



CHAMPLAIN

REGIONAL COLLEGE

Institutional Non-Smoking Policy



Adoption and Revision History

Board of Governors Meeting	Resolution Number	Notes
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Preamble

Quebec's [Tobacco Act](#), adopted in 1998, made detailed provisions to limit tobacco use in public places. The [Act to Bolster Tobacco Control](#) (Bill 44), passed in November 2015, extends the scope of the Tobacco Act by including electronic cigarettes and all other devices of that nature and further restricts tobacco use both in enclosed spaces and outdoors. This Act also establishes an obligation for post-secondary institutions to adopt institutional policies for creating new smoke-free environments.

Champlain Regional College recognizes that smoking is a serious health hazard for both smokers and non-smokers. Through its Institutional Non-Smoking Policy, Champlain wishes to step up the fight against smoking and actively contribute to the provincial anti-smoking strategy. This Policy aims to provide an entirely smoke and tobacco-free environment for all members of the College community.

The general orientations that shape the Policy are (a) **Smoking prevention**, (b) **Smoking cessation**, and (c) **Prevention of exposure to environmental tobacco smoke**. These are consistent with the educational mission of the College and its values of "Caring through compassion, courtesy and friendliness and a commitment to the wellness of students, faculty, and staff" as well as "Respect for all individuals".

Smoking prevention is enacted at the College by adopting regulations to notably prevent smoking among youth by changing their social environment and reducing the opportunities to become new smokers. This includes banning chewing tobacco and similar tobacco products that are not smoked but the use of which is associated with greater risks for developing an addiction to nicotine. **Smoking cessation** calls for efforts to educate and raise awareness about the severity of smoking as a public health issue. It requires a commitment by the College to promote non-smoking as a healthy lifestyle choice and to de-normalize smoking. Most of all, smoking cessation, as an orientation, must provide for the promotion and implementation of structured assistance and support mechanisms for those who wish to quit smoking. **Prevention of exposure to environmental tobacco smoke** is grounded in Champlain's acknowledgement that the right to clean air and a healthy environment for all takes precedence over the individual's right to smoke.

Consequently, under this Policy, the use of tobacco products, electronic cigarettes (with or without nicotine), or any other device of a similar nature is prohibited on all College premises. The sale or promotion of these products is also banned in spaces that are governed by the College. At all times, members of the Champlain Regional College community and their visitors should enjoy an entirely smoke-free environment.

Section 1: Foundation for the Policy

1.1 Objectives

The objectives of this policy are the following:

- 1.1.1. Ensure compliance with the Act to Bolster Tobacco Control;
- 1.1.2. Protect the health of the members of the entire College community including students, employees and visitors, by providing environments that are free of smoke both indoors and outdoors;
- 1.1.3. Promote non-smoking as a healthy lifestyle choice;
- 1.1.4. Engage the College in becoming a leader and role model in the fight against smoking and contribute to the de-normalization of smoking on its campuses; and
- 1.1.5. Create resources to support smoking cessation or promote existing services to students and personnel.

Section 2: Definition of Terms

2.1 College

The term **College** refers specifically to Champlain Regional College.

2.2 Person

In the context of this Policy, **person** means any natural or legal person present on the College's grounds or premises, including but not restricted to students, College personnel, suppliers, tenants, users of services, and visitors.

2.3 Premises

The College **premises** refers to any building or area of land that is leased or owned by the College, including indoor and outdoor spaces.

2.4 Tobacco Product

For the purpose of this Policy, **tobacco product** is defined as any product that contains tobacco, electronic cigarettes and other similar devices that are put to one's mouth to inhale any substance that may or may not contain nicotine, including their components and accessories (e.g., cigarette tubes, rolling paper and filters, pipes, cigarette holders). It also includes chewing tobacco, other tobacco products that are not smoked, and any other product or class of product considered to be tobacco under a government regulation.

Section 3: Applicable Regulations

3.1 Legal and Related Documentation

- [Act to Bolster Tobacco Control](#) (Bill 44).
- [Orientations ministérielles](#) – *Politique de lutte contre le tabagisme dans les établissements d'enseignement collégial et universitaire, Ministère de la Santé et des Services Sociaux (2016)*.

3.2 Existing College Policies

In addition to being aligned with the College mission, vision and values, this Policy is also consistent with the provisions of the existing [Institutional Code of Student Conduct](#) (the Code) which outlines the behaviours and attitudes expected of all Champlain students. Although specific to students, the Code nonetheless aims at ensuring that the well-being, health, and security of all members of the College community are protected.

