Welcome

We’re so excited to welcome you to McGill residences!

Your time here promises to be filled with amazing new experiences, triumphs, and memories to last a lifetime. You’ll meet people from different walks of life, get involved in a new community and learn more about yourself and your capabilities.

To help you achieve the best year possible both personally and academically, our team at Student Housing and Hospitality Services (SHHS) is working hard to foster a welcoming, safe and nurturing environment for you and your peers.

Your Floor Fellows and the Residence Life Managers are here to help bring together a community that is enriching and that supports every one of you.

We encourage you to come with an open mind and a positive attitude. Introduce yourself to as many people as you can; you never know who will turn into a lifelong friend!

Helpful tips and advice from former resident students:

BE MINDFUL
Make sure to respect yourself and those around you.
Ask for help when you need it.

MAKE FRIENDS
Step out of your comfort zone, participate in floor events and seize opportunities to engage with your residence community; your new best friend could be around the corner!
Breathe – take it easy on yourself, this may be your first time living on your own!

MAXIMIZE LEARNING OPPORTUNITIES
Get to know your professors, familiarize yourself with academic advising & McGill Career Planning Service (CaPS) and get to know McGill resources.
Explore Montreal! It’s a beautiful city!

HAVE AN OPEN MIND
Try all kinds of new activities; you might discover new talents and passions!
Get involved with the many clubs, student initiatives, councils, etc. on campus.

HAVE FUN
Through it all, make sure to enjoy yourself.
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**Contact**

**IN CASE OF EMERGENCY**
Montreal First Responders: 911  

**Connect with us**

**STUDENT HOUSING AND DINING SERVICE CENTRE**
housing.residences@mcgill.ca  
514-398-6368  
University Hall  
3473 University Street, Montreal, Quebec, H3A 2A8  

[Facebook](https://www.facebook.com/McGillFoodandDiningServices)  
[Instagram](https://www.instagram.com/McGillSHHS)  
[Twitter](https://twitter.com/McGillSHHS)  

**RESIDENCE LIFE OFFICE**
residence.life@mcgill.ca  
514-398-2929  
Carrefour Sherbrooke  
475 Sherbrooke West, Montreal, Quebec H3A 2L9  

[Facebook](https://www.facebook.com/McGillResidenceLife)  
[Instagram](https://www.instagram.com/mcgillresidencelife)
**Keeping you safe**

During this current COVID-19 pandemic we want you to know that the safety of our students and staff is our foremost guiding principle in our continued planning for the Fall semester. In order to ensure our adherence to both government and Public Health regulations and to support physical distancing, we are examining various options for reducing occupancy in our residences.

Since the start of the pandemic, our residences staff have been working diligently to ensure spaces are cleaned and sanitized to the highest possible standards. Additional staff will also be deployed on-site to provide extra support and security for students.

Lastly, our residence community guidelines described in this handbook have been revised to closely align with Public Health regulations.

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**COVID-19 LEVEL 4**

**MAXIMUM ALERT - RED**

As of October 1st, the Government of Quebec has placed Montreal at Level 4 -Maximum Alert (Red) due to an increase in COVID cases. As a result, new targeted and restrictive measures are in effect to slow the spread of COVID-19.

Please refer to the complete section of these articles later in this handbook, these points are presented here to highlight the COVID-19 health & safety measures.

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**Alcohol in Residence**

- Students of legal age are only allowed to consume alcohol in their private rooms or apartments.

Please refer to PG 21 for the complete section on Alcohol in Residence.

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**Guests and Visitors**

External guests are not permitted in residences, this includes students from other residences and anyone who does not currently live in your building. However, students are permitted to enter any of the residential dining halls for take-out meals. No waiting for friends in the lobby or gathering in groups of more than 2 people.

Please refer to PG 24 for the complete section on Guests and Visitors.

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**Residence Programming**

We have had to adjust our community engagement events for this year. Residence programming will be done virtually for the most part with some in-person events that follow physical distancing guidelines.

Please refer to PG 18 for the complete section on Residence Programming.

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**Dining Hall Safety Guidelines**

Our dining halls will operate with increased health and safety measures including closing the seating area.

Please refer to PG 31 for the complete section on Dining Services.
Expectations in Residence - compliance to COVID rules

Rules are subject to change in response to government regulations and communication to students will be sent via your McGill email.

* To protect the personal security and health of its students and staff, the University needs to enforce measures preventing gatherings (groups of more than 2 people) in residences. To that effect, students are required to open the door to their room when a Residence staff member requests. Failure to do so is considered a violation of Article 5 of the Code of Conduct – No student shall, by action, threat, or otherwise, knowingly obstruct University activities.

COVID rules

Respecting these rules allow us to work together to ensure the safety of everyone at McGill.

Procedural Mask

As per Quebec’s governmental directive, everyone entering and circulating in any McGill building, including residence buildings, must wear a procedural mask.

This includes:
- when you leave your room
- lobby area
- elevators
- corridors
- staircases
- common rooms
- kitchens
- laundry rooms

Quarantine/Self-Isolation Measures

- Stay in your room during quarantine/self-isolation period except for emergencies (wear a procedure mask in this case)
- Consult the SHHS Quarantine Guide for further details on quarantine in residence.
- Adhere to McGill and SHHS self-reporting guidelines for COVID symptoms, exposure, and self-isolation (check SHHS emails and McGill website for up-to-date expectations)
As of October 1st, the Government of Quebec has placed Montreal at Level 4 -Maximum Alert (Red) due to an increase in COVID cases. As a result, new targeted and restrictive measures are in effect to slow the spread of COVID-19.

**Measures as a result of Maximum Alert - Red:**

**IN YOUR ROOM**
Students must physically distance

- 1 designated person or “buddy” from your building

**ALL OUTDOOR GATHERINGS (MORE THAN 2 PEOPLE) ON RESIDENCE PROPERTY**

- Prohibited

**LOBBY AREA**

- Waiting for friends or gathering in groups of more than 2 people is not permitted

**STUDY ROOM 20TH FLOOR**
**GAMES ROOM**
**GYM 3RD FLOOR**
**COMMON ROOM SEATING AREAS**

- Closed until further notice

**PUBLIC WASHROOM**
Ground Floor
- 1 person at a time
Second Floor
- 2 persons at a time

**LAUNDRY ROOM/KITCHENETTE**

- 1 person in the Laundry room

**WHEN LEAVING YOUR ROOM**

- Wear a procedural mask

**IN YOUR ROOM**

- No visitors are permitted in your room

**WHEN ACTIVE COVID-19 CASES ARE IN THE BUILDING**
LA CITADELLE COVID MEASURES

COVID-19 LEVEL 4
MAXIMUM ALERT – RED

As of October 1st, the Government of Quebec has placed Montreal at Level 4 -Maximum Alert (Red) due to an increase in COVID cases. As a result, new targeted and restrictive measures are in effect to slow the spread of COVID-19.

