

<i>Policy Category</i> Corporate Administration	<i>Name of Policy</i> Corporate Security Policy
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Policy Owner	Administration, Chief Administrative Officer (CAO)
Approval Body	Council
Approval Date	
Effective Date	
Review by Date	

1. Policy

The Niagara Region is committed to providing programs and services in a safe manner by ensuring the safety and security of Council and visitors while attending Regional premises; by ensuring a safe and secure workplace for its employees, students, and volunteers; and by protecting the physical security of Regional premises and infrastructure. The Corporate Security Policy supports these objectives through a corporate-wide security and protection strategy that is clear, consistent, and practicable.

The policy establishes governance and approval authority for the Corporate Security Office: a cross departmental partnership between staff with direct responsibility for security and protection within their portfolio (defined as “Asset Owners” for the purposes of the policy). The operational responsibility for safety and security remains with the Asset Owners.

2. Purpose

Appointed by the CAO, the Corporate Security Office, is tasked with implementing and maintaining a corporate security program with a reasonable, integrated and scalable security strategy that is sustainable and flexible enough to allow for a variety of business needs. Focused on risk management, legislative compliance and promoting consistency across the different Regional services with respect to safety and security, the Corporate Security Office also supports Asset Owners by providing guidance with the operational and tactical implementation of the policy.

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The policy will be supported by corporate procedures related to incident management and risk management and guidelines for department or divisional procedures to be developed and maintained by Asset Owners for Crime Prevention and Incident Investigation Services, Technical Services, and Physical Security Services.

3. Scope

The policy applies to Niagara Region employees, students, and volunteers, Council, visitors, and contractors working at, or attending Regional premises, and the public enjoying the use of Niagara Region assets and infrastructure.

This policy shall be applied in conjunction with the Region’s Public Conduct Policy and Procedure, Trespass By-law, Respectful Workplace Conduct Policy, the Harassment in the Workplace Policy and Procedures, the Workplace Violence & Workplace Harassment Prevention Program Procedure, the Code of Conduct for Members of Council, and the Procedural By-law.

3.1 Roles and Responsibilities

3.1.1 Chief Administrative Officer

Shall:

- i) Ensure the implementation of Niagara Region’s Corporate Security Policy;
- ii) Hold all levels of the organization responsible and accountable for their security performance and their compliance with the Corporate Security Policy and related Procedures;
- iii) Assign senior staff to the Corporate Security Office with delegated authority to develop, implement and manage the Corporate Security program;
- iv) Ensure that the associated corporate procedures meet all relevant statutory requirements and facilitate the continuity of operations for Niagara Region’s services;
- v) Ensure that the associated corporate procedures include reasonable and practicable measures to protect the safety and security of Niagara Region employees, students and volunteers, members of Council, visitors, and contractors and the security of Regional premises and infrastructure;

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- vi) Promote a culture of safety and security at the Niagara Region.

3.1.2 Commissioners

Shall be responsible to the CAO for ensuring:

- i) That the policy and related procedure(s) are integrated and maintained in all aspects of planning and decision-making within their department;
- ii) That proposed capital and operating budgets reflect appropriate funding to ensure reasonable and practicable measures are put in place to meet the requirements of the policy;
- iii) That a culture of safety and security is maintained at Regional premises and in the provision of services to the public.

3.1.3 Asset Owners (Directors, Associate Directors and Managers):

Shall be responsible to their Commissioner for ensuring:

- i) That the Policy is integrated and maintained into all aspects of planning and decision-making within their operating area;
- ii) That program specific procedure(s) and security measures for Crime Prevention and Incident Investigation Services, Technical Services, and Physical Security Services are implemented in accordance with the policy and related procedure(s) and as required by applicable legislative requirements;
- iii) That any required site-specific security measures are implemented in accordance with the policy and the approved budget ;
- iv) That all employees, students, and volunteers within their operating area understand the purpose and scope of the Corporate Security Policy; comply with the policy and associated procedure(s); and are aware of the site specific security measures and their appropriate application;
- v) That a culture of safety and security is maintained at Regional premises and in the provision of services to the public.

