

Memorandum

Office of the V-P (Administration and Finance)
James Administration Building, room 531
845 Sherbrooke St. West, Montreal, QC, H3A 0G4
Tel: 514-398-6037 | Fax: 514-398-5902

TO: Board of Governors
FROM: Yves Beauchamp, Vice-Principal (Administration and Finance)
SUBJECT: Policy Concerning Smoking at McGill University
DATE: December 12, 2017
DOCUMENT #: GD17-22
ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE & EXPECTED OUTCOME The *Policy Concerning Smoking at McGill University* (“Policy”) is presented to the Board of Governors for approval.

BACKGROUND & RATIONALE The *Tobacco Control Act*, CQLR c L-6.2., as amended by the *Act to Bolster Tobacco Control*, SQ 2015, c 28, requires college- or university-level educational institutions to adopt a tobacco control policy geared to establishing a smoke-free environment. In its guidelines, the *Ministère de la Santé et des Services sociaux* indicates that any tobacco control policy adopted by a college- or university-level educational institution must have the following three objectives:

1. Create totally smoke-free environments, both inside and outside
2. Encourage non-smoking
3. Foster smoking cessation in students, faculty and support staff

In May 2016, the Associate Vice-Principal (Facilities Management and Ancillary Services) mandated a Working Group to make a recommendation to University administration on how to best implement such a policy across McGill campuses.

The Working Group conducted extensive community consultations and surveys, examined academic research, and reviewed best practices and recommendations provided by the University’s Environmental Health and Safety Committee. During this process, the Working Group periodically presented its progress to and received feedback from members of McGill’s senior administration. Members of the senior administration also reviewed the Policy and its procedures attached as Appendices A and B.

The *Policy* prohibits smoking on University property outside of designated smoking areas, and is scheduled to come into force on May 1, 2018. Designated smoking areas are a transitional measure and will be phased out within a maximum period of five years from this *Policy*’s effective date, making the University completely smoke-free.

The *Policy* attached as Appendix A is presented for approval. The Vice-Principal (Administration and Finance) will have authority to establish and amend procedures necessary for the *Policy*'s implementation. The draft procedures in support of the *Policy*'s implementation, to be approved by the Vice-Principal (Administration and Finance), are attached as Appendix B for the Board's information.

ALIGNMENT WITH MISSION AND STRATEGIC PRIORITIES	The adoption of this <i>Policy</i> is in accordance with and furtherance of McGill's commitment to provide a safe and healthful environment for community members that meets the requirements of University policy, government regulations, sound management practices, and applicable standards.
COMPLIANCE WITH UNIVERSITY POLICY	The <i>Policy</i> (and procedure) concerning smoking at McGill University was developed according to the <i>Policy</i> for the Development and Review of Governing Documents which was approved by the Board on October 5, 2017.
COMPLIANCE WITH LEGISLATION/ EXTERNAL REGULATIONS	The adoption of this Policy is in compliance with the <i>Tobacco Control Act</i> .
RISK FACTORS	There are no risk factors associated with this item.
SUSTAINABILITY CONSIDERATIONS	This <i>Policy</i> will reduce the amount of tobacco consumption pollution on University property, exposure to second-hand smoke, social exposure to smoking, and will promote a safer, healthier and cleaner campus for the entire McGill community.
IMPACT OF DECISION AND NEXT STEPS	Following Board approval, the University must send a copy of the <i>Policy</i> (and procedure) to the <i>Ministère de la Santé et des Services sociaux</i> . The <i>Policy</i> will come into effect on May 1, 2018. According to the <i>Tobacco Control Act</i> , as amended by the <i>Act to Bolster Tobacco Control</i> , the executive director of an institution or the person holding the equivalent position must report to the board of directors, or the equivalent, every two years on the application of the policy. The institution must send the report to the Minister within 60 days of filing it with the board of directors or the equivalent.
MOTION OR RESOLUTION FOR APPROVAL	<i>Be it resolved that the Board of Governors, on the recommendation of the Vice-Principal (Administration and Finance), approve the Policy Concerning Smoking at McGill University effective May 1, 2018, attached as Appendix A.</i>
APPENDICES	Appendix A: Draft Policy concerning smoking at McGill University (for approval) Appendix B: Draft Procedure concerning smoking at McGill University (for information)