Measures as a result of Maximum Alert -Red:

IN YOUR ROOM
Students must physically distance

• 1 designated person or “buddy” from your building

LOBBY AREA

• Waiting for friends or gathering in groups of more than 2 people is not permitted

ALL OUTDOOR GATHERINGS
(MORE THAN 2 PEOPLE) ON RESIDENCE PROPERTY

• Prohibited

STUDENT LOUNGE
COMMON ROOM

• Closed until further notice

ALL INDOOR GATHERINGS
(MORE THAN 2 PEOPLE) ON RESIDENCE PROPERTY

LAUNDRY ROOM

• 2 persons at a time
• Please leave the room after you loaded your laundry

WHEN LEAVING YOUR ROOM

• Wear a procedural mask

PUBLIC WASHROOM

• 1 person at a time

KITCHEN 26TH FLOOR

• 4 persons at a time

WHEN ACTIVE COVID-19 CASES ARE IN THE BUILDING

IN YOUR ROOM

• No visitors are permitted in your room

Thank you!
Merci!
As of October 1st, the Government of Quebec has placed Montreal at Level 4 -Maximum Alert (Red) due to an increase in COVID cases. As a result, new targeted and restrictive measures are in effect to slow the spread of COVID-19.

Measures as a result of Maximum Alert -Red:

**IN YOUR ROOM**
- Students must physically distance
  - 1 designated person or “buddy” from your building

**ALL OUTDOOR GATHERINGS (MORE THAN 2 PEOPLE) ON RESIDENCE PROPERTY**
- Prohibited

**ALL INDOOR GATHERINGS (MORE THAN 2 PEOPLE) ON RESIDENCE PROPERTY**
- Prohibited

**LOBBY AREA**
- Waiting for friends or gathering in groups of more than 2 people is not permitted

**STUDY ROOMS**
**GAMES ROOM**
**GYM**
**COMMON ROOMS**
- Closed until further notice

**LAUNDRY ROOMS**
- Basement Level B, 6th floor & 12th floor
  - 2 persons at a time

**PUBLIC WASHROOM**
- Lobby & Dining Hall washroom
  - 1 person at a time

**WHEN LEAVING YOUR ROOM**
- Wear a procedural mask

**KITCHEN**
- 6 persons at a time

**WHEN ACTIVE COVID-19 CASES ARE IN THE BUILDING**

**IN YOUR ROOM**
- No visitors are permitted in your room
COVID-19 LEVEL 4
MAXIMUM ALERT – RED

As of October 1st, the Government of Quebec has placed Montreal at Level 4 - Maximum Alert (Red) due to an increase in COVID cases. As a result, new targeted and restrictive measures are in effect to slow the spread of COVID-19.

Measures as a result of Maximum Alert - Red:

IN YOUR ROOM
Students must physically distance

• 1 designated person or “buddy” from your building

ALL OUTDOOR GATHERINGS
(MORE THAN 2 PEOPLE) ON RESIDENCE PROPERTY

ALL INDOOR GATHERINGS
(MORE THAN 2 PEOPLE) ON RESIDENCE PROPERTY

• Prohibited

LOBBY AREA

• Waiting for friends or gathering in groups of more than 2 people is not permitted

TV ROOM
COMMON ROOM
6TH + 11TH FLOORS – TOWER
LOUNGES – ROSCOE + WEST LOUNGE
STUDY ROOM
MUSIC ROOM

• Closed until further notice

KITCHEN (NEAR LOBBY WEST WING)

• 1 person at a time

ALL OTHER KITCHENS

• Closed until further notice

LAUNDRY ROOM

Tower Laundry Room

• 1 person at a time

West Laundry/ Recycling Room

• 2 persons at a time

WHEN LEAVING YOUR ROOM

• Wear a procedural mask

PUBLIC WASHROOM

Ground Floor

• 1 person at a time

Other washrooms

• 1 to 2 persons at a time, please follow the signs on washroom doors

WHEN ACTIVE COVID-19 CASES ARE IN THE BUILDING

IN YOUR ROOM

• No visitors are permitted in your room

Thank you!
Merci!
As of October 1st, the Government of Quebec has placed Montreal at Level 4 - Maximum Alert (Red) due to an increase in COVID cases. As a result, new targeted and restrictive measures are in effect to slow the spread of COVID-19.

Measures as a result of Maximum Alert - Red:

**IN YOUR ROOM**
- No visitors are permitted in your room

**ALL OUTDOOR GATHERINGS (MORE THAN 2 PEOPLE) ON RESIDENCE PROPERTY**
- Prohibited

**STUDY ROOMS GYM COMMON ROOMS**
- Closed until further notice

**LOBBY AREA**
- Waiting for friends or gathering in groups of more than 2 people is not permitted

**PUBLIC WASHROOM**
- 1 person at a time

**LAUNDRY ROOMS**
- 1 persons at a time

**WHEN LEAVING YOUR ROOM**
- Wear a procedural masks
All COVID rules in residence as outlined in this document must be adhered to. Rules are subject to change in response to government regulations. For questions regarding the COVID disciplinary measures, see the related FAQ section on the SHHS website.

Non-compliance

Any non-compliance of COVID regulations will result in a disciplinary follow up.

Effective immediately the disciplinary response to illegal gatherings is as follows:
Following a disciplinary meeting, exclusions (Article 32) from residences will be for a period of 6 weeks (minimum) and up to a maximum of the end of the winter semester.

McGill Code of Student Conduct

SHHS is utilizing the McGill Code of Student Conduct’s disciplinary process and sanctions. The following articles illustrate the disciplinary and non-disciplinary measures outlined in the code.

