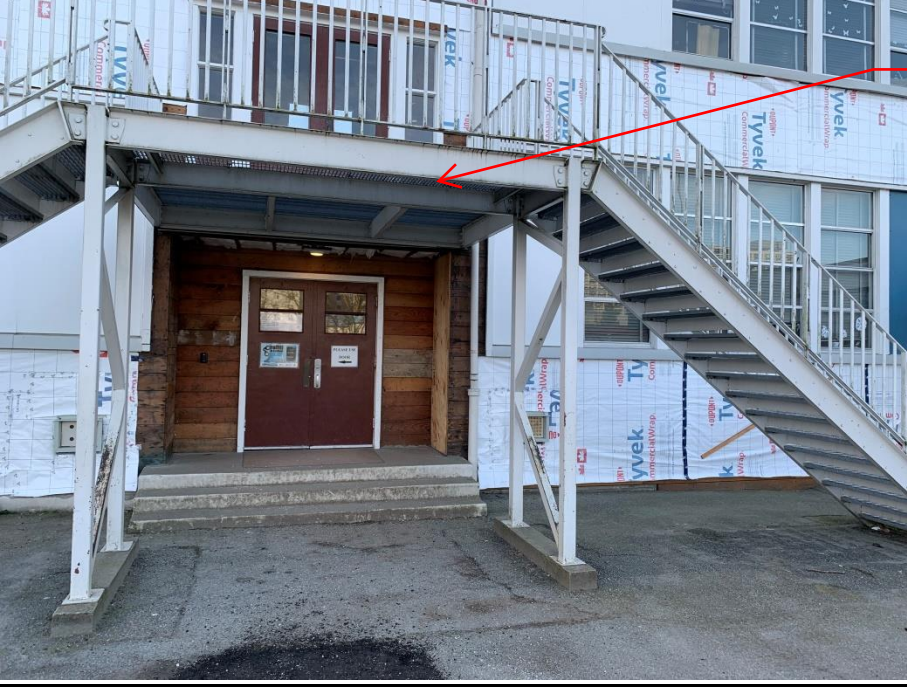
Intended View



Camera #06, EXT - Lower NW Entrance

Camera Type: 2.0C-H5A-DO1-IR

Install Location



Intent to mount camera to side of metal beam

Intended View



Camera #07, EXT - Boiler Room

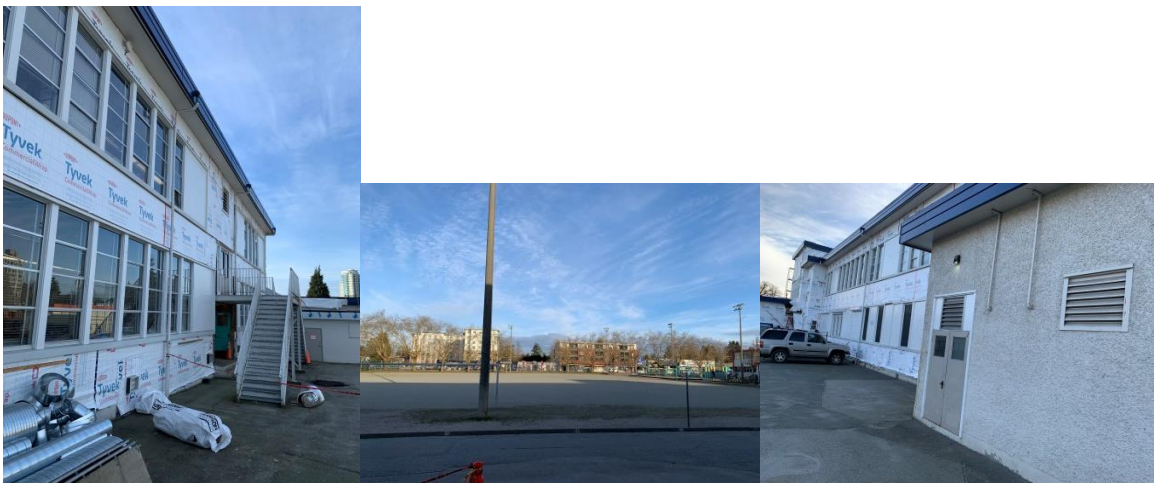
Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

Intended View



Camera #08, EXT - Basketball Hoops

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires :
H5AMH-AD-PEND1
WLMT-1001

