Date: November 12, 2019

To: Chair and Members
    Committee of the Whole – Operations and Administration

From: Sandy Jackson
    General Manager, Community Programs, Parks, and Recreation

1.0 Type of Report

Consent Item [ ]
Item For Consideration [ ]

2.0 Topic

Improvements to Security and Access Control – Sanderson Centre [Financial Impact: $83,160]

3.0 Recommendation

A. THAT Report 2019-588 Improvements to Security and Access Control – Sanderson Centre BE RECEIVED; and

B. THAT Staff BE AUTHORIZED to proceed with purchase and installation of equipment outlined in the report, in the amount of $83,160, funded from Reserve #512 - Sanderson Centre.

4.0 Purpose and Overview

This report is intended to identify the need to access reserve funding for improvements to the Sanderson Centre’s security and access control systems and seek funding to proceed with addressing the needs through additional equipment.
5.0 Background

The existing security systems within the Sanderson Centre have evolved over time with some alarm systems dating to thirty years ago when the building’s major restoration was completed. For the past thirty years, staff have worked on a piece-meal approach to addressing issues and improving secure access control.

As part of the corporation’s Workplace Security Standard (HS Standard-61) and following recent building access and theft incidents, a more systematic review of the current system’s gaps and challenges has been completed. The recommendations in this report are intended to address the challenges identified in this review.

6.0 Corporate Policy Context

This report reflects the intent and practices outlined in the Health and Safety Workplace Security Standard regarding use of keys and access cards, video surveillance, entry alarms, panic button alarms and communication devices.

Goal 4 of the Sanderson Centre Business Plan is: “Sustain and strengthen the organizational capacity, human resources, and infrastructure of the Sanderson Centre.” This improvement to the department’s infrastructure addresses safety and security challenges for the theatre’s public and working areas and is a proactive approach to reducing risk of losses.

7.0 Input From Other Sources

This report was circulated to Finance, Facilities, IT Services, and Human Resources – Health, Wellness & Safety for comment.

8.0 Analysis

A review of existing security systems at the Sanderson Centre identified three main areas with a need for improvement.

8.1 Alarm Systems

The current monitoring and alarm system was installed in 1988 with multiple expansions and revisions since that time. Today, in addition to door sensors and motion sensors, several maintenance systems including sump pumps and fire safety equipment are also monitored. In addition to
the age of the core monitoring system and many of the sensors, the current system does not support the theatre's different modes of use. Currently the system is fully armed or fully disarmed. With the variety of usage of the building, it is desirable to have zones of coverage to allow, as an example, the bar and box office areas to be alarmed while the stage and auditorium areas are being used for event setup or tear-down.

A new feature in the proposed system that is not supported with the current system is to provide staff access to personal wireless alarm devices when working in more isolated locations or roles identified in the workplace violence risk assessments as having a higher risk of incidents.

8.2 Building Access Control

Access control is complex in a building with a large number of discreet areas and a high number of part-time staff with only occasional need for access. The department’s current approach is to have two separate master key systems along with a number of single-purpose keys.

The first key system is a high security Abloy master key system that is difficult to replicate. These locks are used for the building exterior and selected more sensitive access points in the interior. The locksmith who managed this system is no longer in business and the manufacturer’s controls against other locksmiths taking over their security design prevents the addition of new locksets within this master system or the duplication of existing keys. This project includes the cost of having a new simplified master key design created and updated cylinders installed.

The second key system is a master key Yale system. These keys are able to be duplicated easily and allow us to provide appropriate keys with the ability to vary access to suit the nature of the employee’s responsibilities. Over the years, new doors have been installed that are not on this system which has resulted in the need for additional keys to be issued and carried by staff. This project includes the cost of redesigning this system and replacing aged cylinders where appropriate.

The third element of access control is the use of proximity cards to reduce the need for issuing keys to staff, artists, and renters. The advantage of this system is the ability to limit access by time, by date, and to adjust the level of access to suit changing requirements. The availability of an audit trail for entry also allows improved ability to investigate security issues that
occur. This project includes the addition of access cards to several key access points within the building for improved access control.

8.3 Video Surveillance

Video surveillance within the building is intended to provide an ability to address the security of cash handling areas such as the bars and box office locations as well as an improved ability to investigate security issues that occur. The system is also designed to assist in emergency incidents including lost / missing children by having a complete view of all entry and exit points to assist law enforcement and investigation. The Theatre’s extensive use for dance competitions and recitals each spring makes this capability a potentially important one.

The existing system uses aged equipment with limited resolution, gaps in coverage, and poor playback and analysis capability. A new system is intended to address these issues.

9.0 Financial Implications

The proposed improvements to the Sanderson Centre security systems are estimated to cost $83,160. They are broken down as $31,440 for video systems, $8,700 for alarm system, $4,520 for locks and $38,500 for a proximity card access system.

The current balance of Reserve 512 – Sanderson Centre is $269,965. This report requests expenditure of $83,160 leaving a balance of $186,805 in the Reserve.

10.0 Conclusion

The safety and security of public buildings and workplaces are a high priority for the municipality. The proposed improvements to security systems in the Sanderson Centre contained in this report are intended to address a combination of aging equipment and changing needs with a more comprehensive approach to security in the workplace.
In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

- By-law required [ ] yes [X] no
- Agreement(s) or other documents to be signed by Mayor and/or City Clerk [ ] yes [X] no
- Is the necessary by-law or agreement being sent concurrently to Council? [ ] yes [X] no