Toronto District School Board

Replacement of Existing Security Camera Systems

To: Finance, Budget and Enrolment Committee

Date: 15 May, 2023

Report No.:   05-23-4536

Strategic Directions

- Create a Culture for Student and Staff Well-Being
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that:

a) The security camera replacement program at the first six schools as detailed in the report be approved.

b) The purchase of new security cameras from IBM, as the highest scored, pre-qualified vendor, be approved for the first phase of the security camera program, to be funded through School Condition Improvement grant based on an average camera cost of $1,782/camera, for an estimated total cost over several years, of $10.9M.

Context

There are a variety of security camera systems in use at TDSB schools and administrative sites, ranging from video tape to digital video recorders (DVR) to Network Video Recorders (NVR). While some NVR systems and their cameras are newly installed, by way of functionality they are antiquated when compared to more technologically advanced methods of video surveillance, data collection, data storage, data usage, and data retention. The current vendor of record for security camera systems no longer makes NVR. As a result, we are not able to acquire devices as replacement units for current security camera systems, to supplement existing installs, or for the purpose of installing a new security camera system at any TDSB site.

A Request for Proposal (RFP) was issued to explore innovative solutions for security camera systems; one that is flexible, cost-effective, secure and will serve the TDSB for the decade to come. While security camera systems can play a role in assisting with site security, protection of personal privacy was also a key consideration in the camera/vendor selection process. For example, facial recognition was not a requirement nor a desired feature for the camera software.

The selected camera solution was required to be secure, support a 30-day retention period of collected personal data and allow the TDSB to have control over who has access to view video surveillance data (i.e., Principals, TDSB Security Staff) and why that access has been granted. The camera software was also required to provide information such as date, time, camera number/identification, exports, and logons and provide reports as required by TDSB staff.

The final phase of the RFP evaluation process of which to install and operate the cameras of the highest scoring proponent at two pilot schools has now been completed. The evaluation committee, comprised of staff from Caring and Safe Schools, Facility Services, Information Technology, and Purchasing, are satisfied with the results of the proof-of-concept installations. As the highest scoring bid submission and based on the satisfactory proof-of-concept results, Staff recommend that IBM be awarded a contract for the supply of a variety of cameras, the software, and licensing required to operate them.

The cameras being provided by IBM are manufactured by Cisco Meraki. The cameras range in cost depending on the type of lens, viewing range, data retention, indoor or outdoor use, and mounting bracket. The cost of the cameras includes a 7-year licence agreement and cloud-based storage. In anticipation of starting the installation work in mid-June with In-House forces, an initial order has been placed to secure 475 cameras for a total of $499,334 funded through the School Condition Improvement (SCI) grant. This initial order is presented in this report for information.

Installation costs will vary subject to several factors: number of cameras that are straight replacements and number of new cameras that may be required to supplement an existing system; the size and configuration of the building; the distance of the cameras from the hub room; and environmental conditions such as asbestos, electrical, and other ancillary work required to support the new cameras. Given the volume of work, external contractors as well as In-House staff will be required to install the replacement camera systems. External contractors would be selected through a tender process as per the Board's procurement process and reported through the Facility Contract Award report.

There are a considerable number of schools requesting replacement and/or upgrades of their existing security camera system. There are also schools that do not have security cameras currently, primarily in the middle and elementary panels. Given the number of security cameras systems that need to be replaced, and the potential of new

installations (in schools that did not have cameras before), the security camera replacement/upgrade program will take several years to complete. A School Selection committee will be established to determine the order of installations across the system, based on the following selection criteria:

> Criteria Category 1 - Operational Data
> > 1. Number of Security Operations Incidents (this includes data on security incidents/trespass/security patrol requests)
> > 2. Number of Safety Incidents (data on safety incidents, as provided by TDSB Security, and Caring and Safe Schools Incident data)

> Criteria Category 2 - School Details
> > 1. Secondary schools will be prioritized over Middle and Elementary schools, subject to Criteria Category 1 noted above, with consideration to the number and nature of incidents.
> > 2. Number of staff
> > 3. Number of students

> Criteria Category 3 - Details/Nature of Request
> > 1. Existing system – Yes/No (schools with high number of incidents without an existing camera system would be installed first)
> > 2. Age and functionality of existing system
> > 3. Existing system fully functional but requires additional cameras
> > 4. Recently installed camera system (within past 5 years) and has sufficient cameras and capacity.

