



Diocese of London

1070 Waterloo Street, London, Ontario N6A 3Y2 • Phone: (519) 433-0658 • Fax: (519) 433-0011

May 15, 2008

To all those with oversight of facilities with meeting spaces,

As you are aware, the Safe Environment Policy was promulgated by Bishop Fabbro in March 2008. In keeping with the Code of Conduct for Priests, clear glass openings must be installed in all meeting spaces (offices, confessionals, meeting rooms, etc.) so that the occupants may be seen clearly from outside the meeting space.

Some facilities already have these openings. For example, the Chancery Office recently installed windows in the doors to its offices and meeting rooms. These tempered glass windows are approximately six inches wide and 36 inches high.

We are requiring clear glass openings be installed in all meeting spaces as soon as possible, but no later than December 31, 2008. If your facility is scheduled to close in 2008, you are not required to install these clear glass openings. However, if your facility is scheduled to close after 2008, you are required to comply with this requirement.

Please note that any changes to your facilities must be in compliance with the Ontario Building Code. If you have any questions regarding compliance with the Ontario Building Code or if you need recommendation of businesses that can install clear glass openings, please contact Gary Minall, Building and Property Coordinator, at 519-433-0658 x236.

Once you have completed the installation of the clear glass opening, please complete the form below and return it to Heidi Julien by fax at 519-433-0011. Thank you.

Peace,

Rev. John Sharp
Bishop's Delegate

I hereby declare that clear glass openings are installed in all meeting spaces at

_____,
Name of Facility

_____,
Location

Name (Please Print)

Title

Signature

Date