Intended View



Camera #09, EXT - Main Entrance – North

Camera Type: 2.0C-H5A-DO1-IR

Install Location



Intended Mounting Location

Intended View



Camera #10, EXT - NW Community Entrance

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires :
H5AMH-AD-PEND1
WLMT-1001

Intended View



Camera #11, EXT - NE Community Entrance

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

Intended View



Camera #12, EXT - Small Gym - South View

Camera Type: 4.0C-H5A-DO1-IR

Install Location



Intended Mounting Location

Intended View



Camera #13, EXT - Small Gym - North View

Camera Type: 4.0C-H5A-DO1-IR

Install Location



Intended Mounting Location

Intended View



Camera #14, EXT - SE Gym Corner

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

Intended View



Camera #15, EXT - Gym Alcove SE

Camera Type: 2.0C-H5A-DO1-IR

Install Location



Intended Mounting Location

Intended View



Camera #16, EXT - Gym Alcove SW

Camera Type: 2.0C-H5A-DO1-IR

Install Location



Intended Mounting Location

Intended View



Camera #17, INT - Main Entrance - South

Camera Type: 2.0C-H5A-D1-IR

Install Location



Intended View



Camera #18, INT - Main Entrance – North

Camera Type: 2.0C-H5A-D1-IR

Install Location



Intended View



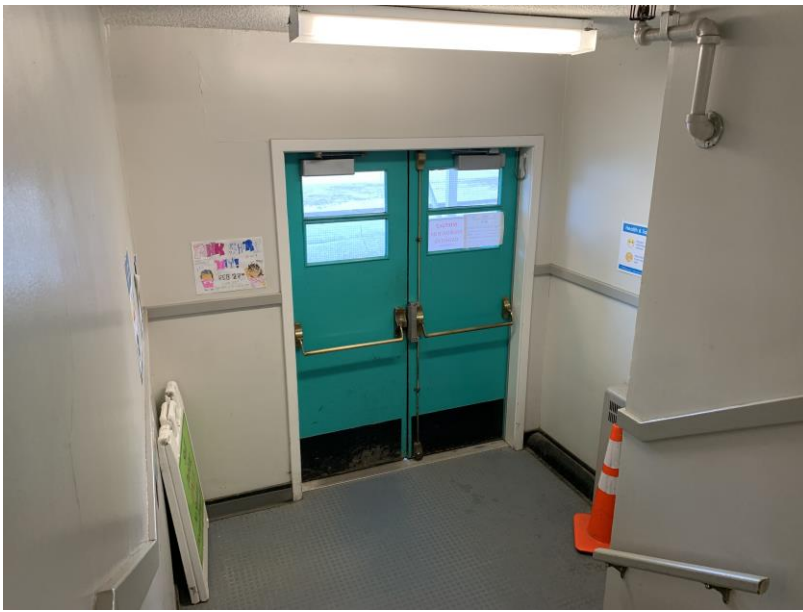
Camera #19, INT - NW Entrance

Camera Type: 2.0C-H5A-D1-IR

Install Location



Intended View



Camera #20, INT - Community Entrance

Camera Type: 6.0C-H5DH-D01-IR

Install Location



Intended View



Camera #21, INT - Upper NW Entrance

Camera Type: 2.0C-H5A-D1-IR

Install Location



Intended View





7651- 18th Avenue Burnaby, B.C. V3N 1J1 Phone 604-296-9012 Fax 604-296-905

Ishver,

I am requesting your support for the installation of a CCTV surveillance system for Edmonds Community School. As you know, we are a community hub with different service providers and community groups that run well into the evening. A CCTV surveillance system would help up us to enhance the safety and security of students, staff, community members, and school property by:

- Allowing us to monitor our building exterior and grounds that are not easily visible to reduce vandalism, graffiti, and misuse.
- Allowing us to monitor entrances, exits and less visible areas for visitors or intruders.
- Facilitating the safe and responsible use of school building, grounds and/or shared school resources with community partner group.
- Reducing the risk of theft of and damage to school property.
- Increasing the security of private student and school information.
- Assisting with RCMP investigations.

Thank you for your consideration of this request. Please do not hesitate to contact me should you require further information to support our request.

Your Sincerely,

Guy Hamilton
Principal
Edmonds Community School

Board Report

Date: June 25, 2024
To: Board of Education – Public Meeting
From: Ishver Khunguray, Secretary-Treasurer
Subject: Second Street Community School – CCTV Installation

Background:

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Considerations:

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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, RCMP 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".