Action Plan and Associated Timeline

The work to install cameras at the first group of schools will commence in mid-June. The highest ranked schools, based on the selection criteria noted above include Victoria Park Collegiate Institute (Ward 14), Birchmount Park CI (Ward 18), Woburn CI (Ward 19), Western Technical-Commercial School (Ward 7), Emery CI (Ward 4) and Weston Collegiate CI (Ward 6). An initial order for the cameras has been placed to avoid any delays that could impact the schedule. In terms of preparation, Caring and Safe School Advisors will meet with the principals at the six schools to review the current camera locations and asses if there is a need for new cameras. This information will be provided to Facility Services staff, who will in turn organize the necessary resources to undertake the installation of the new security camera systems. Completion of the first couple schools will help to clarify the installation costs and time required to undertake this type of work.

A report will be presented to the Board in the late fall, providing an update regarding the completed projects as well as information for the next phase of the security camera replacement program.

Resource Implications

There are approximately 5,200 cameras currently in use in 287 schools and at 7 TDSB administrative sites. It is estimated that the cost of purchasing equipment (including cameras, mounting hardware, software, and licensing) over the life of the 7-year agreement will be $10.69M, based on approximately 6,000 new and replacement cameras across the system.

The exact cost for equipment however cannot be determined at this time, as the actual number of cameras required at each school may change as more detailed scopes are confirmed for each site. At this time, IBM is the recommended vendor for the cameras and while there are operational benefits to remaining with the same vendor and camera types, the Board can review other camera system vendor in the future.

SCI grant is the primary funding source for the replacement of existing security cameras in schools, covering all equipment and installation costs. The average equipment cost (including mounting, software, and licensing fees) is $1,782 per camera. SCI funding can be used to replace existing building components or systems that are in poor condition and/or have reached the end of their life cycle. Although it is anticipated that there is sufficient SCI funding over the next three years to allocate towards the security camera replacement program, the available funding and cost of the program will be monitored, where information will be provided to the Board in the bi-annual Major Capital Project Status Update report.

For schools that do not currently have a security camera system in the building, School Renewal Allocation (SRA) is the only other funding source currently available to cover the costs of a new system. Currently, $500,000 per year is allocated from SRA for security infrastructure upgrades. This allocation can be used for new camera systems as well as other security-related work.

After 7 years, the anticipated annual cost to maintain the licence and cloud-based storage would be approximately $150.00 per camera. Given that the security camera replacement program will be phased over several years, not all licenses will come due at the same time. The licensing renewal costs would need to be factored into the Board's operating budget.

The Board's Maintenance department maintains and repairs the existing camera systems in schools. Although the installation of new cameras will reduce the number of repairs, there will continue to be a need for preventative maintenance and minor repair work. Future maintenance budgets and resources will need to be adjusted to meet increased workload if the number of schools with security camera systems also increases.

Communications Considerations

The first six schools identified in the report will be advised of the work starting in June, and that further details regarding the timeline for each school will be shared over the following months. A communication plan will be developed for the camera replacement program, including a Question and Response section to provide school administrators with additional information. As noted previously in the report, the work undertaken this summer will help to determine the future implementation plan and this information will be shared systemwide to the Board and school administrators.

Although cameras are an important aspect of building security, there are many other measures to consider with regards to school safety and security. Caring and Safe Schools Advisors are available to provide guidance and recommendations to school administrators. It is important to note that prior to adding or changing a security camera system, school administrators should review TDSB's Procedure 694 (Video Surveillance) which requires a school to consult with their school community prior to making any changes to the camera system.

Board Policy and Procedure Reference(s)

- Policy P051 - Caring and Safe Schools
- Procedure PR694 - Video Surveillance

Appendices

Not applicable.

From

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