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3.1.4 Corporate Security Office:

Be authorized by the CAO to:

- i) Develop, implement, and maintain a Corporate Security Program;
- ii) Develop, implement, and maintain corporate procedures to support the Corporate Security Policy;
- iii) Review other department/division policies and procedures for consistency and compliance with this policy;
- iv) Develop and maintain a security focused enterprise risk management approach;
- v) Promote a culture of safety and security at Regional premises and in the provision of services to the public.

3.1.5 All Niagara Region employees, students and volunteers:

Are responsible for:

- i) Complying with the Corporate Security Policy and associated procedure(s), and any site or program specific security procedures or security measures implemented at their workplace;
- ii) Maintaining a safe work environment through situational awareness and conducting their work with safety and security in mind;
- iii) Remaining cognizant of their role as a safety and security partner and following department procedure by promptly reporting to their Supervisor, Manager or Director all potential concerns or threats to Niagara Region employees, students and volunteers, members of Council, visitors, contractors and Niagara Region assets and infrastructure.

3.1.6 Councillors, Visitors and Contractors:

Working at, or attending Regional premises shall:

- i) Comply with applicable Niagara Regional by-laws, policies, and procedures;
- ii) Comply with site specific security policies, procedures, and guidelines.

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4. References and Related Documents

4.1. Legislation, By-Laws and/or Directives

- 4.1.1. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- 4.1.2. Occupational Health and Safety Act (OHSA) R.S.O. 1990, c. O.1
- 4.1.3. Occupier's Liability Act, R.S.O. 1990, c. O.2
- 4.1.4. Municipal Act, 2001, S.O. 2001, c. 25
- 4.1.5. Trespass to Property Act, R.S.O. 1990, c. T.21
- 4.1.6. Procedural By-law No. 120-2010

4.2. Procedures

- 4.2.1. C-HS-001-011 Workplace Violence and Workplace Harassment Prevention
- 4.2.2. C-A-029-001 Public Conduct Procedure

4.3. Related Policies

- 4.3.1. C-IMT-015 Corporate Video Surveillance Policy
- 4.3.2. C-HS-001 Health and Safety Policy
- 4.3.3. C-HR-012 Harassment in the Workplace
- 4.3.4. C-HR-016 Respectful Workplace Conduct
- 4.3.5. C-A-029 Public Conduct Policy

5. Definitions

- 6.1 **Asset** – means anything that has tangible or intangible value to an enterprise.
- 6.2 **Contractor** – means any person or entity contracted or engaged to provide goods and/or services to the Niagara Region.
- 6.3 **Crime Prevention and Incident Investigation Services** includes, but is not limited to, procedures and security measures for Security Incident Management, Incident Reporting / Investigations, Threat Risk Analysis, and Crime Prevention

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Through Environmental Design.

- 6.4 Regional Premises** - means any land, building, premise, facility or infrastructure owned, occupied or leased by the Region and includes each building, structure and other improvement thereon.
- 6.5 Physical Security** means that part of security concerned with physical measures designed to safeguard people, and to prevent unauthorized access to equipment, facilities, infrastructure, data and documents.
- 6.6 Physical Security Services** includes, but is not limited to, procedures and security measures for Incident Response, Static And Mobile Patrols, Uniformed Guards, Emergency Response (for security incidents), and Inspections.
- 6.7 Security Measure** - A practice, device or equipment designed to protect people against hazards, threats and risks, and prevent damage to, loss of, or unauthorized access to equipment, facilities, material, and information.
- 6.8 Technical Services** includes, but is not limited to, procedures and security measures for Access Control, Video Surveillance, Visitor Management, Intrusion Detection, and Security Communication and Announcement Systems.
- 6.9 Visitor** – means a person attending a Regional premise that is not an employee, student, volunteer, contractor or a member of Niagara Region council.

6. Appendices

Not Applicable

7. Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

Approver(s)	Approved Date	Effective Date

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Revision History

Revision No.	Date	Summary of Change(s)	Changed by