Non-disciplinary Measures

Article 21 Interim Orders
(can be implemented before a disciplinary meeting)- is not an allegation of offence under the Code, but is a short-term measure intended to ensure community safety. Where a student’s non-compliance with regards to COVID-19 expectations in Residence gives rise to reasonable grounds to believe that the student’s continued presence constitutes a serious threat to the well-being, health and safety of themselves or others, a Disciplinary Officer may exclude the student from residences for a period not exceeding 10 days.

Disciplinary Measures

Administration of Findings of Responsibility (decision given after disciplinary meeting)

Article 28 – Admonishment
- follows from an official finding of responsibility. It signifies that a student has violated an article of this Code and that this finding was supported by clear, convincing, and reliable evidence. Admonishment is a sanction internal to the University and does not result in a disciplinary record.

Article 29 – Reprimand
- follows from an official finding of responsibility and is a formal sanction. It signifies that a student has violated an Article of this Code and that this finding was supported by clear, convincing, and reliable evidence. A reprimand results in a disciplinary record, kept by the Dean of Students.

Article 30 – Conduct Probation
- means a sanction whereby a student is officially advised that any allegation of a further violation of this Code, during a specified period of time, may be referred to the CSD.

Article 32 – Exclusion from a Residence
- shall entail the withdrawal of such privileges in the residences as are specified by the party or hearing body imposing the exclusion. If no particular privileges are specified, an exclusion from a residence of which the student is a member shall entail the immediate removal of all effects of the student concerned from the residence and their exclusion from all parts of the residence, in which case the student, during such term of such exclusion order, may only enter the residence for a specific purpose previously authorized in writing by the Disciplinary Officer of the residence.

51 Additional Sanctions (f) Residence Offences:
Order the student be excluded from the residence for a specified period of time or allow the termination of the educational lease of the student at the residence.
Mission

Student Housing and Hospitality Services offers a welcoming, safe and nurturing environment, which is strategically designed to foster the development, education, and wellness of our community. We are committed to providing high-quality services and maximizing operational efficiency to enhance the living and learning experience of our students, staff, and guests. We support the mission of the University and of Student Life and Learning by upholding our core values.

Our Core Values

RESPECT

We treat every person with dignity, care and concern and actively promote a culture of respect in our richly diverse community.

EDUCATION AND WELLNESS

We encourage healthy lifestyles, endorse and offer nutritional food choices, use a prevention-based harm reduction approach, and provide stimulating living-learning opportunities.

INTEGRITY

We ensure transparency, accountability and responsiveness through continuous assessment, and ongoing internal and external consultation. We benchmark our progress against peer institution best practices.

LEADERSHIP AND INNOVATION

We set high standards for ourselves and our operations. We encourage emerging leadership and innovation in our students, our staff, and the McGill community at large.

SUSTAINABILITY

We support and maintain sustainable environmental, social, operational, and fiscal practices.
OUR PHILOSOPHY

FOUNDATION OF RESPECT

McGill’s SHHS operates under a philosophy of respect as the foundation of our community. The rules and expectations we have for our residents all stem from this philosophy, and it is something we hope you carry with you beyond your time in residence.

We choose respect to be our core belief because it’s comprehensive and versatile; respect can be showing respect for yourself, acting respectfully towards your fellow residents, respecting the staff in your building and the work they do, respect for the buildings themselves, and so much more.

From our side, we work to respect your autonomy as young adults, while understanding that your first year in university is a tremendous learning experience; and sometimes, learning means making mistakes. When people are disrespectful, we put an emphasis on caring for the community, and restoring respect among those affected. Beyond that, students who choose to behave in a manner contrary to our philosophy, policies and procedures will be held accountable through the McGill Code of Student Conduct and the Code of Community Living described in this document.

WHAT DOES RESPECT LOOK LIKE IN RESIDENCES?

• Respect for the diversity of people that make up the residence community
• Being conscious of how your behaviour impacts those around you
• Learning the names of the support staff who work in your building and dining halls
• Taking responsibility for your actions
• Lowering your music when someone asks you
• Cleaning up after yourself in a common room
• Treating others how they would like to be treated
• Apologizing when you’re in the wrong
**WINTER 2021 DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7</td>
<td>Classes start</td>
</tr>
<tr>
<td>January 22</td>
<td>Add/drop deadline</td>
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<tr>
<td>March 1-5</td>
<td>Reading week</td>
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<tr>
<td>April 16</td>
<td>Classes end</td>
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<tr>
<td>April 19</td>
<td>Exams begin</td>
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<tr>
<td>April 30</td>
<td>Exams end</td>
</tr>
<tr>
<td>April 30</td>
<td>Move-out of Residences</td>
</tr>
<tr>
<td>April 30</td>
<td>Meal Plan ends</td>
</tr>
</tbody>
</table>

*If you are unable to move-in during this predetermined period due to travel restrictions and other extenuating circumstances, please contact housing.residences@mcgill.ca to advise us of your expected move-in date.*
YOUR SHHS TEAM

[Images of team members]
Welcome to Residence Life at McGill University!

Living in a Residence community is a one-of-a-kind (and often once in a lifetime) opportunity, and we are here to help make your Residence experience as enriching and memorable as it can be. Your participation, engagement, and communication with and in Residence Life are key to ensuring that you make the most of your experience.

Our dedicated Residence Life staff, which include Residence Life Managers, Floor Fellows, a Residence Life Advisor, and Residence Life Facilitators are invaluable resources to help you transition smoothly into Residences and campus life. They work to create student-centered communities and provide quality programming as well as opportunities for personal growth in a safe and inclusive living environment.

We welcome you to our community and look forward to meeting you!

Residence Life Team

The Residence Life team, reporting to the Associate Director, Residence Life, is comprised of live-in (or out) Residence Life Managers, live-in Floor Fellows, a Residence Life Advisor and a team of programming facilitators.

Residence Life Managers

Residence Life Managers (RLMs) are full-time live-in (or out) professionals who are responsible for the overall management of our residence communities. They are trained in crisis intervention and serve as a support and resource for resident students as they adjust to University life. They are also responsible for educational programming, training and supervising the Floor Fellows.