POLICY NAME	POLICY CONCERNING SMOKING AT MCGILL UNIVERSITY
Approving Body	Board of Governors
Initial Approval Date	
Date of last review	
Date of next review	
Executive Sponsor	Vice-Principal (Administration and Finance)
Related Documents	Tobacco Control Act, CQLR c L-6.2 Act to bolster tobacco control, SQ 2015, c 28 Departmental guidelines for Tobacco Control Policy in Colleges and Universities from the Department of Health and Social Services Procedure concerning Smoking at McGill University

PART I – PURPOSE AND SCOPE

- 1.1 This Policy and its procedures aim to regulate smoking at the University in order to comply with the *Tobacco Control Act* CQLR c L-6.2, (“Act”) and the Departmental guidelines for Tobacco Control Policy in Colleges and Universities from the Department of Health and Social Services which require university-level educational institutions to adopt a tobacco control policy geared to establishing a smoke-free environment in order to promote and preserve the health and well-being of all members of the University community, while allowing for the exercise of personal choice.
- 1.2 The purpose of this Policy is to reduce exposure to second-hand smoke, reduce social exposure to smoking, and ensure a safer, healthier and cleaner campus for the entire McGill community.
- 1.3 This Policy applies to all members of the University community (“Community Members”).
- 1.4 This Policy applies to all University-owned and occupied property in the Province of Quebec (collectively “University Property”), with the exception of immovable property leased to McGill University (“University”) and private residential properties leased from the University.
- 1.5 This Policy supersedes and replaces any and all existing policies related to smoking and tobacco at the University.

PART II –CONTENT

2. DEFINITIONS

For purposes of this Policy,

- 2.1** ‘Smoking’ is defined as the usage or consumption of any product whether or not it contains or otherwise utilizes tobacco or tobacco-derived substances, or emits a vapor or smoke.
- 2.2** ‘University Property’ includes the interior and exterior campus areas of any University campus in the Province of Quebec. University Property includes buildings, structures, parking lots, grounds, and outdoor areas owned and occupied by the University, and vehicles owned, leased or rented by the University. Private vehicles on University-owned and occupied land or in University-owned and occupied parking structures are also subject to this Policy.
- 2.3** ‘Community Members’ include, but are not limited to, employees, contractors, sub-contractors, students, visitors, and guests of the University.
- 2.4** ‘Designated Smoking Areas’ refer to identified exterior campus areas designated under this Policy and its Procedure as places where smoking is permitted.

3. POLICY

- 3.1** Smoking is prohibited outside any Designated Smoking Area on University Property. Smoking on University Property is permitted only within outdoor Designated Smoking Areas.
- 3.2** The University shall remove any smoking receptacles located outside the Designated Smoking Areas, and ensure that a sufficient number of signs are posted on University Property so as to identify that smoking is prohibited outside Designated Smoking Areas, in accordance with the *Act*.
- 3.3** The University shall place smoking receptacles along the perimeter of University Property to minimize impact on public property.
- 3.4** Designated Smoking Areas are a transitional measure and will be phased out within a maximum period of five years from this Policy’s effective date, making the University completely smoke-free.

4. EDUCATION AND OUTREACH

- 4.1** Educational campaigns, outreach, communication and the promotion of tobacco cessation treatment options will be the primary means to promote compliance. A comprehensive education and outreach campaign, including resources and referrals for cessation will be made available as part of campus implementation programs. These resources and referrals are outlined in the Procedure.

5. EVALUATION, MONITORING AND REPORTING

- 5.1** A baseline survey, in addition to a follow-up survey every two years, will be administered by the University to students, staff and faculty to determine the impact of the Policy.
- 5.2** In accordance with the Act, a report on the application of this Policy will be submitted to the Board of Governors every two years.
- 5.3** The results of this survey and the report on the application of the Policy will be provided to the Minister of Health and Social Services within 60 days of its submission to the Board of Governors.

PART III – AUTHORITY TO APPROVE PROCEDURES

- 6.1** The Vice-Principal (Administration and Finance) has the authority to establish and amend procedures necessary for the purpose of implementing this Policy.

PART IV – REVIEW

- 7.1** This Policy will come into force May 1, 2018.
- 7.2** This Policy will be reviewed by the Board of Governors every five years following its effective date.



