As a responsible member of the community, uOttawa is committed to providing a safe, secure, learning, research and working environment to all its students, partners and employees. To that end, uOttawa acknowledges the following concerns, obstacles and risks:

- **Weapons** (such as Firearms and Replica Weapons) have the potential to compromise safety and security on our campuses and beyond
- uOttawa owns Firearms to protect researchers in remote areas to protect against aggressive wildlife
- Professors may choose to display Weapons as an illustration or statement of their research
- uOttawa owns Weapons and Replica Weapons for the staging of theatrical productions

To comply with all the applicable regulations (these items are regulated and restricted federally\(^1,2,3\), provincially\(^4\) and municipally\(^5,6\)), uOttawa will restrict the presence of Weapons, and commits to following the prescribed practices set out in this directive so as to foster a safe and secure environment for all members of our community.

**Definitions:**

The following are definitions to key terms used in this directive.

- **Authorized Firearms User:** A Principal Investigator at uOttawa who has completed the training required to hold a possession and acquisition license (PAL), requires a Firearm to conduct uOttawa field research, and has been authorized by their Dean or Departmental Chair to do so.

- **Delegate:** Anyone affiliated with uOttawa (a Student, workstudy, employee) who is working under the supervision of an Authorized Firearms User, who has completed the necessary training requirements, and been authorized by their Principal Investigator to use uOttawa-owned Firearms.

- **Firearm:** A barreled Weapon from which any shot, bullet or other projectile can be discharged, and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such a barreled Weapon and anything that can be adopted for use as a Firearm. (subsection 84(1) of the Criminal Code of Canada\(^1\)).

- **Non-Restricted Firearm:** A rifle or shotgun that is not listed in subsection 84(1) of the Criminal Code\(^1\)

- **Principal Investigator:** The lead researcher for a particular well-defined academic project, laboratory study or clinical trial and is officially designated as such by uOttawa.

- **Replica:** Any item that looks like a Weapon and/or that a reasonable person would believe is a Weapon.

- **Weapon:** Anything used, designed to be used or intended for use (a) in causing death or injury to any person, or (b) for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a firearm\(^1\)

**Training**

The minimum standard for becoming an Authorized Firearms User or Delegate is to obtain a Possession and Acquisition Licence (PAL). This requires taking a course provided by a certified instructor, passing a written exam and having a background check done by the police. It is recommended that Authorized Firearms Users and Delegates get some practice using the Firearm which can be arranged through a gun club that has a firing range.

Theatrical weapon training is specific to the type of Weapon in question but should include at a minimum: safe handling, cleaning and proper usage techniques.
Weapons Directive v2.77

General Restrictions:

- *Weapons* and *Replicas* are not permitted on property owned or leased by uOttawa at any time with the exception of uOttawa-owned *Firearms*, *Weapons* owned by the Department of Theatre and *Weapons* approved for display by Faculty Deans.
- Ammunition may not be kept on uOttawa premises at any time. It is to be purchased and used up (or donated) entirely off-campus.
- Should *Firearms* themselves become the subject(s) of research, this is to be brought to the attention of the Office of Risk Management immediately.

Specific Restrictions:

1. **uOttawa-owned Firearms**

The following paragraphs outline the steps to be followed for each uOttawa-owned *Firearm*.

   a. **Purchasing**

   Purchases must be pre-approved by the Dean or Department Chair who will ensure that the Faculty firearms list (see Annex A) is updated accordingly. *Firearms* purchased on behalf of uOttawa must comply with the *Firearms Act*.

   Each Faculty will maintain a list with a detailed description of each *Firearm* purchased that is to be kept in the *Firearms* storage area with copies to be provided Protection Services and the Office of Risk Management.

   b. **Usage**

   The Authorized Firearms User or his or her Delegate must be undertaking research fieldwork in a remote area which is known to have, or likely to have, aggressive wildlife in order to have a uOttawa-owned *Firearm*. If, in the judgment of the Principal Investigator, the work situation does not justify the possession of a *Firearm*, or it is too risky, alternative means of protection should be used.

   The Authorized Firearms User must produce a valid PAL to their Dean or, if so Delegated, Department Chair. Faculties will maintain lists of Authorized Firearms Users and ensure that they are current. These lists must be made available to Protection Services and the Office of Risk Management at all times.

   c. **Storage**

   All uOttawa-owned *Firearms* must be stored in the designated *Firearms* storage area administered by Protection Services who provide access to the secure room given 72 hours notice. Each Faculty will have the keys or combinations to their own gun cabinet only inside the secure room which will be available to Authorized Firearms Users only.