Recommendation:

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



Second Street Elementary

Proposed Camera Locations and Views

Prepared by: Leslie Nagy

Camera #01, EXT – 1st Ave and 16th

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
WLMT-1001

Intended View



Camera #02, EXT – 1st Ave Entrance

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
WLMT-1001

Intended View



Camera #03, EXT – NW Corner

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting
Location.
Requires:
H5AMH-AD-PEND1
WLMT-1001

Intended View



Camera #04, EXT – Gym North Side

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

Intended View



Camera #05, EXT – Daycare Portable

Camera Type: 4.0C-H5A-DO1-IR

Install Location



Intended Mounting Location.

Intended View



Camera #06, EXT – Undercover Area

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

Intended View



Camera #07, EXT – Gated Garden

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
WLMT-1001

Intended View



Camera #08, EXT – Field Exit

Camera Type: 4.0C-H5A-DO1-IR

Install Location



Intended Mounting Location.

Intended View



Camera #09, EXT – Playground

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

Intended View



Camera #10, EXT – 16th Ave South Entrance

Camera Type: 2.0C-H5A-DO1-IR

Install Location



Intended Mounting
Location.

Intended View



Camera #11, EXT – SE Corner

Camera Type: 9C-H5A-3MH

Install Location



Intended Mounting
Location.
Requires:
H5AMH-AD-PEND1
CRNMT-1001
WLMT-1001

Intended View



Camera #12, INT – 1st Ave. Entrance

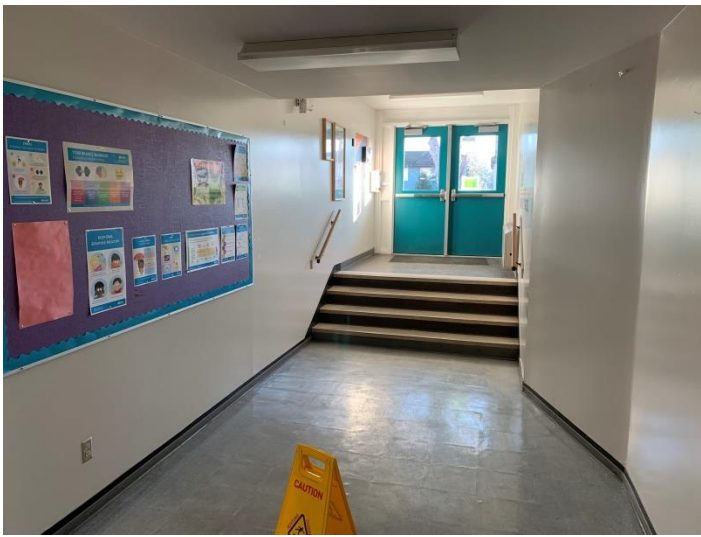
Camera Type: 2.0C-H5A-D1-IR

Install Location



Intended Mounting Location.

Intended View



Camera #13, INT - 17th Ave Entrance

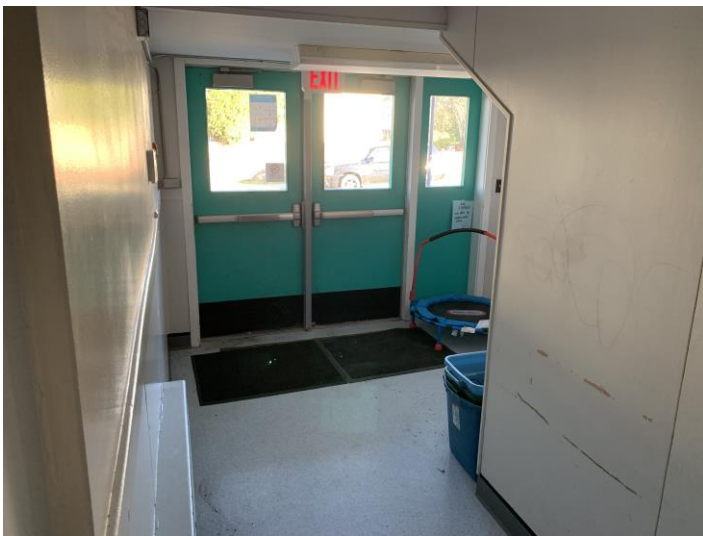
Camera Type: 2.0C-H5A-D1-IR

Install Location



Intended Mounting Location.

