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## Amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms

### Recommendations

That the Governance and Priorities Committee recommend to City Council:

1. That the proposed amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms, be approved; and
2. That the City Clerk be requested to amend Council Policy No. C01-017 as outlined in the report of the CFO/General Manager, Asset and Financial Management Department, dated September 17, 2018.

### Topic and Purpose

The purpose of this report is to obtain City Council approval of the proposed amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms, to reflect implementation of a visual bag inspection procedure for all visitors to the City of Saskatoon's (City) Council Chambers effective November 1, 2018.

### Report Highlights

1. A growing number of municipalities are adopting proactive security measures that focus on detecting, deterring and preventing weapons or other dangerous items from entering Council Chambers through screening processes ranging from visual bag inspections to police-staffed security checkpoints.
2. A visual bag inspection procedure is being implemented for all public meetings of City Council and Standing Policy Committees of Council. Bag inspection will be applicable to all visitors and employees, with the exception of media, elected officials and some members of the Administration for whom there will be a pre-clearance bypass procedure.
3. Amendments to Council Policy No. C01-017 are required in order to implement visual bag inspections.

### Strategic Goal

This report supports the long-term strategy to make health and safety a top priority in all we do under the Strategic Goal of Continuous Improvement.

### Background

Currently, there are few restrictions regarding items visitors and staff are permitted to bring into Council Chambers, and the restrictions that are in place are not consistently enforced.

There have been a number of recent incidents involving bags being brought into or left unattended in Council Chambers. The City has an obligation to provide a safe and secure environment for the public, staff, and elected officials who attend meetings in Council Chambers.

## Report

### Comparison to Other Municipalities

A growing number of municipalities are acknowledging the limitations of a reactive security posture as it relates to security measures in their Council Chambers and are adopting proactive measures that focus on detection, deterrence and prevention through screening processes ranging from visual bag inspections to police-staffed security checkpoints.

The Administration obtained information from seven Canadian municipalities regarding screening processes in place to control items entering Council Chambers. Attachment 1 is a summary of the screening procedures in use at each municipality.

Implementation of a visual bag inspection procedure is consistent with the current practice of several other municipalities, and could be considered an incremental first step to improve the City's overall security posture as it relates to Council Chambers.

### Description of Procedure

The visual bag inspection procedure will be in effect during all public meetings of City Council and Standing Policy Committees of Council, and will apply equally to all Council Chambers visitors, citizens and employees alike. A pre-clearance procedure will be established to allow media and those seated within the Bar of Council Chambers to bypass inspection.

The bag inspection will occur in the lobby immediately outside the entrance to Council Chambers (Attachment 2). Signage will clearly describe the purpose of the inspection and list prohibited items. Prohibited items that are not illegal (e.g. scissors, chemicals, aerosols, etc.) will be stored and returned to the owner upon departure. Illegal items (e.g. weapons) will be seized immediately, 911 will be called, and the individual will be instructed to wait for the arrival of Saskatoon Police Service as contracted security staff do not have authority to arrest or detain individuals.

### Policy Amendments

To reflect implementation of the visual bag inspection procedure, the Administration is recommending the following amendments to Section 3.1 of Council Policy No. C01-017 as shown in bold:

- d) With the exception of water, no food or beverages, **noisemakers, knives or blades, firearms or ammunition, explosives, other weapons or dangerous items** shall be allowed in the Council Chambers.
- n) **All bags, backpacks, briefcases, purses, packages or other bulky objects are subject to inspection.**

### **Options to the Recommendation**

City Council can choose not to approve the policy amendments. The Administration does not recommend this option given the public safety risks and the requirement for the City to provide a safe working environment for its elected officials and staff. City

Council and the Administration have acknowledged a low appetite for such risks. Further, the financial and reputational risks that could result from not having adequate controls in place could be significant in the event an incident occurs in Council Chambers.

### **Public and/or Stakeholder Involvement**

The Administration will not be pursuing an external engagement strategy on this procedure. The proposed procedure is in line with municipal practice, and procedures commonly in place at other levels of government and venues in Saskatoon.

### **Communication Plan**

The visual bag inspection procedure will be communicated to the visiting public, stakeholders and media through the following channels:

- An information board describing prohibited items (pictures and text) with a statement that all visitors are subject to voluntary screening will be placed in a prominent position in the lobby near the inspection station.
- An internal communications plan will be developed to advise civic staff of the new procedure.
- An informative brochure will be developed and made available at the inspection station, and also as a downloadable PDF on the City's website.
- Regular stakeholder group attendees to Council Chambers will be identified and provided a copy of the informational brochure (e.g. business improvement districts, internal auditor, Saskatoon Regional Economic Development Authority, independent boards and agencies, etc.).
- For all City Council and Standing Policy Committee meetings in October and November 2018, Corporate Security staff will be available to answer questions.

Individuals who do not consent to the inspection process will be provided information on how to access the live stream of proceedings on their mobile device or at an alternate location.

### **Policy Implications**

If approved, Council Policy No. C01-017, Use of Council Chambers and Committee Rooms, will be amended to reflect the visual bag inspection procedure described in this report.

### **Financial Implications**

The annual operating cost associated with having one additional contracted security staff member conduct inspections is estimated to be \$7,000. One-time costs for communications material, supplies and equipment are estimated to be \$2,200.

There is adequate funding in Capital Project No. 1942 – Corporate Security Plan to fund these expenditures for 2018 and 2019.

### **Privacy Implications**

The Administration has completed a Privacy Impact Assessment with the City's Access and Privacy Officer to ensure privacy impacts are minimized and the new procedure complies with privacy legislation.

### **Other Considerations/Implications**

City Hall and Council Chambers in particular are public spaces where citizens are encouraged to visit. The visual bag inspection procedure outlined in this report is the least obtrusive of the options available and reasonably balances citizen access with employee safety. Security staff will be provided with appropriate training to ensure inspections are conducted in a courteous and professional manner.

There are no environmental or CPTED considerations/implications.

### **Due Date for Follow-up and/or Project Completion**

The Administration will report further to City Council regarding the results and impact of the new procedure as required.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachments**

1. Summary of Screening Procedures – Municipal Comparison
2. Visual Bag Inspection Physical Layout

### **Report Approval**

Written by: Chris Anquist, Corporate Security Manager  
Reviewed by: Nicole Garman, Director of Corporate Risk  
Joanne Sproule, City Clerk  
Kerry Tarasoff, CFO/General Manager, Asset & Financial  
Management Department  
Approved by: Jeff Jorgenson, City Manager

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