

**Subject:** Corporate Security Policy

**Report to:** Corporate Services Committee

**Report date:** Wednesday, December 4, 2024

---

## Recommendations

1. That Council **APPROVE** the Corporate Security Policy C-A-030, attached as Appendix A to Report CSD 53-2024.

## Key Facts

- The purpose of this report is to seek Council's approval of the proposed Corporate Security Policy (the "Policy").
- The responsibility for the safety and security of staff, elected officials and visitors at Regional premises is a shared responsibility between numerous business units and is based on program and statutory requirements.
- In order to address the different program and statutory requirements, staff have implemented various safety and security measures across Regional premises.
- The policy establishes the Corporate Security Office which will develop and manage a corporate security program.
- The Corporate Security Office is made up of staff ("asset owners") from the different departments who are directly responsible for building / property security or have physical / personal security within their portfolio.
- Focused on risk management and legislative compliance the corporate security program provides a governance framework that supports asset owners and ensures continuity of services to the public.
- The policy will be applied in conjunction with the Region's Public Conduct Policy and Procedure, the Trespass By-law, the Code of Conduct for Members of Council, the Procedural By-law, and other applicable health and safety policies and procedures.
- The policy applies to all Niagara Region employees, students and volunteers and members of Council, visitors, and contractors attending Regional premises.

## **Financial Considerations**

There are no financial impacts or additional resources required to implement the policy. Under the policy, the responsibility to fund and implement site specific security measures remains with the individual departments.

## **Analysis**

As per Bill 168, Ontario Health and Safety Act (OHSA), the Region has a statutory duty to ensure the safety of workers while performing their duties. Additionally, the Region is required to protect the safety and security of persons utilizing Regional premises and to maintain the physical security of Regional assets ensuring continuity of services, the reliability of Regional infrastructure and the conservation of public confidence.

Given the variety of services offered by the Region and the range in the associated statutory requirements, security is a shared responsibility between different Regional departments. As a result, the policies, procedures and security measures related to personal and physical security may differ from program to program and between Regional premises.

Additionally, Human Resources has developed a number of procedures that meet the OHSA 25(2)(h) General Duty Clause requiring the employer to take every precaution reasonable in the circumstances for the protection of a worker including risk assessments, safe work plans for Regional employees, and training for personal safety for workers considered to be in at-risk situations. Should an incident occur, Human Resources works with the asset owner to ensure compliance.

The current model of dispersed authority along with the lack of a corporate security program supported by a corporate policy and associated procedures was identified as a high risk to the Region through previous Threat Risk Assessments.

The Corporate Security Policy recommended through this report establishes the Corporate Security Office (CSO) with the mandate to develop, implement and maintain a corporate security program focused on risk management and legislative compliance across all services and programs provided by the Region. This is not a new division; it is a partnership between current asset owners from the different departments who are responsible for physical security at Regional premises or have the personal security of staff, visitors, and members of Council within their portfolio. The proposed corporate security program will provide a consistent and reasonable security strategy that is fiscally sustainable while also remaining flexible enough to allow for a variety of

business needs. The corporate security program will provide a corporate governance structure with defined roles and responsibilities with respect to safety and security at the Region and provide a collaborative framework to support the Human Resources workplace safety and harassment program. Key to the sustainability and effectiveness of the corporate security program will be keeping operational and budget responsibility with the asset owners.

The policy will be applied in conjunction with the Region's Public Conduct Policy and Procedure, Trespass By-law, the Code of Conduct for Members of Council, the Procedural By-law, and other applicable health and safety policies and procedures.

### **Alternatives Reviewed**

Staff reviewed the option of moving to a centralized security model, with one department responsible for all aspects of safety and security at Regional premises. Although there are benefits to this type of security strategy, it is not suited to the Region's operations given the variety and the complexity of security requirements across the various programs and services offered by the Region. In addition, a centralized model would require additional staff and resources putting an increased financial burden on the levy.

### **Relationship to Council Strategic Priorities**

Strategic Priority 1: Effective Region

Remain an employer of choice by transforming service delivery in a way that is innovative, collaborative, and fiscally responsible by:

- Implementing continuous improvement and modernized processes to ensure value-for-money in Regional services and programs.
- Delivering fiscally responsible and sustainable services.

### **Other Pertinent Reports**

Not applicable.

---

**Prepared by:**

Nicole Wolfe  
Director, Construction Energy &  
Facilities Management  
Corporate Services

---

**Recommended by:**

Dan Carnegie  
Commissioner/Treasurer  
Corporate Services

---

**Submitted by:**

Ron Tripp, P.Eng.  
Chief Administrative Officer

This report was prepared in consultation with James Gess, Associate Director Facilities Management, Security and Customer Service; Adam Niece, Program Financial Specialist; Sarah Sebben, Manager, Health, Safety & Wellness; and, Matt Richardson, Security Program Manager.

**Appendices**

Appendix 1            C-A-030 Corporate Security Policy