Intended View



Camera #14 – INT Gym Entrance

Camera Type: 2.0C-H5A-D1-IR

Install Location



Intended Mounting Location.

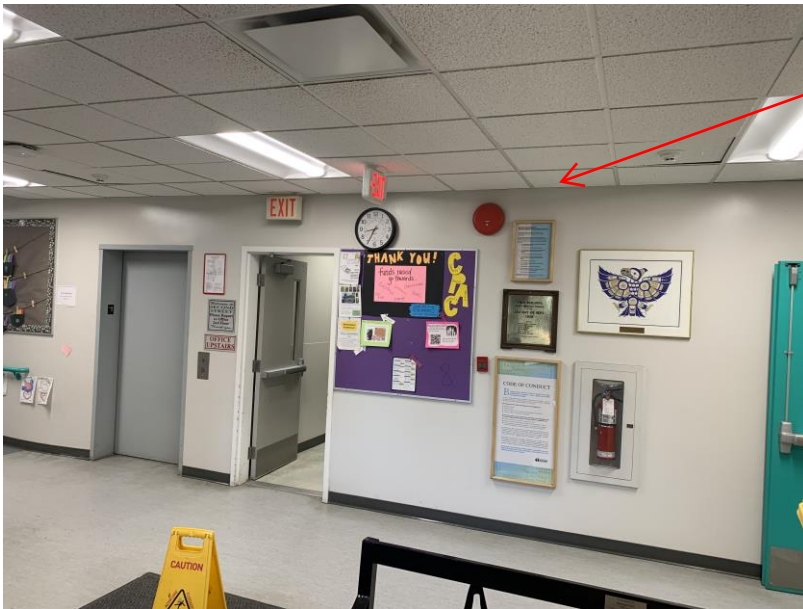
Intended View



Cam #15, INT – 16th Ave Alcove Entrance

Camera Type: 2.0C-H5A-DC1-IR

Install Location



Intended Mounting Location.

Intended View



Camera #16, INT –Field Entrance

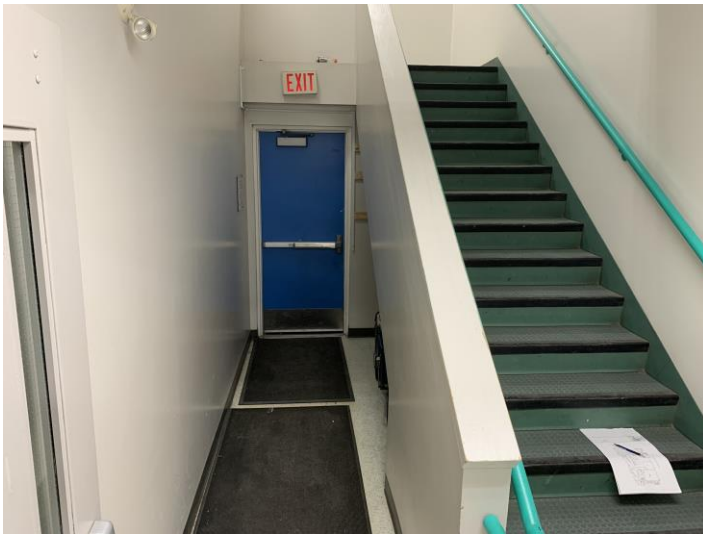
Camera Type: 2.0C-H5A-D1-IR

Install Location



Intended Mounting Location.

Intended View



Camera #17, INT – 16th Ave Entrance

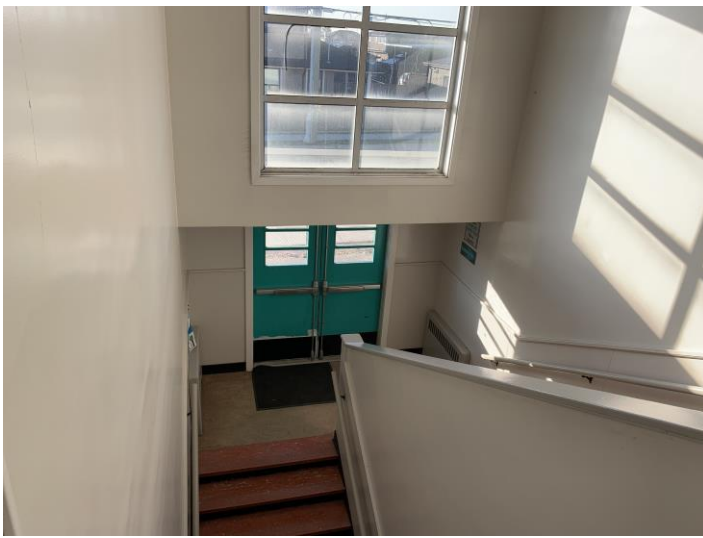
Camera Type: 2.0C-H5A-D1-IR

Install Location



Intended Mounting Location.