Floor Fellows

Floor Fellows are a diverse group of upper year student employees who live in the halls and help residents have the smoothest transition possible at McGill. They are role models, resource people, peer supports, community builders and leaders for the students on their floor. Under the direction of their Residence Life Manager (RLM), Floor Fellows have a commitment to creating a community that is conducive to learning, academic success, personal growth and development.

Local Wellness Advisor

McGill’s Student Health Services Local Wellness Advisor (LWA) collaborates with the Residence Life team to coordinate programming that encourages a healthy, balanced, and sustainable approach to living on campus. Educational workshops, and self-care activities held throughout the year inspire a holistic and mindful view of wellness for students.
STUDENT HOUSING AND DINING SERVICE CENTRE
The Student Housing and Dining Service Centre responds to questions, problems and issues relating to residence admissions and assignments, Off-Campus Housing, meal plans and oneCard services. They can be reached at housing.residences@mcgill.ca

DINING HALL STAFF
The Dining Hall staff are always on hand to welcome you in our dining halls. Feel free to approach them with feedback or if you have any particular questions relating to the menu.

Students with food allergies, dietary restrictions and preferences will be happy to know that two Registered Nutritionists are on staff, and welcome consultation requests. If you would like to notify us of any dietary restrictions please fill out this form.

FRONT DESK STAFF
Front Desk staff are the friendly faces that greet you as soon as you enter your residence. Go to your front desk staff to pick up your mail, request a repair, for lock-outs as well as other inquiries.

PORTERS
Students living in the Upper Residences also benefit from the presence of a Porter during regular working hours. Among other responsibilities, the Porters handle mail, packages, inspect the building for safety and cleanliness, and are very helpful if you have any building related questions.

HOUSEKEEPING STAFF
The housekeeping staff work hard to maintain shared facilities that are an important part of the residence experience. These include the hallways, common areas, and washrooms. Please be mindful to pick up after yourself whenever you’re leaving a shared space and respect the cleanliness of the buildings.

PROTECTION SERVICES TEAM
The Protection Services team, comprised of a Protection Supervisor and night stewards, ensure the safety and security of all Residence students by conducting rounds throughout the residences, enforcing the rules and regulations and responding to emergencies.

TRADES STAFF
Trades staff include plumbers, trades people and electricians. Together they ensure that your maintenance/repair requests are addressed in a timely manner. To report repairs in a room or in Residence common rooms, please fill out the Maintenance Request Form.
Our programming and events encourage diversity, education, community building, and personal development. Our Residence Life staff are excited to provide you with the engaging programming that McGill Residences have come to be known for.

Due to health and safety regulations related to COVID-19, we have had to adjust our community engagement events for this year. Residence programming will be done virtually for the most part with some in-person events that follow physical distancing guidelines. Dance, yoga, and other wellness events are just some of the fun activities in store for you! More details will be shared with you in the coming months as we finalize our planning.
LEARNING IN RESIDENCE

LEADERSHIP OPPORTUNITIES

RESIDENCE COUNCILS
Residence Councils play an important role in shaping the experiences you will have in your first year in residences. Councils organize social events, advocate for student interests to the administration and to other university bodies, and work with administration on key issues.

THERE ARE FOUR COUNCIL GROUPS IN MCGILL’S RESIDENCE LIFE SYSTEM:

- Hall Council
- The Inter-Residence Council (IRC)
- University Residence Council (URC)
- Environmental Residence Council (ERC)

HALL COUNCIL
Each residence hall has a Hall Council comprised of executive members and other representatives elected in September. Each Hall Council is committed to planning events and addressing the needs of their respective hall.

THE INTER-RESIDENCE COUNCIL (IRC)
IRC is comprised of the VP Externals and Presidents of each hall council. They represent the needs and interests of the entire residence community. The IRC plans large-scale events for all residents.

UNIVERSITY RESIDENCE COUNCIL (URC)
URC is a forum at which Hall Council Presidents and SHHS Management meet to discuss administrative matters in residences. At URC, Hall Council Presidents raise resident concerns and vote on matters that influence residence policies.

ENVIRONMENTAL RESIDENCE COUNCIL (ERC)
ERC is comprised of environmental representatives from every hall. ERC works with the Hall Councils, IRC, and URC to promote an environmentally friendly and conscious residence community.

ADDITIONAL OPPORTUNITIES

COMMUNITY ENGAGEMENT AND EQUITY COMMITTEE CEEC
CEEC is a Residence Life committee that is engaged with equity and social justice initiatives on campus and beyond. They coordinate events, facilitate workshops, and create space for equity-seeking groups.

FOOD REPRESENTATIVES
Each Residence has one elected Food Representative who relays feedback to SHHS administration on dietary issues, dining halls, and anything related to food on campus.
COMMUNITY LIVING STANDARDS
**Alcohol in Residence**

McGill Residence supports the safe and responsible consumption of alcohol in residence. The following standards are in place to promote safe alcohol consumption that discourages high-risk activities related to alcohol consumption.

**Responsible Drinking is permitted**

- Possession and consumption of alcohol in McGill residences must conform to the provincial laws of Quebec. **Individuals must be 18 years of age or older in order to legally consume and purchase alcohol in the province.**
- Students of legal age are only allowed to consume alcohol in their private rooms or apartments.
- Please remember that the provision or sale of alcohol to minors is against both the federal and provincial laws.

**Mass Consumption of Alcohol is not permitted**

Any type of activity or accessory that promotes mass consumption or swift drinking is not permitted in residence.

- This includes but is not limited to drinking games or the use of drinking devices (ex: beer funnels).
- It is expected that residents will not participate, encourage, promote, or be a spectator to any type of drinking game.
- Drinking games are defined as an activity, game, or contest where the consumption of alcoholic beverages is a primary focus or used as a penalty or as a result of an action.
- In residence, liquor and wine bottles are not to exceed 750 ml, and beer cans are not to exceed 355 ml.

