

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.

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Appendices

Appendix 1 C-A-030 Corporate Security Policy

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

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.

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

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;

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

- 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.

<i>Policy Category</i>	<i>Name of Policy</i>
<i>Corporate Administration</i>	<i>Corporate Security Policy</i>

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.

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

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

<i>Policy Category</i>	<i>Name of Policy</i>
Corporate Administration	Corporate Security Policy

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

<i>Policy Category</i> Corporate Administration	<i>Name of Policy</i> Corporate Security Policy
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Revision History

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