Intended View



Version: 1.0

HD NVRs

Name	Model	Expansions	Storage	Total Data	Storage Time	Status
Storage 1	NVR5-VAL-16TB-NA	-	15.02 TB	197.58 Mbps	42 days 6 hours	Valid

Smart Codec Cameras

Name	Model	Storage	Qty	Lens	FL. (mm)	Image Rate	Daily Recording Cycle	Image Quality	Max Bandwidth	HDSM Smartcodec		
										Enabled	Strength	Min Image Rate
Cam 01	9C-H5A--3MH	Storage 1	1	Built-In Lens, 3.3--5.7mm, F/1.5--F/1.9				Quality 6	19.09 Mbps	×		×
Head 1					5.7	15	6	Quality 6		×		×
Head 2					3.3	15	6	Quality 6		×		×
Head 3					3.3	15	6	Quality 6		×		×
Cam 02	9C-H5A--3MH	Storage 1	1	Built-In Lens, 3.3--5.7mm, F/1.5--F/1.9				Quality 6	19.09 Mbps	×		×
Head 1					5.7	15	6	Quality 6		×		×
Head 2					3.3	15	6	Quality 6		×		×
Head 3					5.7	15	6	Quality 6		×		×
Cam 03	9C-H5A--3MH	Storage 1	1	Built-In Lens, 3.3--5.7mm, F/1.5--F/1.9				Quality 6	19.09 Mbps	×		×

Head 1					3.3	15	6	Quality 6		×	×
Head 2					3.3	15	6	Quality 6		×	×
Head 3					3.3	15	6	Quality 6		×	×
Cam 04	9C-H5A-- 3MH	Storage 1	1	Built-In Lens, 3.3-- 5.7mm, F/1.5-- F/1.9				Quality 6	19.09 Mbps	×	×
Head 1					5.7	15	6	Quality 6		×	×
Head 2					3.3	15	6	Quality 6		×	×
Head 3					5.7	15	6	Quality 6		×	×
Cam 05	4.0C-H5A-- DO1-IR	Storage 1	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	3.3	15	6	Quality 6	6.00 Mbps	×	×
Cam 06	9C-H5A-- 3MH	Storage 1	1	Built-In Lens, 3.3-- 5.7mm, F/1.5-- F/1.9				Quality 6	19.09 Mbps	×	×
Head 1					3.3	15	6	Quality 6		×	×
Head 2					3.3	15	6	Quality 6		×	×
Head 3					3.3	15	6	Quality 6		×	×
Cam 07	9C-H5A-- 3MH	Storage 1	1	Built-In Lens,				Quality 6	19.09 Mbps	×	×

				3.3-- 5.7mm, F/1.5-- F/1.9							
Head 1				> max	15	6	Quality 6		×		×
Head 2				3.3	15	6	Quality 6		×		×
Head 3				5.7	15	6	Quality 6		×		×
Cam 08	4.0C-H5A-- DO1-IR	Storage 1	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	3.3	15	6	Quality 6	6.00 Mbps	×	×
Cam 09	9C-H5A-- 3MH	Storage 1	1	Built-In Lens, 3.3-- 5.7mm, F/1.5-- F/1.9				Quality 6	19.09 Mbps	×	×
Head 1				3.3	15	6	Quality 6		×		×
Head 2				3.3	15	6	Quality 6		×		×
Head 3				3.3	15	6	Quality 6		×		×
Cam 10	2.0C-H5A-- DO1-IR	Storage 1	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	3.3	15	6	Quality 6	4.69 Mbps	×	×
Cam 11	9C-H5A-- 3MH	Storage 1	1	Built-In Lens, 3.3--				Quality 6	19.09 Mbps	×	×

