

Report to / Rapport au:

**OTTAWA POLICE SERVICE BOARD
LA COMMISSION DE SERVICE DE POLICE D'OTTAWA**

27 May 2024 / 27 mai 2024

Submitted by / Soumis par:

Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa

Contact Person / Personne Resource:

**Deputy Chief Patricia Ferguson: Investigations, Information, and Organized &
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**SUBJECT: DELEGATED AUTHORITY FOR EXTENSION OF CONTRACT WITH
GARDA CANADA SECURITY CORP. TO PROVIDE SECURITY
SCREENING PERSONNEL AT OTTAWA COURTHOUSE**

**OBJET: DELEGATION DE POUVOIRS AFIN DE PROLONGER LE CONTRAT
CONCLU AVEC GARDA CANADA SECURITY CORP. POUR L'OFFRE
DE PERSONNEL DE CONTRÔLE DE LA SECURITE AU PALAIS DE
JUSTICE D'OTTAWA**

REPORT RECOMMENDATIONS

That the Ottawa Police Service Board delegate authority to the Chief of Police to renew the contract with Garda Canada Security Corp. to provide security screening personnel at the single point of access at the Ottawa Courthouse, for the period of June 1, 2024 to May 31, 2025.

RECOMMANDATIONS DU RAPPORT

Que la Commission de service de police d'Ottawa délègue au chef de police le pouvoir de renouveler le contrat de Garda Canada Security Corp. pour garantir la présence de personnel de contrôle de la sécurité à l'unique point d'accès du Palais de justice d'Ottawa du 1er juin 2024 au 31 mai 2025.

BACKGROUND

In 2013, the Ministry of the Attorney General (MAG) initiated plans to transform the multiple access points of the Ottawa Provincial Courthouse to a single access point off

of Elgin Street, as well as the installation of two magnetometers and two x-ray machines. This aligned with modern court security standards across the province.

The entrance has a total of three lanes: two lanes compromised of magnetometer and x-ray systems, and one lane without the added security layers for approved persons with appropriate identification.

Security personnel are required for oversight of the lanes and to operate the security devices. As per Section 137 of the Police Services Act (PSA), the Ottawa Police Service (OPS) is mandated to provide courthouse security.

DISCUSSION

The OPS is responsible for providing security at the Ottawa Courthouse, including staffing the new security equipment implemented by the MAG.

The OPS, in conjunction with the City's Supply Management Division, reviewed several staffing options in 2015 and determined it would be more cost effective to contract private security personnel to staff the entrance and operate the equipment.

Infrastructure Ontario is responsible for the courthouse and outsources their facility management to the company BGIS. BGIS has contracted security personnel for the courthouse through Garda Canada Security Corporation ("Garda"). Infrastructure Ontario's contract with Garda was reached through the issuance of a Request for Tender, in compliance with the Ontario Provincial Government Procurement By-laws. Given that Garda is the current provider of security resources within the Ottawa Courthouse, the OPS, in consultation with the Supply Management Division, is recommending a sole source contracting of Garda in accordance with the Board's Financial Accountabilities Procedure Manual. Should BGIS terminate its contract with Garda, the OPS maintains the right to terminate its contract with Garda upon providing 30 days of written notice.

A total of four full-time positions are required, Monday to Friday, 08:00 to 17:00. During peak hours, the contracted security personnel would oversee a total of three lanes at the single access point: two lanes compromised of magnetometer and x-ray systems, and one lane without the added security layers for approved persons with appropriate identification.

CONSULTATION

The OPS reviewed the best practices of several Ontario police services including Toronto, Durham, Peel, Windsor, and Kingston. The MAG was also consulted and supports the recommendation to contract Garda.

FINANCIAL IMPLICATIONS

The total cost over the period to staff four security guards for 48 weeks is \$254,448. The costs for this contract will be charged to the Cost Centre 121321 - Court Security which has an annual budget set aside for court security of \$289,500. As such, the annual cost will not exceed the operating budget, and the excess budget will provide a buffer to offset any overtime that is worked by the security guards.

Period	Hourly Rate	Total Cost
June 1, 2024 – May 31, 2025	\$ 29.45	\$ 254,448
Total		\$ 254,448

SUPPORTING DOCUMENTATION

Document 1 – Hourly Rate Excerpt from Garda Contract

Document 2 – Daily Service time frame from June 1, 2024 – May 31, 2025

CONCLUSION

The security practices of the Ottawa Provincial Courthouse prioritize the overall safety of everyone accessing the courthouse including the public, courthouse employees, and members of the OPS. The screening devices at the single point of access at the Courthouse must be operated by security personnel and as per the PSA, the OPS is mandated to provide security at the courthouse.

After reviewing staffing options, the OPS determined that contracting Garda, a private security company currently providing security resources at the courthouse through a contract with the BGIS, to be the most cost effective and feasible option.

The Board is being asked to approve delegating authority to the Chief to extend the contract with Garda beginning June 1, 2024 and ending May 31, 2025 to provide the required security personnel.

Document 1

Description	Regular Hourly Rate	OT Rate	Stat Rate
Standard Uniformed Security Guard	\$29.45	\$44.17	\$73.62

Document 2

Day	# of Guards	Start Time	End Time
Sunday	0	N/A	N/A
Monday	4	08:00	17:00
Tuesday	4	08:00	17:00
Wednesday	4	08:00	17:00
Thursday	4	08:00	17:00
Friday	4	08:00	17:00
Saturday	4	08:00	17:00