**Cannabis**

- The legal age for buying or possessing cannabis is 21.
- **Quebec Law prohibits cannabis smoking (including vaping) in all public areas.**
- Consumption/ingestion of cannabis in all other forms (including edibles, drinkables, topical, etc.) will be prohibited on campus.
- Possession of cannabis products on campus will be allowed if you are 21 years and over to the extent permitted by law, except on the grounds of and in the facilities of a childcare centre, or in spaces temporarily occupied by children (e.g. Summer camps). Individuals will be responsible for ensuring any cannabis they possess is secured so that it is scent-free and not accessible to others.
- **Minors (under 21 years of age) enrolled at McGill University are prohibited from possessing cannabis on campus.**
- Possession or cultivation of cannabis plants is prohibited anywhere on campus.
- The selling, distribution, serving, cooking, preparing, production and growing of cannabis is prohibited anywhere on campus.
- Consuming cannabis on campus could lead to a disciplinary process either under the Code of Student Conduct and Disciplinary Procedures or the relevant policy or collective agreement.
- Possession of paraphernalia for cannabis use is prohibited in residences. (For example, bongs, and pipes).

For a broader understanding of the university-wide policy, read the McGill University Policy Concerning Alcohol, Cannabis and Other Drugs.

**Commercial use of Property**

Solicitation and using a residence space or room for commercial purposes is strictly prohibited. Your room cannot be assigned a ‘sublet’ or rented out to anyone.

**JUST SAY KNOW**

There is no single factor that can predict how you’ll respond to drugs or alcohol, or determine whether or not you’ll develop use problems. If you are going to use a substance, it’s helpful to know as much as possible about the substance, how it’ll affect you, and more.

Visit [mcgill.ca/wellness-hub/just-say-know](http://mcgill.ca/wellness-hub/just-say-know) for more information. Source: McGill Student Wellness Hub
CONDUCT EXPECTATIONS

CONTROLLED OR ILLEGAL SUBSTANCES

- In accordance with Federal law, possession, use, distribution of illegal drugs and/or use of medication for purposes other than those for which they were prescribed is not permitted in Residence.
- Evidence which could lead to investigation by a Residence Life Manager, Protection Services or McGill Security, includes but is not limited to: drug traces, illicit drug paraphernalia, or the smell of controlled substances.
- As a member of the Residence community, it is your responsibility to report any instances of inappropriate behaviour related to illegal or controlled substances.
- For more information read McGill’s policy concerning alcohol, cannabis and other drugs.

DRUGS AND PARAPHERNALIA

- Possession, trafficking, or involvement with any type of illegal drug is prohibited.
- Possession and storage of drug paraphernalia in residence is prohibited. This includes bongs, pipes, vaporizers, and any other device associated with the consumption and usage of drugs.
- Possession of drug related paraphernalia that is associated with trafficking, or consumption of an illegal drug or non-prescribed medication will result in residence sanctions.

JUST SAY KNOW

There is no single factor that can predict how you’ll respond to drugs or alcohol, or determine whether or not you’ll develop use problems. If you are going to use a substance, it’s helpful to know as much as possible about the substance, how it’ll affect you, and more.

Visit mcgill.ca/wellness-hub/just-say-know for more information.
Source: McGill Student Wellness Hub

COOPERATION WITH STAFF

Ignoring, arguing, fighting, verbal/physical harassment, or being dismissive of any McGill staff member is strictly prohibited. Students are expected to cooperate with McGill staff and security at all times.

DANGEROUS ACTIVITIES/MATERIALS

Residents engaging in activities that are deemed dangerous to themselves and others is prohibited. Dangerous materials such as but not limited to, fireworks, propane canisters, BBQ’s, dynamite, gasoline, are not permitted in residence.

DAMAGE TO PROPERTY OR VANDALISM

Damage to a resident’s personal property or McGill’s property is strictly prohibited. Malicious intent to damage property/ or failure to uphold a reasonable standard of cleanliness will not be tolerated.

FIRE SAFETY

WHAT TO DO WHEN THE FIRE ALARM SOUNDS IN YOUR BUILDING
1. Leave the room and close the door behind you.
2. Evacuate the building immediately, using the safest and closest exit. Do not take the elevators.
3. Inform any residents you may cross, inform them to evacuate the building as well.
4. Move away from the building to a distance of at least 100 metres to allow the people behind you to evacuate without interfering with the work of the firefighters.
5. You need to evacuate without interfering with the work of the firefighters. Failure to evacuate will result in a $250 minimum fine. If it happens again, the student will face stricter disciplinary actions.

WHAT TO DO IF YOU DISCOVER SMOKE AND/OR FIRE
1. Leave the room and close the door behind you.
2. Pull the manual fire alarm.
3. Evacuate the building immediately, using the safest and closest exit. Inform any other residents that you may cross to evacuate the building. Do not take the elevators.
4. Move away from the building to a distance of at least 100 metres to allow the people behind you to evacuate without interfering with the work of the firefighters.
5. Follow instructions from Floor Fellows, night stewards, staff or security services.
6. Call the Montreal Fire Department at 9-1-1 (don’t assume someone else will do it).
CONDUCT EXPECTATIONS

Fire Safety

It is a serious offence to tamper with and/or cause damage to fire safety and prevention equipment (including but not limited to smoke detectors, smoke alarms, fire hoses, pull alarm stations, sprinkler heads, fire extinguishers, emergency lighting, breaker switches and fire exit doors). Doing so places lives in danger and will not be tolerated.

RESIDENTS WHO TAMPER WITH FIRE SAFETY AND PREVENTION EQUIPMENT

• Can expect a minimum fine of $250 and disciplinary action.
• Are financially responsible for damages and/or other costs resulting from tampering with fire safety equipment or from their actions whether intentional or accidental which result in damage to fire safety equipment.
• A second offence will result in eviction and immediate referral to the Committee on Student Discipline
• Subsequent offences will result in additional fines and disciplinary action.

FLAMMABLE MATERIALS, APPLIANCES AND COOKING

• Candles, hookahs/sheeshas, incense, electric heaters, electric blankets and similar objects and/or other flammable materials pose a significant fire risk and may not be used in McGill Residence buildings.
• Appliances with open heating elements such as hot plates, kettles, coffee machines, toasters, toaster ovens, rice cookers, electrical fry pans, deep fryers and similar objects are not permitted in residence. Students are only allowed to cook in the designated kitchens with the supplied cooking devices.
• Residents found using the items mentioned above and/or other flammable materials anywhere inside Residence buildings can expect a fine of $250.