				5.7mm, F/1.5-- F/1.9								
Head 1					3.3	15	6	Quality 6		×		×
Head 2					3.3	15	6	Quality 6		×		×
Head 3					3.3	15	6	Quality 6		×		×
Cam 12	2.0C-H5A-- D1-IR	Storage 1	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	5.8	15	6	Quality 6	4.69 Mbps	×		×
Cam 13	2.0C-H5A-- D1-IR	Storage 1	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	5.8	15	6	Quality 6	4.69 Mbps	×		×
Cam 14	2.0C-H5A-- D1-IR	Storage 1	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	5.8	15	6	Quality 6	4.69 Mbps	×		×
Cam 15	2.0C-H5A-- DC1-IR	Storage 1	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	5.8	15	6	Quality 6	4.69 Mbps	×		×
Cam 16	2.0C-H5A-- D1-IR	Storage 1	1	Built-In Lens, 3.3-9mm, f/1.3,	5.8	15	6	Quality 6	4.69 Mbps	×		×

				P-Iris, Vari Focal								
Cam 17	2.0C-H5A-- D1-IR	Storage 1	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	5.8	15	6	Quality 6	4.69 Mbps	×		×

Scene Details

Name	Mounting Height (ft)	Target Height (ft)	Target Distance (ft)	Scene Width (ft)	Mounting Angle	Maximum Distance (ft)	px/ft
Cam 01		6	16.5	0	NaN	NaN	0
Head 1	8.5	6	90.9	85	67.9	309.1	24.1
Head 2	8.5	6	30.6	52.8	45.2	104.1	38.8
Head 3	8.5	6	32	55.2	45.4	108.9	37.1
Cam 02		6	16.5	0	NaN	NaN	0
Head 1	8.5	6	77.1	72	67.6	262.1	28.4
Head 2	8.5	6	44.5	76.7	46.6	151.2	26.7
Head 3	8.5	6	57.7	54	67	196	38
Cam 03		6	16.5	0	NaN	NaN	0
Head 1	8.5	6	41.8	72.1	46.4	142.2	28.4
Head 2	8.5	6	32	55.1	45.4	108.6	37.2
Head 3	8.5	6	46.6	80.4	46.7	158.5	25.5
Cam 04		6	16.5	0	NaN	NaN	0
Head 1	8.5	6	70.2	65.6	67.5	238.7	31.2
Head 2	8.5	6	49.4	85.3	46.9	168.1	24
Head 3	8.5	6	50.2	47	66.6	170.6	43.6
Cam 05	8.5	6	44.7	73.1	49	152	31.5
Cam 06		6	16.5	0	NaN	NaN	0

Head 1	8.5	6	41.8	72.1	46.4	142.2	28.4
Head 2	8.5	6	50.1	86.4	46.9	170.4	23.7
Head 3	8.5	6	40.3	69.5	46.2	137	29.5
Cam 07		6	16.5	0	NaN	NaN	0
Head 1	8.5	6	49.7	46.5	66.6	169.1	44
Head 2	8.5	6	40.2	69.4	46.2	136.8	29.5
Head 3	8.5	6	41.8	39.1	66.1	142.1	52.3
Cam 08	8.5	6	46.2	75.6	49.1	157.1	30.5
Cam 09		6	16.5	0	NaN	NaN	0
Head 1	8.5	6	41.8	72.1	46.4	142.2	28.4
Head 2	8.5	6	50.1	86.4	46.9	170.4	23.7
Head 3	8.5	6	40.3	69.5	46.2	137	29.5
Cam 10	8.5	6	15.8	31	48.1	53.8	62
Cam 11		6	16.5	0	NaN	NaN	0
Head 1	8.5	6	46.1	79.5	46.7	156.8	25.8
Head 2	8.5	6	50.1	86.4	46.9	170.4	23.7
Head 3	8.5	6	40.3	69.5	46.2	137	29.5
Cam 12	8.5	6	16.5	16.8	64.9	56.1	114
Cam 13	8.5	6	16.5	16.8	64.9	56.1	114
Cam 14	8.5	6	16.5	16.8	64.9	56.1	114
Cam 15	8.5	6	16.5	16.8	64.9	56.1	114

