

Report to/Rapport au :

**OTTAWA PUBLIC LIBRARY BOARD  
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

**April 14, 2014  
Le 14 avril 2014**

**Submitted by/Soumis par : Danielle McDonald  
Chief Executive Officer / Directrice générale**

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Ref N°: OPLB-2014-0045

**SUBJECT: Policy A.22 Safety and Security Practices**

**OBJET : Politique A.22 Pratiques de sûreté et de sécurité**

**REPORT RECOMMENDATION**

**That the Ottawa Public Library Board receive this monitoring report for information.**

**RECOMMANDATION DU RAPPORT**

**Que le Conseil de la Bibliothèque publique d'Ottawa prenne connaissance de ce rapport de contrôle à titre d'information.**

Executive Limitations Policy *Safety & Security Practices* was approved by the Board on April 12, 2010 and last reviewed on September 27, 2012. The monitoring report was last presented to the Board on May 13, 2013. The policy states:

*The CEO shall ensure the Library's practices concerning the safety and security of OPL Employees are exercised across the system, including within its mobile services, by:*

1. *Establishing written policies and procedures that comply with the Occupational Health and Safety Act (OHSA) and subsequent amendments, such as Bill 168*

2. *Providing information and training on the policies to OPL Employees to ensure corporate understanding of the OHSA and the requirements of the Act*
3. *Informing the Board of any legislative changes that may impact the carrying out of their duties and responsibilities*

At its March 2014 meeting, the OPL Board approved a new Customer Code of Conduct, which included 3 value statements, including “Be Safe” in order to focus its commitment to providing safe environments for customers and employees to enjoy.

In April 2013, Ottawa Police Services completed a CPTED (Crime Prevention Through Environmental Design) of the Main Library, which provided recommendations to improve security of the building for employees and library customers. As part of the 2014 budget approval process, funding in the amount of \$90,000 will be invested in the modernization of the Main Branch. Subsequent funding in the amount of \$825,000 from previous authorities and through budget transfers is also dedicated towards risk mitigation, which includes safety and security considerations.

The Ottawa Public Library has policies and procedures related to: “Occupational Health and Safety”, “Violence in the Workplace” as well as “Workplace Harassment”, as well as a Joint Occupational Health and Safety committee that meets regularly as per legislative requirement.

Additionally, the Ottawa Public Library Safety Plan outlines guidelines and procedures for, Education and Awareness, Threat Risk Analysis, Access to Ottawa Public Library Sites, Budget and Reporting considerations.

I report compliance.

I hereby present my monitoring report on Executive Limitations Policy Safety & Security Practices. I certify that the information contained in this report is true.

Signed: 

Date: April 1, 2014

**for** Danielle McDonald  
Chief Executive Officer