   In order to be stored properly, *Firearms* must be rendered inoperable by a secure locking device, locked inside their assigned gun cabinet located inside the secured *Firearms* storage area.

   All uOttawa-owned *Firearms* must be returned to safe storage within 72 hours of the Authorized Firearms User’s or Delegate’s return to Ottawa. *Firearms* MUST not be left unattended in offices or vehicles. *Firearms* users must arrange with Protection Services to meet them when returning uOttawa-owned *Firearms* to storage.

   Ammunition may not be stored on property owned or leased by the uOttawa at any time. It is the responsibility of the Authorized Firearms User or their Delegate to purchase ammunition off campus to take on the trip and to ensure that no ammunition is returned to campus upon completion of the trip.
d. **Retrieval**

All retrievals are to be carried out by vehicle – *Authorized Firearms Users* and/or their *Delegates* must park at 720 King Edward Avenue to retrieve their firearms.

Each Faculty will provide and maintain an access log binder to be kept in the storage area that must include, at a minimum, the following headings: name of *Authorized Firearms User*, description of gun (or refer to serial on Faculty list), and time and date taken / returned. This log must be updated by the *Authorized Firearms User* on each visit into the Firearms storage area.

*Delegates* may access the secure room to retrieve uOttawa-owned *Firearms only if* the *Authorized Firearms User* supervising them is out of town but has given prior written permission to allow their Delegates to use uOttawa-owned firearms (note that in this case an email would suffice). Otherwise, *Delegates* may retrieve uOttawa-owned *Firearms* only from the *Authorized Firearms Users* supervising them.

e. **Transportation**

When *Firearms* are being transported, all legal requirements must be followed. In addition, during transportation on campus and in populated areas, the *Firearm* must be:

- Unloaded
- Rendered inoperable by means of a secure locking device
- In a locked gun case
- Not visible from the outside of the vehicle
- Ensure that the Registration Certificate for any long gun firearm being transported is kept with the firearm at all times

f. **Disposal**

When the uOttawa-owned *Firearms* must be disposed of, they must be completely destroyed such that they cannot be resold. The Dean must immediately be informed of any disposals and must ensure that the inventory of *Firearms* is adjusted accordingly.

2. **Use of Weapons in Theatrical Productions**

The Department of Theatre has a variety of swords and *Replica* firearms for the sole purpose of staging theatrical productions by the Department of Theatre at 133-135 Séraphin-Marion. The use of these *Weapons* in a theatrical production must be approved by the Technical Director of Theatre. The latest edition of “*Safety Guidelines for the Live Performance Industry in Ontario*” must be adhered to at all times.

a. **Purchasing or Loans**

The Technical Director of Theatre must approve and arrange all theatrical *Weapons* purchases and/ or loans from an external company (such as the National Arts Centre). The Technical Director of Theatre will keep an active list of all *Weapons* loaned or purchased by the Theatre department.

b. **Usage**

The use of *Weapons* in a theatrical production must be approved by the Technical Director of Theatre. Where there exists any danger or safety issue with the choreography or staging, permission must be refused until the issue can be resolved. No person may use the *Weapon* in a theatre production until he or she receives basic training in the handling and care of the *Weapon*. 

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c. Storage
All theatrical Weapons are to be securely stored while not in use and are to be secured again as soon as practicable.

d. Transportation
In cases where Weapons must be transported on campus, they are to be carried in a container or bag that completely covers them such as a gun case for a rifle or large duffle bag for smaller Weapons or Replicas. Weapons are never to be carried concealed on a person or in plain view in public areas.

If the Weapon in question is a Replica firearm, any off campus transportation must be done by vehicle with a trunk or other secure locking compartment and the Replica firearm cannot be visible from the outside of the vehicle. Protection Services must be advised of any on campus transportation of Weapons and/or Replicas.

e. Disposal
Where the Weapons must be disposed of, they must first be destroyed so that they do not resemble any form of Weapon. In cases where this is not possible, the Office of Risk Management will advise on the best course of action.

f. Police Responses
It is important that all members of the Theatre Department who may handle Weapons are instructed how to conduct themselves when confronted by law enforcement officials to prevent the situation from escalating. The following points are recommended for anyone when confronted by a law enforcement officer in the vicinity of a Weapon:

- unless instructed otherwise by the law enforcement officer, immediately STOP moving, drop the Weapon, and raise both hands high with the palms facing towards the officers with the fingers spread out in a slow smooth motion
- follow all directions given by the law enforcement officer(s)
- if the Weapon is not in either hand at the time of the confrontation (i.e. in a pocket), do NOT attempt to retrieve it in order to drop it to the ground.