Cam 16	8.5	6	16.5	16.8	64.9	56.1	114
Cam 17	8.5	6	16.5	16.8	64.9	56.1	114

Storage 1

Model: NVR5-VAL-16TB-NA

Record Times

Model	Qty	Total Days	Full Days	Half Days	Quarter Days	Low Res. Days
9C-H5A-3MH	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
9C-H5A-3MH	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
9C-H5A-3MH	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
9C-H5A-3MH	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
4.0C-H5A-DO1-IR	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
9C-H5A-3MH	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
9C-H5A-3MH	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
4.0C-H5A-DO1-IR	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
9C-H5A-3MH	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
2.0C-H5A-DO1-IR	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
9C-H5A-3MH	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
2.0C-H5A-D1-IR	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
2.0C-H5A-D1-IR	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
2.0C-H5A-D1-IR	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
2.0C-H5A-DC1-IR	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
2.0C-H5A-D1-IR	1	42 days 6 hours	42 days 6 hours			0 days 0 hours
2.0C-H5A-D1-IR	1	42 days 6 hours	42 days 6 hours			0 days 0 hours

Map



Reference Image



Reference images are captured under ideal conditions. Poor lighting, increased compression, or use of a lower quality lens will affect the quality of the images captured.



7502 - 2nd Street
Burnaby, BC V3N 3R5
Phone: 604-296-9029
<http://secondstreet.sd41.bc.ca>

Intra-District Memo

Date: June 20, 2024
To: Ishver Khunguray, Secretary Treasurer, Burnaby Board of Education
From: Christy Redmond, Principal, Second Street Community School
Subject: CCTV Surveillance System

I am requesting your support for the installation of a CCTV surveillance system for Second Street Community School.

A CCTV surveillance system would help up us to enhance the safety and security of students, staff, community members, and school property by:

- Allowing us to monitor our building exterior and grounds that are not easily visible to reduce vandalism, graffiti, and misuse
- Allowing us to monitor entrances, exits and less visible areas for visitors or intruders
- Facilitating the safe and responsible use of school building, grounds and/or shared school resources with community partner group
- Reducing the risk of theft of and damage to school property
- Increasing the security of private student and school information
- Assisting with RCMP investigations

Thank you for your consideration of this request. Please do not hesitate to contact me should you require further information to support our request.

Sincerely,

A handwritten signature in blue ink that reads 'C Redmond'.

Christy Redmond
Principal
Second Street Community School

Board Report

Date: June 25, 2024
To: Board of Education – Public Meeting
From: Ishver Khunguray, Secretary-Treasurer
Subject: 2024/25 Board of Education Meeting Schedule

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 2024/25 Board of Education meeting schedule is proposed:

Board of Education
September 24, 2024
October 29, 2024
November 26, 2024
December 17, 2024
January 28, 2025
February 25, 2025
March 11, 2025
April 29, 2025
May 27, 2025
June 24, 2025

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

Committee of the Whole
September 16, 2024
October 15, 2024 (Tuesday)
November 12, 2024 (Tuesday)
January 13, 2025
February 10, 2025
April 14, 2025
May 12, 2025
June 9, 2025

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 2024/25 Board of Education Meeting Schedule and Committee of the Whole Meeting Schedule, as presented.

Board Report

Date: June 25, 2024
To: Board of Education – Public Meeting
From: Ishver Khunguray, Secretary-Treasurer
Subject: 2025/26 Capital Plan Submission (Major & BEP)

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 2025/26 Capital Plan Submission. Attached is a summary of the 2025/26 Major Capital Program (\$772,515,284) and Building Envelope Program (\$5,500,000) project submissions.

The Minor Capital Program submission is due to the Ministry by September 30, 2024, and the approval resolution will be presented for Board consideration at the September 24, 2024, Board Public meeting.

Recommendation:

The Ministry of Education and Child Care require two 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 2025/26, as provided on the Five-Year Capital Plan Summary for 2025/26 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 2025/26, as provided on the Five-Year Capital Plan Summary for 2025/26 submitted to the Ministry of Education and Child Care.

Major Capital Program
2025/26 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 2025/26, as provided on the Five-Year Capital Plan Summary for 2025/26 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 2025/26 adopted by the Board of Education, on this the 25th day of June 2024.

Ishver Khunguray
Secretary-Treasurer

Building Envelope Program
2025/26 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 2025/26, as provided on the Five-Year Capital Plan Summary for 2025/26 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 2025/26 adopted by the Board of Education, on this the 25th day of June 2024.

