

**Decision/Direction Note**  
**Department of Transportation and Works**

**Title: Capsulated Overview for enhancing security at the entrances to the Confederation Building, East and West Block**

**Decision/Direction Required:**

- It is recommended to:
  - Reduce the current employee and general public entrances from eight (8) to five(5)
  - Reduce the number of smoking areas from three (3) to one (1), having only the one smoking area to service both East and West Block. The smoking area to be located on the east side of the link using the South doors to exit the building. A fence/barricade should be erected around the smoking area to prevent the general public from entering the complex and a proximity reader should be installed on the door to allow staff re-entry to the building.
  - A camera should be installed to capture the smoking area and it should be monitored by security at the East and West Block.
  - All employees arriving and exiting work should be required to pass through a secure entrance.
  - Security personnel should be assigned to all general public and employee entrances.
  - The loading bays should be restricted for only the receiving and shipping of goods.
  - The current visitor policy should be re-issued and be strictly adhered to by security personnel and all departments.
  - Couriers should be directed to use an entrance staffed by security. Parking spaces should be assigned for the couriers and these parking spaces should be located near their assigned entrances.
  - Increase the current hourly relief staff from eight (8) to twelve (12).

**Background and Current Status:**

- In November 2010 a security review was commissioned to review the entrances of the Confederation Complex. There were 114 recommendations in this report, many similar to the recommendations that are listed above. Recommendations such as new barrier turnstiles and visitors waiting areas outside of security stations have not yet been implemented along with various other recommendations contained in the report.
- Prior to enhancing the security in April, 2015 March there were seven (7) security guards and two clerks assigned to the complex during regular business hours, 8 AM to 5 PM. Three (3) guards and one clerk to the West Block and four (4) guards and one clerk to the East Block. Two of these guards were assigned parking enforcement and the remainder was assigned to the main entrances. One clerk was responsible for the Northwest Entrance, East Block, and the second clerk was responsible for the west loading bay entrance. The smoking areas, the staff entrance of West Block and the loading bay at the East Block were left unsecure.
- In April, 2015 four (4) extra security guards were assigned to the dayshift, 8 AM to 5 PM, at the Confederation Complex to provide security on the unsecure entrances, such as the smoking areas, loading bays and staff entrances. The clerk at the Northwest Entrance, East Block, was not replaced with a security guard.
- The four positions that are required for this enhanced security are being filled through overtime.
- For the two-week period of April 13 to April 27, 2015, when security was assigned to the unsecure areas they observed 43 possible breaches of unauthorized people trying to enter the building. These included government employees with no identification, government

employees allowing members of the general public, contractors, couriers and visitors to enter the building.

- Currently all government employees have access to the exterior doors, including the unsecured doors, except for East Block loading bay where access is restricted to only 96 employees.
- There is a policy on access to the Confederation Complex for government employees and visitors. The noncompliance rate for this policy is significant, particularly with regard to the escorting of visitors to the various departments and even greater with policy regarding the escorting of their visitor back to the security desk.

**Analysis:**

- The new security measures requires 36 additional personnel hours per day, which is currently being completed on overtime when staff is available. If the recommendations are accepted the number of personnel hours can be reduced to 27 hours per day, with very limited overtime required. This will ensure all public entrances are staffed with security personnel.
- Security Services requires the extra hourly relief staff in order to maintain the enhanced security levels on a consistent basis and to eliminate the current overtime expenditures required to sustain the new security levels.
- By reducing the entrances to five (5) and replacing the clerk position at the Northwest Entrance, East Block three (3) positions would be required and the cost would be approximately \$165,000.00 per year. This would be achieved by increasing the hourly relief staff, thereby, not having to pay out overtime.
- The Security Services budget would need to be increased to offset the cost of the enhanced security.
- The cost of relocating the smoking area, install the fencing, camera and proximity card would all have to be determined.
- One major aspect of a secure building is the ability to know who is currently on site at your building. With regard to our compliance, as it relates to government employees and visitor access and use of the designated smoking areas, it has been unsatisfactory and needs to be improved to ensure that our entrances are secure. To improve on compliance the policies need to be re-stated and ALL the executive of the various departments must fully accept and endorse the policies and insist that employees adhere to policy.

**Alternatives:**

- By not accepting the recommendations and maintaining the extra four (4) security guards the cost will be extremely high and the current staffing levels in Security Services would not be able to maintain the required levels.
- By not accepting the decrease in the smoking areas, an extra security guard positions is required.
- By not increasing security to cover the entrances there is a strong possibility that unauthorized people could enter the building and go undetected.
- By not improving our compliance on the employee and visitor access policy, in escorting and signing in visitors or employee who do not have proper government identification, there is possibility that an unauthorized person could enter the building.

**Prepared/approved by:** William J Brown, Director of Security  
**Ministerial Approval:** Received from Honorable

05-19, 2015