

**Report to / Rapport au:**

**OTTAWA POLICE SERVICES BOARD  
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

**24 January 2022 / 24 janvier 2022**

**Submitted by / Soumis par:**

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

**Contact Person / Personne ressource:**

**A/Deputy Chief Patricia Ferguson / chef adjoint Patricia Ferguson  
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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: DÉLÉGATION DE POUVOIRS AFIN DE PROLONGER LE CONTRAT  
CONCLU AVEC GARDA CANADA SECURITY CORP. POUR L'OFFRE  
DE PERSONNEL DE CONTRÔLE DE LA SÉCURITÉ AU PALAIS DE  
JUSTICE D'OTTAWA**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services 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 January 1, 2022 to October 31, 2023.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers 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 1<sup>er</sup> janvier 2022 au 31 octobre 2023.**

**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 magnetometres 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 comprised of magnetometre 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.

A total of three 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 comprised of magnetometre and x-ray systems, and one lane without the added security layers for approved persons with appropriate identification.

## **PROCUREMENT PROCESS**

In 2015, the OPS worked with the City's Supply Management Division to conduct a review of existing, external security resources within the Ottawa Courthouse. The OPS learned that Infrastructure Ontario, which is responsible for the courthouse, outsources their facility management to the company CBRE. CBRE has contracted security personnel for the courthouse through the firm Garda, formerly Federal Force Protection Agency (FFPA). The contract was reached following the issuance of a Request for Tender, in compliance with the Ontario Provincial Government Procurement By-laws. Through the competitive process, FFPA (Garda) was awarded the contract until the end of 2017. The OPS then extended the use of Garda's service for an additional three years, in conjunction with the Province's extension.

Given that Garda Security is the current provider of security resources within the Ottawa Courthouse, the OPS, in consultation with the Supply Management Division, recommends to further extend the sole source contracting of Garda in accordance with the Board's Financial Accountabilities Procedure Manual. The new contract

would be for the period of January 2022 to October 2023, coinciding with the existing contract held by CBRE.

The contracting of the Garda by the OPS would ensure both new and existing security resources are harmonized and will leverage the existing command structure to ensure seamless provision of supervision of the private security resources. Garda also has experience in providing resources to operate the magnetometres and x-ray machines and will utilize existing expertise to launch the new security screening at the Ottawa Courthouse. Further, concerns raised by the MAG around safety and unity of command in terms of having a second security firm operating in their facility, would be addressed.

Upon approval by the Ottawa Police Services Board (Board), the Supply Management Division would begin facilitating the renewal of the service agreement with Garda e.g. scope of work, resources, level of effort and hourly rates per resource.

### **FINANCIAL IMPLICATIONS**

The costs for this contract will be charged to the Court Security 121321-502899 Police Related Services \$289,500 budget. The approximate cost for 2022 and 2023 is approximately \$159,000 (12 months) and \$132,500 (10 months) per year, respectively.

### **SUPPORTING DOCUMENTATION**

Service Start Date: November 1, 2021    Service End Date: October 31, 2023

This time frame will be no more than one calendar year.

DAY	# of GUARDS	COVERAGE	
		START TIME	END TIME
Sunday	0	N/A	N/A
Monday	3	0800	1700
Tuesday	3	0800	1700
Wednesday	3	0800	1700
Thursday	3	0800	1700
Friday	3	0800	1700

Saturday	0	N/A	N/A
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## 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 FFPA (Garda), a private security company currently providing security resources at the courthouse through a contract with the CBRE, 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 January 2022 and ending October 31, 2023 to provide the required security personnel.