RESIDENTS WHO TRIGGER AN ALARM OR CAUSE OTHER DAMAGE WITHOUT REASON

• can expect an immediate $250 minimum fine and disciplinary action. For example: setting off the fire extinguisher in your room, causing damage to the carpet and furniture or damages caused by the sprinklers going off.
• The residences are also equipped with sophisticated sprinkler systems. Please respect them and refrain from hanging anything from the sprinkler heads or cages, and from throwing or kicking objects such as footballs, and frisbees in the corridors. If damaged, the sprinkler system may go off. Residents will be held financially responsible for any damages that occur as result of careless use or vandalism of the sprinkler system.
• are financially responsible for damages and/or other costs resulting from their actions.
• are financially responsible for all administrative fees and fines charged by the University for a minimum flat rate of $3,000 per unfounded fire alarm.

Residents are responsible and liable for their guests’ behaviors for all fire safety regulations.
**Guests and Visitors**

As per Public Health and governmental regulations to prevent the spread of COVID-19, external guests are not permitted in residences (excluding the lobby and dining hall area); this includes students from other residences and anyone who does not currently live in your building.

**Harassment**

Every individual has the right to live and operate in a community that focuses on mutual respect, free from any form of harassment.

As per McGill’s Policy on Harassment, Sexual Harassment and Discrimination Prohibited by Law, harassment means “any vexatious behaviour by one Member of the University Community towards another Member of the University Community in the form of repeated hostile or unwanted conduct, verbal comments, actions or gestures, that affect the dignity or psychological or physical integrity of a Member of the University Community and that result in a harmful environment for such an individual.”

This includes all forms of communication, direct or indirect, including social media. Any incidences of harassment should be reported immediately.

**Inappropriate/Illegal Entry**

Entering another resident’s room or disturbing another resident’s property is not permitted. Residents who are locked-out may gain entry to their room by contacting Front Desk, Porter or the Night Steward of that building. Manipulating the lock, door, or window in order to gain entry into a building or room is strictly prohibited. Entering or exiting through unauthorized doors is not allowed, nor is propping a door open.

In cases of emergency, McGill staff reserve the right to enter a residents’ rooms, without prior authorization.

**Noise**

**Consideration Hours**

Consideration hours operate in every residence building, including the common rooms and exterior of buildings, and are in full effect 24/7.

**Quiet Hours**

In order to ensure our communities are respectful and noise levels remain at a livable level, quiet hours are from **11:00 pm -9:00 am Monday – Sunday**.

Students are expected to comply and respect quiet hours in order to ensure their noise levels are not negatively impacting others. It is expected that noise levels remain at a level that contributes to an environment that is conducive to both sleep and study.

**Exam Quiet Hours**

During the fall and winter semester, every residence building will implement exam quiet hours beginning two days before the first day of exams, and lasting until the end of the semester. **Exam quiet hours are the following: 9:00 pm- 9:00 am.**

If a student has finished their exams and finals for the semester and are still living in residence, they must continue to abide by the exam quiet hours.
**CONDUCT EXPECTATIONS**

**Non-Smoking Policy**

Quebec Law prohibits smoking in all closed areas of educational institutions. All McGill buildings are designated non-smoking. This includes cannabis and electronic cigarettes, also known as E-Cigarettes/vaping/ JUUL.

- Smoking, including cannabis and e-cigarettes, is not permitted in residence buildings, residence rooms, study rooms, corridors, hallways, stairwells, elevators, laundry rooms, or common areas.
- Residents may only smoke tobacco (not cannabis) outside the residence buildings in certain designated areas. These areas will be identified by signage. Consult the McGill Smoking Policy to locate the smoking areas near you.
- As per your lease, residents found smoking anywhere inside Residence buildings can expect an immediate fine of $250 per incident. Subsequent offenses will result in additional fines and disciplinary measures as per the McGill Code of Student Conduct.
- Residents who cover, remove, disable or otherwise tamper with fire safety equipment can expect an immediate $250 fine and disciplinary action. A second offence will result in additional sanctions.
- Each room is equipped with a smoke detector. Tampering with fire safety equipment places lives in danger and will not be tolerated.
- Residents are responsible and liable for their guests’ behaviors in regard to our no smoking regulations.
- If you are in a room and someone is smoking, it is your responsibility to intervene or remove yourself from the situation. Be an active bystander, otherwise you may be met with the same consequences as the person committing this offense.

**Pets**

Pets are not allowed in residence. If a resident requires a service animal, they will need to submit the appropriate paper work prior to their arrival to residence.

If a resident is found with a pet, they will have three (3) days to remove the animal from residence permanently. For every day after the initial three (3) days that a resident has a pet in the building, they will receive a $50 fine each day until the animal is permanently relocated off campus.

**Pranks**

Involvement in any form of prank in residence is strictly prohibited. This can include actions that target, harass, disrupt, or jeopardize the safety of a resident or staff member. Pranks can include water fights, raids, removal of residence property, or illegal entry into a resident’s room.

**Prohibited Areas**

Residents are not permitted to access prohibited areas, including but not limited to rooftops, unauthorized access to a residents room, and other administrative spaces.

**Violence**

Violence, intimidation, or physical aggression of any type towards other student or university staff will not be tolerated. This also includes sexual violence, and violence to self/ or others.

**Weapons**

Possession of real or replica guns in residence including but not limited to paintball guns, airsoft guns, swords, knives, sling shots, and archery equipment is strictly prohibited.
**Follow Up Process:**

When an incident has occurred, the situation in question will be documented and then followed up by someone from the Residence Life team. The diagram below illustrates the process for when a resident is found in violation of the Community Living Standards.

The conduct status a student can receive is based on a case-by-case evaluation, conducted by the Residence Life Manager and then discussed with the student in question. Depending on the severity of the incident, the conduct status may not transition in a linear fashion as displayed below.