As a result, the Code prohibits behaviours which may interfere with the rights of any member of the College community to use and enjoy the College's learning and working environment along with conduct which could adversely affect the health and safety of a member of the College community. Two articles of the Code are particularly relevant for purposes of this policy. First, Article 6.4.11 identifies “acting in any way that endangers the health, safety or well-being of self and others” as one of the behaviours and attitudes that constitute misconduct. Second, Article 6.5.2 of the Code clearly identifies the act of “smoking in an area where it is prohibited” as misconduct.

Section 4: Application of the Institutional Non-Smoking Policy

This Policy comes into effect upon adoption by Champlain Regional College’s Board of Governors. It applies to all persons present on College premises. At each location, the enforcement of the Policy is the responsibility of the Campus Director. At his or her discretion, the Campus Director may assign individual or joint responsibilities to other employees of the campus to ensure the enforcement of the Policy.

4.1 General Provisions

The Ministry of Health and Social Services (MSSS) encourages all educational institutions to go beyond the scope of the law and choose environments that are **entirely** smoke and tobacco-free.

Recognizing the importance of its leadership role as a postsecondary institution in the fight against smoking, Champlain Regional College has decided that the use of tobacco

products will not be permitted on any College premises including indoor and outdoor spaces such as:

- all buildings placed under the management of the College;
- all grounds owned or leased by the College;
- inside College-owned residences;
- sports and recreational fields and facilities, including but not being limited to stadiums and pools leased or owned by the College;
- tents and other outside structures, temporary or permanent;
- transit shelters and stops;
- all vehicles present in the College's parking lots or on its grounds; and
- College-owned vehicles or vehicles rented for College purposes, no matter the location.

Within the framework of the most recent Act and this Policy, it is also strictly prohibited to sell or promote any tobacco product on College premises.

4.2 Exceptions Regarding Student Residences

Following the recommendation of the Ministry of Health and Social Services, Champlain wishes to become an entirely smoke-free college. However, given the living environment and special nature of the residence complex situated on the Lennoxville Campus, an **outdoor** area where smoking is permitted will be identified. Respecting the Act, this zone where smoking is permitted will be limited to an **outdoor** area near the residences situated at least 9 meters away from any door leading to an enclosed space, air vent or openable window. There will be no designated **indoor** smoking areas on the College premises.

4.3 Regulations Applicable on Bishop's University Premises

[Bishop's University rules and regulations](#) apply at all times on their premises, including but not limited to buildings, libraries, sports facilities, daycare centres, etc.

4.4 Signage

All persons present on the College premises must respect signs pertaining to the application of the Policy. In addition:

- No person can remove or damage any signs posted in accordance with the provisions of this Policy; and
- The absence of posters or signs in a given area does not constitute an authorization for smoking and does not reduce the application or scope of this Policy.

Section 5: Roles and Responsibilities

5.1 Board of Governors

- The Board of Governors is responsible for the adoption of the Policy.

5.2 Director General

- The Director General is responsible for reporting to the Minister of Health and Social Services every two years on the implementation of the Policy:
 - Data on the implementation of the Policy will be forwarded to the Director General by the Director of Studies on an annual basis; and
 - The Director General’s report will discuss such topics as:
 - The number of instances of misconduct and sanctions imposed, if any; and
 - Recommendations for improvement and measures to address challenges.
- The Director General will present the report to the Board of Governors prior to submitting it to the Minister.
- This report must be forwarded to the Minister of Health and Social Services by the College no later than 60 days after it has been presented to the Board of Governors.

5.3 Director of Studies

- The Director of Studies is responsible for providing information on the implementation of the Policy to the Director General on an annual basis:
 - A summary report of data collected on each of the campuses will be submitted to the Director of Studies by the respective Campus Director on an annual basis.
- The Director of Studies is responsible for a review and evaluation of the Policy at least every five years or when deemed necessary.

5.4 Secretary General

- The Secretary General is responsible for the electronic dissemination of the Policy on the campus websites and on the main College website.

5.5 Director of Human Resources and Managers

- Communication of the content of the Policy to new and existing employees is the responsibility of the Director of Human Resources.

