



INFORMATION REPORT

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	October 18, 2017
SUBJECT/REPORT NO:	Security on City Owned Property (PW17082) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Delfina Duarte (905) 546-2424, Extension 6627
SUBMITTED BY:	Rom D'Angelo, C.E.T.; CFM Director, Energy, Fleet & Facilities Management Public Works Department
SIGNATURE:	

Council Direction:

At the Council Meeting of August 14, 2017 (GIC 17-017, item (h)(ii)) Staff was directed to report to the General Issues Committee respecting who is permitted to provide security on City owned property.

Information:

As a result of an event booking on July 29, 2017 that took place on the Forecourt of City Hall, the question of Security on City owned property arose, since the organizers of the event provided their own Security detail.

The Current Process:

There are different approval processes to book events on City owned property depending on the type of activity and location. For example:

- Indoor events can be booked through Facilities Service Centre or through the Recreation Facility Bookings, depending on the location in question;
- Outdoor sporting events (e.g. baseball tournaments) are booked with Recreation Facility Bookings;
- Outdoor events on the City Hall Forecourt are booked through the Facilities Service Centre and may require a Special Events Advisory Team (S.E.A.T.) application;
- Outdoor events on City property meeting specific criteria are booked and approved via an application to the Special Events Advisory Team (S.E.A.T.).

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Internal events booked through the Facilities Service Centre are reviewed for Security requirements and, if security is deemed necessary, the City's security guard vendor (Primary Response) is arranged through the Facilities team, at the organizer's expense. In the current process, outdoor events that do not require a City building to be open and that do not fall under the S.E.A.T process, typically do not require additional security.

Currently, these booking processes do not define the type of security provider that an event organizer must use for an outdoor event with some minor exceptions. For example, the Ontario Highway Traffic Act stipulates that only police officers can direct traffic at intersections with traffic lights. Therefore, organizers of major events commonly hire paid-duty officers for traffic management services.

Events that apply through S.E.A.T. are required to address security planning. The application asks: "Describe steps you are taking to make sure your event is safe for attendees and organizers." This section is reviewed by the Hamilton Police Service representative and, as appropriate, feedback is provided to the organizer. This feedback may indicate that additional security is required for the event to be approved. However, the Hamilton Police Service is not always able to provide security services to such events in the form of off-duty officers, nor does the Hamilton Police Service recommend any specific provider to event organizers.

Security Guard Contracts with City of Hamilton (Facilities):

The City of Hamilton provides security guard services to Facilities, through the engagement of a third party vendor. The process for engaging security services is a Request for Proposal. The current vendor, Primary Response, was awarded a 5 year contract (2015 to 2020). The City requires that throughout the term of the contract Primary Response comply with all the provisions of the Private Security and Investigative Services Act, 2005 (Ontario Bill 159) "PSISA, 2005". This includes a License to act as a security guard and License to engage in the business of selling security guard services.

In accordance with the terms of the contract, Primary Response provides annual validation of all security guard licenses, which are validate with copies of the license cards. Primary Response is also required to provide annual proof of guard training (in accordance with PSISA, 2005).

Security Guard Services provides the City with various types of incident reports related to security. Management meets with Primary Response on a bi-monthly basis to ensure contract compliance, discuss trends, and ongoing security matters.

Upcoming Changes:

Energy, Fleet & Facilities Management is in the process of creating a Corporate Security Office (CSO) that will be operational in early 2018. In addition, a Security Advisory Committee will be formed and will include stakeholders from City Departments/Divisions who are involved in security matters. Working with the Security

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

SUBJECT: Security on City Owned Property (PW17082) (City Wide) (Outstanding Business List Item) ~ Page 3 of 3

Advisory Committee, the CSO will be responsible for developing and reviewing policies and procedures that address security matters. Security requirements on City owned property will be addressed early on in this process.

Appendices and Schedules Attached

Not applicable