



Memorandum

TO: Senate

FROM: Professor Fabrice Labeau, Vice-President (Administration and Finance)

SUBJECT: Presentation on the Proposed Identification Policy for Access to Properties Owned, Occupied, or Used by the University

DATE: January 14, 2026

DOCUMENT #: D25-36

ACTION REQUIRED: INFORMATION APPROVAL

ISSUE Senate is provided with a draft of a proposed Policy which aims to establish a framework for requesting the identification of persons on properties owned, occupied or used by the University (the “Policy”). Feedback from Senate is sought prior to submission of the Policy to the Board of Governors for approval.

BACKGROUND & RATIONALE McGill University is an open and accessible campus, but as private property it has a responsibility to safeguard its academic mission, uphold University policies, and ensure the safety of its community. Currently, there is no comprehensive, University-wide policy governing identification requirements for individuals accessing properties owned, occupied, or used by the University. This gap limits the ability to effectively manage access. The proposed Policy aims to establish a framework for requesting the identification of persons on properties owned, occupied, or used by the University, across both physical and virtual spaces. It sets out principles of transparency, equity, and legitimate purpose, and defines the responsibilities of individuals and authorized personnel. The proposed Policy is intended to operate alongside existing University policies and does not change or diminish rights and protections already in place, including those set out in the Charter of Students’ Rights and the Statement of Principles Concerning Freedom of Expression and Peaceful Assembly. The proposed Policy applies to students, faculty, staff, and visitors, requiring McGill-issued ID cards or government-issued identification when necessary to support University operations, uphold University policies, and maintain campus security. Feedback from Senate is sought to provide academic and community perspective on the Policy.

PRIOR CONSULTATION Interim Deputy Provost, Student Life and Learning
 Chief Security Officer
 Legal Services
 Members of the President’s Table

SUSTAINABILITY CONSIDERATIONS *n/a*

IMPACT OF DECISION AND NEXT STEPS	Following presentation to Senate, the proposed Policy will be presented to the Finance and Infrastructure Committee of the Board of Governors for approval, and subsequent recommendation to the Board of Governors for approval.
MOTION OR RESOLUTION FOR APPROVAL	<i>n/a</i>
APPENDICES	Appendix A: Proposed Identification Policy for Access to Properties Owned, Occupied, or Used by the University

POLICY NAME	Identification Policy for Access to Properties Owned, Occupied or Used by the University
Approving Body	
Initial Approval Date	
Date of last review	
Date of next review	
Executive Sponsor	Vice-President (Administration and Finance)
Related Documents	Statement of Principles Concerning Freedom of Expression and Peaceful Assembly Charter of Students' Rights

Preamble

McGill University is an open and accessible campus. It is also private property and has a duty to maintain the integrity of its academic mission, the application of its policies, and the security of its community. Accordingly, the University must have, and responsibly exercise, the right to ask for the identity of individuals using the properties that it owns, occupies, or uses for its operations and activities, in accordance with the terms of this Policy.

This Policy establishes a framework for requesting the identification of persons on properties that the University owns, occupies, or uses for its operations and activities. It is based on and must be interpreted considering the following principles:

- **Identification for Legitimate Concerns:** McGill University has a legitimate interest in being able to identify persons on property that it owns, occupies, or uses for its operations and activities to ensure that access is granted to intended members of the McGill community and to maintain campus safety.
- **Transparency:** McGill University must communicate requirements related to requesting identification regularly, promptly, and clearly.
- **Personal autonomy and equity:** McGill University will require that a person identify themselves only if required for a legitimate purpose. A 'legitimate purpose' means authorized personnel requesting identification for the reasons set out in section 3.2. Proper application of this principle implies appropriate awareness by and training of Authorized Personnel (as defined in section 3.1) about this policy.

1. Scope

- 1.1 This Policy applies to all persons present on or accessing property, facilities or resources owned, occupied, or used by McGill university for its operations and activities.
- 1.2 This Policy applies to both physical spaces and virtual (online) resources owned, occupied, or used by the University for its operations and activities.

2. Identification (ID)Cards

- 2.1 All persons who have been issued a McGill ID card are required to carry this card while on property that the University owns, occupies, or uses for its operations and activities, to facilitate identification when asked.
- 2.2 Persons who have not been issued a McGill ID card, including casual or temporary staff, contractors, and visitors, are required to carry valid government-issued identification while on property that the University owns, occupies, or uses for its operations and activities, to facilitate identification when asked.

3. Identification Requests by Authorized Personnel

- 3.1. For the purposes of this Policy, “Authorized Personnel” means exam invigilators, campus security, and faculty or staff acting in an official capacity and who are responsible for events, academic and non-academic activities, or the delivery of services on campus.
- 3.2. Authorized Personnel may request a person to identify themselves where necessary or appropriate to uphold:
 - 3.2.1. the integrity of the University’s academic and non-academic activities, operations or services;
 - 3.2.2. university policies;
 - 3.2.3. the physical safety of members of the McGill community and any other persons on McGill’s campuses; or
 - 3.2.4. The physical integrity of McGill’s property. and.

Examples of such contexts include but are not limited to: examinations and other academic assessments, upholding McGill’s [policy](#) prohibiting course auditing, and on-campus health-related or other private appointments.

Nothing in this policy shall be construed to limit or abridge rights granted under other McGill policies, including the *Charter of Students’ Rights* and the *Statement of Principles Concerning Freedom of Expression and Peaceful Assembly*. For greater certainty, peaceful protest on campus, conducted in compliance with University policies and the law, shall not constitute grounds for requesting identification.

The University is responsible for ensuring that Authorized Personnel are duly trained and informed to help ensure that identification requests are made justly and in accordance with this Policy.

Requesting one's identity under this Policy requires a person to produce their McGill ID card. Where a person is a visitor to campus or is a McGill community member who has not been issued a McGill ID card, they will be required to produce other valid (government-issued) identification and will be permitted to remain on campus in settings open to the public (e.g., University Libraries, public lectures) or to which they have been given explicit permission to access, provided they abide by University policies.

- 3.3. If, in the context of this Policy, a person is wearing a mask or other face-covering they must, when asked, temporarily remove their mask or face-covering and produce valid identification upon request by authorized personnel, subject to the specifications of section 3.5.
- 3.4. A person who is asked to temporarily remove their mask or other face-covering to validate their identity in accordance with this Policy may request that this be done in a private setting by a person of a particular gender. The availability of this provision must be clearly stated by the authorized personnel when requesting an individual to temporarily remove their mask or face covering.
- 3.5. Any person who refuses to produce identification when asked pursuant to this Policy may be refused access to University services, or activities. They may further be asked or compelled to leave University premises.

4. Compliance and Enforcement

- 4.1. Non-compliance with this Policy may result in reporting to campus security and/or in restricted access to, or removal from, University facilities, properties and/or resources, and exclusion from University activities.
- 4.2. Appeals or complaints regarding enforcement of this Policy are handled through the appropriate channel for student or staff grievances. This Policy does not abridge any individual's rights to legal recourses.

5. Review

- 5.1. A review of this Policy shall be conducted by the Vice-President (Administration and Finance) every five (5) years or sooner, whenever necessary to ensure compliance with best practices, or when deemed necessary to do so in the best interests of the University. This review will include a consultation with Senate.