



City of St. Albert  
**CITY COUNCIL POLICY**

Facility Safety and Security

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C437-2013	09 23		AR-19-003	01 21

## Purpose

To provide a consistent and systematic approach for ensuring that facilities and property owned by the City are constructed, maintained and managed in a manner that focuses on the safety and security of staff and visitors.

## Policy

Council is committed to ensuring that there is a balance between providing open and easy public access to all its facilities and providing a safe and secure environment within those facilities. To the extent practical and with regard to available budget, any new construction, renovations, and lifecycle projects will consider and incorporate into their design safety and security measures. On a continuous basis administrative policy and procedure will be developed, reviewed and/or implemented to manage and mitigate incidents that cause safety or security concerns, or conflict with other City policy.

## Definitions

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw.

“City” means the City of St. Albert;

“Council” refers to the elected Council of the City of St. Albert.

## Responsibilities

1. CAO shall develop and implement Administrative Policies and standards:
  - a. that are consistent throughout the corporation, subject to and respecting the needs of different operating divisions;
  - b. that deal with inappropriate patron conduct including but not limited to inappropriate, abusive, undesirable, dangerous, or criminal behaviour;



- c. that provide education and training programs to assist staff in recognizing and dealing with situations of customer conflict and with difficult customers;
  - d. that set out requirements for building standards regarding access control, physical security barriers, and general office design but still allow for public interaction while minimizing risk to staff and assets; and
  - e. that set up communication practices as well as criteria for communications equipment to provide the best result of protecting City staff and the public in emergency situations.
2. The CAO will provide Council with an annual report on the state of corporate safety and security that highlights any improvements made, future plans, and summary of incidents occurring at City facilities.

