REPORT TO

CORPORATE AFFAIRS, STRATEGIC PLANNING AND PROPERTY COMMITTEE

CRITERIA REGARDING PRIORITY FUNDING FOR VIDEO SURVEILLANCE SYSTEMS AT ELEMENTARY SCHOOLS

"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)

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RECOMMENDATION REPORT

Vision:
At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:
The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.

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A.   EXECUTIVE SUMMARY

This report is in response to a Trustee Motion, from January 29, 2015 Regular Board, to determine criteria that may be used to determine priority funding for video surveillance for elementary schools.

Currently, requests for installation of video surveillance for elementary schools are based on a "*School Security Incident Matrix*", referenced in **Appendix A**, which is completed by the school Principal and submitted to the Facilities Services department. The Facilities department will review the completed Matrix, and if a pattern has been identified, Facilities staff will meet with the school Principal to develop a plan of action. Progress of the plan will be monitored over several months to ensure the identified issues have been adequately addressed. In the event that the situation escalates, a security consultant may be retained to provide a comprehensive security evaluation reviewing multiple indicators that apply to the total school facility, which may include the installation of security cameras.

Installation of new security systems (card readers and cameras) or to upgrade existing systems, if over the $10,000.00 minimum capital expense threshold, can be funded through the School Renewal Program. Replacement of individual parts and repairs including routine services can only be funded through the Board's School Operations Grant under the Pupil Accommodation Grant (PAG).

B.   PURPOSE

This report is in response to Trustee Motion, arising from approval of the revised Video Surveillance Policy B.M. 07, **"*that the matter regarding the criteria that may be used to determine the priority funding for video surveillance for elementary schools be referred to Corporate Affairs, Strategic Planning and Property Committee.*"**

C.   BACKGROUND

1.   In 2008, Education Council approved "*School Security Incident Matrix*" (Appendix A) as a means to identify and respond to local elementary school concerns. Principals complete the Matrix, identifying the type and number of occurrences of incidents, identified under the following security headings: Police Matters, After Hours Security Matters, Other Security Breaches, and Hate Crimes. The Matrix is not weighted, but the number of incidents i.e. lock-downs in the area, police or security incident reports, weapons,

assaults, etc. and or a pattern of repeated incidents, will determine a recommendation to install security cameras or other devices.

2. Since 2008, Facilities Services has received twenty-one (21) *"School Security Incident Matrix*" requesting either additional card readers or video surveillance systems (new installs or additional cameras). As a result of the completed School Security Incident Matrix, ten (10) video surveillance systems have been installed since 2008, funded through the School Renewal Program or through Ministry-funded security initiatives. In the past, several elementary schools raised funds for security camera systems - which have subsequently been upgraded through the School Renewal program or by the Maintenance department funded through the School Operation budget, under the Pupil Accommodation Grants (PAG).

3. The majority of the Board's Security Surveillance systems are located in secondary schools and the Msgr. Fraser facilities. There are 58 elementary schools with a video surveillance installation. As noted in Appendix B some schools have a single-camera plus DVR installation, and some have multiple camera installations.

4. The estimated cost to install a video surveillance system (with 48 cameras) for a secondary school is $110,000.00. The estimated cost to install an elementary school video surveillance system (25 cameras) is $75,000.00. Four (4) new video surveillance systems and three (3) upgrades to existing systems were completed for a total cost of $350,000.00, funded from the 2012 - 2014 School Renewal Program, as follows:

    New Systems:
    a) St. Josaphat Catholic School
    b) Msgr. Fraser Annex & Orientation (former St. Peter)
    c) Msgr. Fraser-St. Martin Campus Apple-Secondary (Safe Schools Office)
    d) Dante Alighieri Beatrice Campus

    Upgrades to Existing Systems:
    e) Michael Power/St. Joseph Catholic Secondary School
    f) St. Basil College School
    g) St. Patrick Catholic Secondary School

5. The cost to install video surveillance systems at all elementary schools would be $11 M. and would require an additional $350,000.00 a year in the Maintenance budget, funded from the Pupil Accommodation Grant (PAG),

to maintain and undertake component replacements or routine servicing. Currently, the Maintenance department undertakes approximately 874 work orders per year as well as routine servicing for repair or replacement for an estimated $140,548.80/year, using both internal staff and external contractors, depending on volume and complexity of the work. Additional staff resources, such as technician to repair the cameras, and a central monitoring department would be required to support a system-wide expansion of video surveillance program.