<table>
<thead>
<tr>
<th>CONDUCT STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Warning</td>
<td>The student’s conduct is considered minor and in the preliminary stages of concern. The student’s actions have impacted the community and are in violation of the Community Living Standards.</td>
</tr>
<tr>
<td>Written Warning</td>
<td>The student’s conduct and behavior has negatively impacted the community or has gone against the Community Living Standards. With the application of a written warning, a Residence Life Manager may also assign an educational sanction. Once a student has received more than three written warnings, their conduct status will be placed to “On Probation”.</td>
</tr>
<tr>
<td>On Probation</td>
<td>A student may be placed ‘On Probation’ for the following reasons:</td>
</tr>
<tr>
<td></td>
<td>a. The student’s conduct has had a significant negative impact on the community or on themselves.</td>
</tr>
<tr>
<td></td>
<td>b. The student continues to engage in negative behaviour that goes against the Community Living Standards.</td>
</tr>
<tr>
<td></td>
<td>Once a student is placed ‘On Probation’ further violations of the Code of Community Living could result in their eviction from residence.</td>
</tr>
<tr>
<td>Recommendation for Eviction</td>
<td>A student’s actions have created significant negative impacts to the community or to themselves. These actions can be identified as ‘dangerous’, ‘illegal’, or ‘negligent’. The student continues to show a disregard for the Community Living Standards and has not made the appropriate corrections to their behavior, in order for them to stay in residence.</td>
</tr>
</tbody>
</table>

When a Residence Life Manager receives an Incident Report, they will reach out directly to the student(s) in question through the students’ McGill email. It is imperative that students regularly check their McGill email in order to maintain open lines of communication. Failure to be diligent with communication could result in sanctions with the student absent from the decision process. The Residence Life Manager will send a maximum of two meeting invitations before they make a decision in the student’s absence.

Conversations between both the Residence Life Manager and the student(s) are designed to create opportunities of learning and growth for the student and address their actions in question. At McGill we recognize the various challenges that come along with living in residence which is why we have developed a follow up approach to behavior that is centralized around ‘learning’. When a student is assigned a ‘conduct status’ they may also receive an educational sanction to invoke reflection and repair the harms that have occurred to the community.
The transition to life in university can be challenging, and you may find yourself having difficulty adjusting to life away from home, experiencing feelings of anxiety or depression or simply wishing to have someone to talk to about what’s on your mind. McGill Residences is committed to the mental health and well-being of residents by ensuring that you have access to a variety of support resources and services. By living in residence, you can rest assured that our team will guide you in the right direction and help you access the resources you need.

**WHAT IS WELLNESS?**

Health and wellness is more than just exercise. There are 8 components to wellness, each of which can be thought of as a single spoke on the wellness wheel. Neglecting one of the areas of the wheel may compromise your ability to confront challenges in life in other areas. If you don’t listen to your needs, you’re more likely to:

- **BE EXHAUSTED OR OVERWHELMED**
- **EXPERIENCE LOW MOODS**
- **EXPERIENCE RESENTFUL THOUGHTS**
- **TAKE YOUR STRESS OUT ON OTHERS**
- **FEEL ANXIOUS OR DEPRESSED**
- **DEVELOP A MENTAL HEALTH CONDITION**

So it’s important to notice any changes in habit, mood or attitude to see how you’re doing. Taking care of one area of wellness will also help them all: for example, caring for your physical health by getting more sleep will also benefit your academic health and help you be a better student.

Source: Student Wellness Hub
**In-Residence Support:**

**Floor Fellows**
Floor Fellows are available as a primary support and listening resource in residences. They can refer residents or accompany them to other services and resources available on campus.

**Campus Support:**
Many of the campus support services have mobilized as many of its resources as possible to continue offering support to students. Due to COVID-19 and governmental regulations, our services will be offered remotely for the time being.

**Student Wellness Hub**
Hours: 8:30 a.m. - 4:30 p.m., Monday to Friday  
Phone: 514-398-6017
The Student Wellness Hub includes general practitioners, nurses, psychiatrists, counsellors, social workers, and dietitians - focuses on short-term, episodic care for students facing common mental and physical health concerns during their studies. These professionals are also equipped to diagnose more complex issues and connect students with more appropriate care off-campus. We require all students to be covered by supplemental health insurance in order to cover their medical expenses.

**McGill Students’ Nightline**
Hours: 7 days a week from 6pm - 3am during the academic year (except during the winter break and Reading Week).  
514-398-6426 (MAIN)  
A confidential, anonymous and non-judgmental listening service, run by McGill students, offering a variety of support from information to crisis management to referrals.

**The Peer Support Network**
A volunteer-based organization comprised of Peer Supporters - fellow students who have gone through comprehensive training on listening and helping students with a range of issues, including but not limited to academic stress, relationships, sexuality, disordered eating, substance abuse, and campus resources.

**Office for Sexual Violence Response, Support and Education**
514.398.3786; 514.398.4486 Email: osvrse@mcgill.ca  
Confidential, non-judgmental and non-directional support and education to students, faculty and staff of all genders who have been impacted by sexual violence.

**SACOMSS**
Hours: Consult facebook.com/sacomss  
514-398-8500
The Sexual Assault Centre of the McGill Students’ Society (SACOMSS) is a volunteer-run organization committed to supporting survivors of sexual assault and their allies through direct support, advocacy, and outreach.
In Case of Emergency

If a McGill Student or community member is in immediate danger:

From a wired phone on campus:  **Call 911 immediately**  
(not a cell)  
Security services are automatically notified and will be able to see your location and help guide emergency responders there.

From an outside line or Cell  **Call 911 immediately**  
Then call Security services: 514-398-3000

Make sure you should know:

• The location of all ‘exit’ staircases.
• The exact location of the nearest manual fire alarm.
• The exact location and type of the nearest fire extinguisher.
• If your smoke detector works. You must never tamper with it.

Personal Safety tips

• Always lock your door – whether you are sleeping or just leaving to go to the bathroom but especially when you are not there. Residences are safe, but it takes only a moment for a thief to grab a laptop.
• Never leave your belongings unattended in the dining halls, library, lobbies etc.
• Ensure your windows and doors are locked at night and that your blinds are drawn.
• Report any lost keys/ID cards, to the appropriate office immediately.
• Do not lend your keys or access cards to anyone.
• Do not allow anyone you don’t know to enter a key-card entry building behind you.
• If someone claims to be a visitor, ask for their friend’s name and room number. If the “visitor” causes any problems, tell a Floor Fellow, Residence Life Manager, a night steward, the front desk staff, or call McGill Security at 514–398–3000.
• Do not buzz anyone you don’t know into the building. Always go to the door to see who it is.
• Do not ask the food delivery drivers to come up to your room. Instead meet them in the lobby.
• Do not prop open emergency doors and residence hall doors that are supposed to be closed.
• Do not jump over the turnstiles.
• Please only use emergency exits in emergencies; otherwise, someone could enter from outside undetected.
• Do not go up onto the roof. This is taken very seriously as we don’t want anyone to get hurt. If you are caught on the roof, you will be subject to a $ 250 fine and discipline under the McGill Student Code of Conduct.
Key Lockouts

Carry your keys/key card with you at all times. If you accidentally lock yourself out of your room, either your Front desk, Night Steward, or Porter can help you get in depending on your residence. You may be charged a lockout fee.