3. Other Weapons
In rare instances, Weapons or Replicas may be displayed in the work areas of Faculty members as an illustration or statement of their research. These Weapons must be approved by the Dean (or Department Chair if so delegated) and a comprehensive, updated inventory (as per Annex A) provided to Protection Services and the Office of Risk Management with updates as they occur. All displays and uses of Weapons must comply with the prevailing legislation, including but not limited to that listed in the References section1,2,3,4,5,6,7.

Enforcement / Consequences
Protection Services will seize any unauthorized Weapons found on campus. The Weapons may be returned to the owner once the owner has arranged to have them stored permanently off campus. Prohibited or non-registered Firearms will be turned over to the Ottawa Police.

Individuals found in possession of unauthorized Weapons on campus may be excluded from uOttawa property under the Trespass to Property Act4 pending an investigation. Individuals may be subject to disciplinary action up to and including expulsion from uOttawa in the case of a student, or where staff is involved, termination of employment depending upon the circumstances. In the case of prohibited or non-registered Firearms and other illegal Weapons, the individual may also be subject to criminal prosecution.
Responsibilities

The following roles and responsibilities apply:

**Dean (may be delegated to a Chair or Head of Department)**
- Ensure that this directive is adhered to at all times within the Faculty or Service.
- Approve the acquisition or disposition of Firearms by their Faculty
- Maintain a record of Faculty-owned Firearms
- Maintain a record of Authorized Firearms Users and their Delegates, ensure it is updated regularly and provided to Protection Services and the Office of Risk Management
- Keep a copy of Authorized Firearms Users and Delegates PAL’s
- Ensure user training and licensing requirements are met prior to authorizing firearms users
- Cover costs related to storage of Firearms and ammunitions.
- Approve the display of Weapons (for example: plaque-mounted swords and daggers) as appropriate and safe in Faculty work areas. If the display is inappropriate or unsafe in any way, permission must be refused.

**Protection Services**
- Keep a copy of Faculty-owned Firearms on hand to refer to
- Keep a record of Authorized Firearms Users and their Delegates, on hand to refer to
- Liaise with the Office of Risk Management to ensure that appropriate control and procedures are in place for special uOttawa-sanctioned events
- Secure or seize any unauthorized Weapons found on campus and notify the appropriate authorities as well as the Office of Risk Management
- Provide access to the Firearms storage area, given 72 hours notice
- Generate a TARS report each time the Firearms storage area is accessed
- Approve any special events that may require exemption from this directive (jointly with Office of Risk Management)
- Escort and/or assist an Authorized Firearms User and/or Delegate and Firearms in retrieving or returning their firearm to/from the Firearms storage area
- Escort and/or assist with any event where Weapons may be used on campus

**Office of Risk Management**
- Ensure uOttawa is appropriately managing risks arising from Weapons and their Replicas
- Liaise with Protection Services to ensure appropriate controls and procedures are in place for uOttawa sanctioned events and activities
- Approve any special events that may require exemption from this directive (jointly with Protection Services)
- Provide information and advice to all Weapons owners/users on risk management, insurance and regulatory issues as requested or required

**Authorized Firearms User/Principal Investigator**
- Obtain Possession and Acquisition Licence (PAL) and give a copy to Dean or Chair as appropriate for Faculty
- Comply with all Firearm relevant legislation dealing with, but not limited to, the licensing, registration, control, use, transport and storage of a Firearm and ammunitions
- Cover costs related to training, and the purchase, licensing, maintenance, transport and de-commissioning of Firearms and ammunitions.
- Delegate the Authorized Firearms User designation only as needed to graduate students that have the applicable training, licences and permits
- Prove legal possession of Firearm (provide PAL and Registration Certificate) to authorities upon request
**Weapons Directive v2.77**

- Ensure that there is no ammunition on campus at any time and that any leftover ammunition is not returned with the **Firearm**
- Ensure that **Firearms** are never left unattended on campus or in an urban area.
- Have care, custody and control of the **Firearm** at all times unless it is stored in accordance with the applicable regulations
- Not operate or have access to the **Firearm** while under the influence of drugs or alcohol
- Inform the Dean or Department Chair immediately if **Firearms** possession and acquisition licence is suspended or removed at any time
- Ensure that uOttawa-owned **Firearms** are in good working order well in advance of the field work and arrange repairs or maintenance as needed.
- Ensure that the field activity and/or destination is not in an area in which **Firearms** are prohibited from use by applicable Acts, Bylaws or Regulations
- Return **Firearms** to safe storage within 72 hours of returning to Ottawa
- Arrange with Protection Services in advance to have an escort to return **Firearms** to storage
- Ensure their Delegates also comply with all of the above measures