Ishver Khunguray
Secretary-Treasurer

Submission Summary

Submission Summary:	Major 2025/2026 2024-06-30 MAIN - K12 & CC Integrated
Submission Type:	Capital Plan
School District:	Burnaby (SD41)
Open Date:	2024-04-08
Close Date:	2024-06-30
Submission Status:	Draft

Submission Category	Sum Total Project Cost
Addition	\$202,491,869
New School	\$86,878,940
Site Acquisition	\$224,000,000
Replacement/Renovation	\$103,680,067
Seismic	\$155,464,408
Total	\$772,515,284

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	160249	Alpha Secondary	Addition	Phase 1 - 12 classroom pre-fabricated modular addition, 300 additional capacity.	\$25,668,052
2	150084	Maywood Community Elementary	Addition	Addition of 80K / 275 E from 40K / 425 E	\$18,735,332
3	150091	Nelson Elementary	Addition	8 classroom pre-fabricated modular addition to alleviate enrolment pressures at Maywood Community School.	\$12,441,821
4	167480	Burnaby North Secondary	Addition	12 classroom pre-fabricated modular addition. 300 capacity.	\$29,381,417
5	150022	Burnaby Central Secondary	Addition	Addition of 125S from 1300S to 1425S	\$19,473,839
6	160251	Moscrop Secondary	Addition	Addition of 300S from 1375S to 1675S	\$25,167,771
7	167479	Alpha Secondary	Addition	Phase 2 - 18 classroom addition (pre-fabricated modular or traditional stick build with underground parking), 450 capacity.	\$43,277,418
8	150024	Cameron Elementary	Addition	Addition of 0K/100E to 120K/750E. Submission based on current Cameron full replacement being built to 120K/650E.	\$11,293,358
9	150125	Stride Avenue Community Elementary	Addition	Addition of 20K/100E from 40K/375E to 60K/475E	\$17,052,861
Submission Category Total:					\$202,491,869

Submission Summary

NEW SCHOOL					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	160254	Bainbridge Village Elementary School	New (School)	New School - 60K/440E capacity	\$42,445,720
2	160253	Brentwood Town Centre - West	New (School)	New School - West - 60K/440E Capacity	\$44,433,220
				Submission Category Total:	\$86,878,940
REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150254	Douglas Road Elementary	Full Replacement (Replace/Reno)	Replace entire building	\$36,445,221
2	150295	Suncrest Elementary	Full Replacement (Replace/Reno)	Replace entire building	\$30,539,952
3	150298	Westridge Elementary	Full Replacement (Replace/Reno)	Replace entire building	\$36,694,894
				Submission Category Total:	\$103,680,067
SEISMIC					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150394	Kitchener Elementary	Upgrade	Seismic Mitigation	\$46,079,191
2	150367	Glenwood Elementary	Upgrade	Seismic Mitigation	\$18,025,614
3	150408	Maywood Community Elementary	Upgrade	Seismic Mitigation	\$25,600,388
4	150464	Stoney Creek Community Elementary	Upgrade	Seismic Mitigation	\$15,600,102
5	150414	Moscrop Secondary	Upgrade	Seismic Mitigation	\$39,053,589
6	150446	Rosser Elementary	Upgrade	Seismic Mitigation	\$11,105,524
				Submission Category Total:	\$155,464,408

Submission Summary

SITE ACQUISITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150485	Brentwood Town Centre - East	Site Acquisition	Land acquisition for new K-7 elementary school (120K/775E) at 4900 Dawson St.	\$11,000,000
2	160270	Maywood Community Elementary School	Site Acquisition	Land acquisition for replacement school.	\$50,000,000
3	154151	Bainbridge Town Centre	Site Acquisition	Purchase new school site in the Bainbridge development area. This is a new development area being zoned by the City of Burnaby, which will include a school site combined with a City park.	\$37,500,000
4	150486	Burnaby South Secondary	Site Acquisition	Finalize payment to City of Burnaby for land aggregation - residential property to create school site.	\$3,000,000
5	160268	Brentwood Town Centre - West	Site Acquisition	New Elementary Site	\$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. 2.5 Ha site.	\$30,000,000
7	160272	Brentwood Town Centre Secondary	Site Acquisition	New Secondary	\$62,500,000
Submission Category Total:					\$224,000,000

Submission Summary

Submission Summary:	Major 2025/2026 2024-07-01 BEP
Submission Type:	Capital Plan
School District:	Burnaby (SD41)
Open Date:	2024-04-08
Close Date:	2024-07-01
Submission Status:	Draft

Submission Category	Sum Total Project Cost
BEP	\$5,500,000
Total	\$5,500,000

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	\$5,500,000
Submission Category Total:					\$5,500,000