Key Replacements Charges

Duplicates of keys can NOT be made by residents!
If you live in a building with keys (all except La Citadelle, NRH, and Carrefour Sherbrooke), and your keys are misplaced, you can purchase a new set for $75.00.

If your keys are lost, you will have to have your lock changed, which can cost up to $250.00 depending on your residence. Arrangements will be made with you to change the lock as soon as possible. If you lose a key for a double room, you will have to pay for a new key for your roommate as well. The total cost of this (lock replacement and two new keys) will be $175.00.

Room Repairs

If there are maintenance requirements in your room you may either report it to your front desk or make an online request. More information will be provided to your specific residence in your Move-in memo.

If you have a building maintenance emergency (i.e. toilet flooding, broken windows or doors, etc) after business hours or on weekends, you should call McGill Security at 514-398-3000. If you live in Carrefour Sherbrooke, New Residence Hall, La Citadelle or Royal Victoria College please contact your 24 hour front desk directly.

It is very important that you report all damages and repairs in a timely fashion, so that the damages do not worsen.

Room Condition Report

When you move in, you will receive a Room Condition Report to be completed and returned to the front desk within 72 hours of your arrival. Failure to complete the report may result in damage charges being assessed at the end of the academic year for which you are not necessarily responsible. If you are sharing a double room, only one report needs to be submitted signed by both roommates.

Note that in all residences, failure to report damages may result in charges to your account at the end of the year. Please be patient; it may be a short while until someone can come to fix the problem, but don’t worry, we won’t forget about you!
Dining Hall Safety Guidelines

We are committed to offering students fresh, nutritious, and savory meals that satisfy a wide range of diets and preferences. In adherence to governmental and university COVID-19 regulations, our dining halls will operate with the following health and safety measures:

If you have specific food concerns, do not hesitate to contact us at food.fds@mcgill.ca

Follow our COVID-19 updates at: www.mcgill.ca/foodservices/covid

- Take-out meals and snack options. Seating area is closed.
- Procedural masks are mandatory while circulating throughout the dining hall.
- Sanitizing stations at the entrance of the dining halls
- No self-serve buffet or touch machines
- Clear COVID-19 signage throughout the dining halls

Mandatory Meal Plan

- The Mandatory Meal Plan applies to all students in undergraduate residences (except Solin Hall) and it is assigned in conjunction with the building assignment.
- It is linked directly to your ID card and runs on a declining balance. That means that your ID card acts much like a debit card for you to use in the residence dining halls and in most on campus food locations.
- Our meal plans provide residence students the convenience and flexibility to ensure their nutritional needs are met and allow students to spend more time on studies and extracurricular activities.
**All About oneCard**

**GETTING YOU STARTED**
Your McGill ID Card automatically includes a oneCard account preloaded with funds which will be billed to your student fee account. No sign-up form is required and is activated when you move-in. Use the oneCard for the following services:

- To do laundry in residences (it is the only method of payment accepted for laundry machines)
- At select vending machines on campus
- To pay for take-out deliveries from a select group of restaurants around the McGill area.
- Pay for meals off campus at participating restaurants. Visit the oneCard site for the [full list of restaurants](#).
- To pay for Mac Market purchases

- At any of the dining halls and on campus food locations (if you are on a meal plan the oneCard is used in these locations for taxable items)
- More great services to come! [Explore the full plan](#).

**TOPPING UP YOUR ONECARD**
There are two options:

- Go to Minerva and add oneCard dollars to your account
- Go to the secure oneCard Management page: [https://onecard.mcgill.ca](https://onecard.mcgill.ca)

**LAUNDRY TIPS**
Laundry rooms are conveniently located within your residence.

To do your laundry, you’ll need:

- Your McGill ID/oneCard, loaded with oneCard dollars
- Laundry detergent
- Bleach, if you want your whites to be really white
- Fabric softener
IN CASE OF EMERGENCY
Montreal First Responders: 911

STUDENT HOUSING AND DINING SERVICE CENTRE
housing.residences@mcgill.ca | 514-398-6368
University Hall
3473 University Street Montreal, Quebec, H3A 2A8

RESIDENCE LIFE HEAD OFFICE
residence.life@mcgill.ca | 514-398-2929
Carrefour Sherbrooke
475 Sherbrooke West, Montreal, Quebec H3A 2L9

Carrefour Sherbrooke
475 Sherbrooke West, Montreal, Quebec, H3A 2L9
(514) 398-2299

La Citadelle
410 Sherbrooke West, Montreal, Quebec, H3A 1B3
(514) 398-8650

MORE Houses Administration
3575 University St. Room #202, Montreal, Quebec, H3A 2B1
(514) 398-3318

New Residence Hall
3625 ave du Parc, Montreal, Quebec, H2X 3P8
(514) 398-3471

Royal Victoria College
3425 University Street, Montreal, Quebec, H3A 2A8
(514) 398-6378

Solin Hall
3510 Lionel-Groulx, Montreal, Quebec, H4C 1M7
(514) 398-5131

Solin Hall Annex
3585 Delisle Street, Montreal, Quebec, H4C 1N1

University Hall
3473 University Street, Montreal, Quebec, H3A 2A8

Upper Residences
Douglas Hall
3851 University Street, Montreal, Quebec, H3A 2B4
514-398-6367

McConnell Hall
3905 University Street, Montreal, Quebec, H3A 2B5

Molson Hall
3915 University Street, Montreal, Quebec, H3A 2B6

Gardner Hall
3925 University Street; Montreal, Quebec, H3A 2B7

Upper Residences Administration:
Bishop Mountain Hall
3935 University Street; Montreal, Quebec, H3A 2B4
Tel: 514-398-6367