6. In addition to the Maintenance department's work to maintain and repair video surveillance systems, the Technical Services Department helps to ensure network connectivity for the Digital Video Recorders (DVR), integration of the DVRs into the central authentication software and technical support of the end-user desktop software. The role can be stated as first responder to eliminate any IT related (e.g., software malfunction), end-user error or desktop computer from the issue and once determined it is not an IT issue; then the problem is handed over to the Maintenance department to address any hardware and software issues with the DVR or any of the camera hardware components.

7. The Board's Secondary School Design Standards include installation of video surveillance systems. However, for new elementary schools, which are locked throughout the school day and have card readers, as well as front door entry systems (video phone with door release controls from the office), video surveillance systems have not been included in elementary schools design standards. The addition of video surveillance systems for new elementary schools would need to fall within the Ministry's cost benchmark for new school construction.

D.   EVIDENCE/RESEARCH/ANALYSIS

1. There are several school boards in Ontario such as Toronto District School Board, Durham Catholic School Board, and Ottawa Catholic School Board that use a Security Incident Matrix when placing security cameras at schools where there has been a history of loitering/vandalism/damage to property.

2. In December 2012, the Ministry of Education issued a direction that all elementary schools in the Province must provide controlled access to the school building. However, there is no legislation currently in place in Ontario, requiring schools to have video surveillance systems; the Ministry

suggests that employers may want to consider security cameras as a control measure to address workplace violence. Every workplace is different and there are several possible solutions available to mitigate violence.

3. Facilities staff are revising the technical standards for video surveillance systems to Internet Protocol or IP-based video surveillance systems, which is slated to become the industry standard in the near future. Future installations, including the DVR replacements, should be IP-based or compatible, as this will provide for easier remote access and better image quality and improved functionality.

E. VISION

VISION	PRINCIPLES	GOALS
Strengthening public confidence and providing stewardship of resources.	Responding to stakeholder questions and concerns. Improve communications and provide expertise for public communication that reflects the mission, vision and values of the Board.	Respond to local concerns in an equitable, transparent manner. Ensure fiscal responsibility for the Board's resources with regard to installation and maintenance of video surveillance system.

F. ACTION PLAN

F. #1 **Explanation of Options/Scenarios**

#1 Status Quo	#2 Status Quo plus New Installations
Phased, annual program of upgrades to existing elementary school video systems, to replace Intellex systems, as part of the School Renewal Program.	As per Option 1, review and respond to requests based on *School Security Incident Matrix,* to include addition of up to two new video surveillance systems per year funded through the School Renewal Program.

G. #2 Resource & Compliance Requirements

Resources	#1	#2
Capital/ Infrastructure	Cost of upgrades	Cost of two new systems/year
Human Resources	Existing Technical Staff	As number of Video Surveillance systems increases, additional technical staff will be required.
Costs/Funding Source	Annual PM and cost of work orders estimated at $175,000.00 for 2015-16, to be charged to School Renewal Program.	Costs for the next 5 years are: 2016-17: $192,500 2017-18: $211,750 2018-19: $232,925 2019-20: $256,218 2020-21: $281,888
Legal / Policy Compliance	BM.07	Compliance with The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Regulation 823, Section 5

H.   METRICS AND ACCOUNTABILITY

1.   Annual updating of Video Surveillance Systems master list would be monitored through the Maintenance department. As systems reach the end of their life cycle, replacement systems would be recommended and funded through the Board's School Renewal Program, approved by Board.

2.   All projects shall be issued for tender, in keeping with the Broader Public Sector Procurement Directive.

3.   Update information in the Ministry Asset Management database, TCPS (formerly known as ReCapp) when systems are replaced.

J. **IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. In collaboration with the Technical Services Department, who oversee software and program-related servicing/upgrades, provide a Memorandum to Principals at the start of the school year explaining how to report problems with existing video surveillance systems and other security-related devices, as well as information regarding the *School Security Incident Matrix*.

2. Provide a copy of the *School Security Incident Matrix* on the Board's Web site.

K. STAFF RECOMMENDATION

1. That the "*School Security Incident Matrix*" as referenced in the report continues to be used to determine the criteria for approval of two (2) new video surveillance systems at elementary schools, at the total cost of $150,000.00 per year funded through the School Renewal Program budget.

2. That additional funding be made available through the Pupil Accommodation Grant, under School Operations, to undertake additional repairs and servicing of existing video surveillance systems in the amount of $100,000.00/year.