**** Instructions: Please fill in appropriate sections and delete all text highlighted in BLUE ****

PROCEDURE TITLE	PROCEDURE CONCERNING SMOKING AT MCGILL UNIVERSITY
Executive Sponsor	Vice-Principal (Administration and Finance)
Initial Approval Date	
Date of Last Review	

Related Documents	Tobacco Control Act, CQLR c L-6.2 Act to bolster tobacco control, SQ 2015, c 28 Departmental guidelines for Tobacco Control Policy in Colleges and Universities from the Department of Health and Social Services Policy concerning Smoking at McGill University
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PART I – PURPOSE AND SCOPE

1. PURPOSE

- 1.1 McGill University is committed to promoting an equitable environment where the fundamental rights of all of its members are respected.
- 1.2 This Procedure facilitates the implementation of the Policy concerning Smoking at McGill University (“Policy”).
- 1.3 The Vice-Principal (Administration and Finance) has the authority to amend this Procedure from time to time.

PART II – PROCEDURAL CONTENT

2. DESIGNATED SMOKING AREAS

- 2.1 Pursuant to the Policy, Smoking on University Property is permitted only within outdoor Designated Smoking Areas, which shall:
 - (a) be indicated by posted signage, lighting or simple landscaping
 - (b) be equipped with smoking-related infrastructure such as receptacles;
 - (c) be used only for tobacco smoking, and for no other activities; and
 - (d) be located outside a 9-metre radius from any entrance, air-vent or openable window communicating with any University Property.
- 2.2 A map of Designated Smoking Areas on Downtown Campus is included as Appendix A.1.

- 2.3** A map of Designated Smoking Areas on Macdonald Campus and the Gault Nature Reserve is included as Appendix A.2.
- 2.4** Designated Smoking Areas at the Upper Residences and Solin Hall will remain in place beyond five years. The University will seek a derogation from the Ministry of Health and Social Services to this effect.
- 2.5** Outside any Designated Smoking Area, Smoking is prohibited within a 9-metre radius from any entrance, air vent or openable window communicating with University Property.

3. IMPLEMENTATION

- 3.1** The University's Office of Environment Health and Safety is responsible for the implementation and administration of this Policy.
- 3.2** Communications related to this Policy will be managed by the Communications and External Relations Office in coordination with the Office of Environmental Health and Safety.

4. COMPLIANCE

- 4.1** Community Members are responsible for enforcing compliance with this Policy.
- 4.2** The University is not attempting to stigmatize those who smoke, nor create conflict within the campus community. When informing someone about the Policy, the conversation should be factual and avoid using judgmental statements or personal attacks. Community Members that feel they are directly harassed by another member of the campus community should contact Harassment, Sexual Harassment & Discrimination <http://www.mcgill.ca/harass/>
- 4.3** Resources and referrals for cessation are outlined in Appendix B.
- 4.4** This Policy will be self-enforced by the Community Members. Enforcement will include the following:
 - (a)** Trained McGill Security Agents will seek to inform anyone who is ignoring/unaware of the Policy.
 - (b)** Student associations will create student outreach teams to educate anyone who is ignoring/unaware of the Policy. These teams should ideally be activated every September.
 - (c)** University directors and managers will educate all faculty and staff on the Policy and speak directly to anyone who is ignoring/unaware of the Policy.

Appendix A.1 – Map of Designated Smoking Areas on Downtown Campus

Procedure concerning smoking at McGill University
Appendix A.1. Map of Proposed Smoking Areas on Downtown Campus



Appendix A.2 – Map of Designated Smoking Areas on Macdonald Campus and the Gault Nature Reserve

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Appendix B – Resources and Referrals for Cessation

The following resources are available to assist members of the McGill community in quitting smoking:

a) Counselling

- Students have access to psychology and/or counselling through:
 - Régie de l'assurance maladie du Québec (RAMQ) coverage for all Quebec residents through a Centre Local de Services Communautaires (CLSC)
 - McGill Counseling & Mental Health Services
 - Private sessions are covered for SSMU and International Students through their respective Benefits Packages.

- Staff have access to psychology and/or counselling through:
 - RAMQ coverage for all Quebec residents through a CLSC
 - Private sessions are covered through their Benefits Package

b) Cessation Tools (e.g. gum, patches, etc.)

- Students have access to prescribed cessation tools through :
 - RAMQ coverage for all Quebec residents; coverage offers 3 consecutive months of treatments annually
 - Canadian (non-Quebec) residents may be reimbursed for treatments through their Provincial health care plans (must be validated on a case-by-case basis)
 - SSMU, PGSS and MCSS students have additional coverage through their respective Benefits Packages

- Staff have access to prescribed cessation tools through :
 - RAMQ coverage for all Quebec residents; coverage offers 3 consecutive months of treatments annually