**Delegates**
- Complete Possession and Acquisition Licence course and background check by police and give a copy to Dean or Chair as appropriate for Faculty
- Comply with all **Firearm** relevant legislation dealing with, but not limited to, the licensing, registration, control, use, transport and storage of a **Firearm** and ammunitions
- Prove legal possession of **Firearm** (provide PAL and Registration Certificate) to authorities upon request
- Ensure that there is no ammunition on campus at any time and that any leftover ammunition is not returned with the **Firearm**
- Ensure that **Firearms** are never left unattended
- Have care, custody and control of the **Firearm** at all times unless it is located and stored in accordance with the applicable regulations
- Not operate or have access to the **Firearm** while under the influence of drugs or alcohol
- Inform the Dean or Department Chair immediately if **Firearms** possession and acquisition licence is suspended or removed at any time
- Ensure that uOttawa-owned **Firearms** are in good working order well in advance of the field work and arrange repairs or maintenance as needed
- Ensure that the field activity and/or destination is not in an area in which **Firearms** are prohibited from use by applicable Acts, Bylaws or Regulations
- Return **Firearms** to safe storage within 72 hours of returning to Ottawa
- Arrange with Protection Services in advance to have an escort to return **Firearms** to storage

**Technical Director of Theatre**
- Approve the use of **Weapons** for all theatre productions
- Arrange the purchases and loans of any **Weapons** required
- Maintain a list of **Weapons** owned by uOttawa Theatre Department
- Ensure appropriate training for actors who will be using **Weapons** in their roles
- Consult with the Office of Risk Management where requirements are not clear or known
- Ensure that **Weapons** are securely stored when not in use

**Other Weapons Owners**
- Secure the approval of their Dean to display **Weapons** in their work area
- Comply with all applicable Municipal, Provincial or Federal Regulations as appropriate

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Application / Scope

All members of the campus community are expected to comply with this directive. Any questions regarding the implementation of this directive should be directed to the Office of Risk Management, at (613) 562-5892.

This directive applies to all uOttawa employees, students, contractors, partners and visitors. No parts of the directive are intended to replace the law. This directive simply puts additional controls not offered by the law which uOttawa feels are in the best interests of the safety of its community members.

Exceptions

This directive does not apply to

• Members of a Police Service, Royal Canadian Mounted Police, Canadian Armed Forces, Peace Officers, Licensed Guards and Provincial Constables while on active duty
• uOttawa Protection Service Officers where they are carrying out functions that are related to their work

Exceptions to this directive may be granted for a uOttawa sanctioned event or activity, a minimum of one week advanced notice is required to obtain an exception. Exceptions require written approval signed by the Director of Protection Services and the Director, ORM. The written approval will include a detailed list of Weapons involved, the purpose of the event and the provisions for safe storage and any concerns noted, in advance of the event. The appropriate VP and all relevant uOttawa departments/services and external agencies, such as the police will then be informed.

References

For further information on the use of Firearms in the field, please contact Protection Services (non-emergency number) at (613) 562-5499 [5499 on campus]. For further information on the legal or insurance aspects of Firearms use, please contact the Office of Risk Management at (613) 562-5892 [5892 on campus].

1 Part 2 of the schedule in subsection 84(1) of the Criminal Code SOR/98-462
2 Firearms Act
3 Storage, Display, Transportation and Handling of Firearms by Individuals Regulations, SOR 98-209
4 Trespass to Property Act
5 Noise, City of Ottawa BY-LAW NO. 2004-253
6 Discharge of Firearms City of Ottawa BY-LAW NO. 2002-344
7 Safety Guidelines for the Live Performance Industry in Ontario
Annex A To *Weapons* Directive

Faculty / Institute / School / Department *Firearms* Inventory

<table>
<thead>
<tr>
<th>Faculty Prefix*</th>
<th>University Serial</th>
<th>Name/Make</th>
<th>Model and Caliber</th>
<th>Serial Number</th>
<th>Principal Investigator</th>
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* Prefix is a three letter abbreviation for the department or Faculty that will distinguish *Firearms* by owners at a glance and eliminate the need to synchronize the list university-wide (for example both Engineering and Arts could have a gun # 3 listed, one could be ENG03 and the other could be ART03)
### Annex B To *Weapons* Directive

**Firearms Sign In / Out Page***

<table>
<thead>
<tr>
<th>Faculty Prefix</th>
<th>University Serial</th>
<th><strong>Weapon Name/Make</strong></th>
<th><strong>Authorized Firearms User or Delegate</strong></th>
<th><strong>Planned Use</strong></th>
<th><strong>In / Out</strong></th>
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<td><strong>Expiry date</strong></td>
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*NOTE – a TARS report should be generated by Protection Services for each Retrieval and Return*