- Communication of the content of the policy to all students is the joint responsibility of the Director of Human Resources, Campus Director, and Dean of Student Services.
- The research and development of relevant resources, services, and programs meant to encourage and support students and personnel wishing to quit smoking is the joint responsibility of the Director of Human Resources, Campus Director, and Dean of Student Services. In this regard, specific responsibilities may be delegated to the campus-specific human resources and student services managers and professionals.
- The promotion and implementation of resources, services, and programs meant to encourage and support students and personnel wishing to quit smoking is the joint responsibility of the Director of Human Resources, Campus Director, and Dean of Student Services. In this regard, specific responsibilities may be delegated to the campus-specific human resources and student services managers and professionals.

5.6 Director of Material Resources

- The implementation of the Policy is the joint responsibility of the Director of Material Services and the Campus Directors.
- The Director of Material Services is responsible for the advertisement and clear identification of the restrictions imposed by the Policy through notices and signs notably those depicting the international no smoking symbol. Such signs will be posted at all locations of the College in high traffic areas.

5.7 Campus Director

- The implementation of the Policy is the joint responsibility of the Director of Material Services and the Campus Director.
- At each location, the enforcement of the Policy is the responsibility of the Campus Director. The Campus Director may choose to delegate the enforcement of the Policy to other individuals such as Designated Administrators or Security Guards.
- Communication of the content of the Policy to all students is the joint responsibility of the Director of Human Resources, Campus Director, and Dean of Student Services.
- The Campus Director is responsible for the management of complaints and allegations of misconduct with regard to the Policy, as well as any appeals of sanctions imposed under the Policy.
- The Campus Director is responsible for ensuring that data pertaining to the implementation of the Policy, complaints and allegations of misconduct, actual instances of misconduct, and sanctions imposed is collected.
- The Campus Director is responsible for submitting a summary report of data collected to the Director of Studies on an annual basis.

- The research and development of relevant resources, services, and programs meant to encourage and support students and personnel wishing to quit smoking is the joint responsibility of the Director of Human Resources, Campus Director, and Dean of Student Services. In this regard, specific responsibilities may be delegated to the campus-specific human resources and student services managers and professionals.
- The promotion and implementation of resources, services, and programs meant to encourage and support students and personnel wishing to quit smoking is the joint responsibility of the Director of Human Resources, Campus Director, and Dean of Student Services. In this regard, specific responsibilities may be delegated to the campus-specific human resources and student services managers and professionals.

5.8 Dean of Student Services

- Communication of the content of the Policy to all students is the joint responsibility of the Director of Human Resources, Campus Director, and Dean of Student Services.
- The research and development of relevant resources, services, and programs meant to encourage and support students and personnel wishing to quit smoking is the joint responsibility of the Director of Human Resources, Campus Director, and Dean of Student Services. In this regard, specific responsibilities may be delegated to the campus-specific human resources and student services managers and professionals.
- The promotion and implementation of resources, services, and programs meant to encourage and support students and personnel wishing to quit smoking is the joint responsibility of the Director of Human Resources, Campus Director, and Dean of Student Services. In this regard, specific responsibilities may be delegated to the campus-specific human resources and student services managers and professionals.

5.9 Individuals

- All members of the Champlain Regional College community are expected to respect this Policy.

Section 6: Sanctions

Persons who are not College employees (including but not limited to students, suppliers, tenants, users of services, and visitors) in contravention of the Policy may have one of the following sanctions imposed:

- Verbal warning;

- Written warning;
- Restriction of privileges and access to College services; and
- Expulsion.

Employees in contravention of the Policy may have one of the following sanctions imposed:

- Verbal warning;
- Written warning;
- Written notification of his/her obligation to comply with all College policies, bylaws and regulations; and
- Disciplinary sanctions consistent with provisions of the collective agreements (for unionized employees) or working conditions (for non-unionized employees).

Infractions and contraventions of the Policy by any member of the College community should be systematically reported to the Campus Director, along with the sanctions imposed in each case. Appeals can be made to the Campus Director.

Provisions of the Act include sanctions in the form of fines. In this regard, the College may contact competent authorities if deemed necessary.

Section 7: Smoking Cessation Resources, Services, and Programs

Champlain Regional College is committed to providing education, resources, services, and access to programs to assist employees and students in making healthy lifestyle choices. Students interested in smoking cessation support and programs should contact their local Student Services. Employees interested in smoking cessation support and programs should contact their local Human Resources Services.

Section 8: Dissemination of the Policy

- The electronic version of the Policy will be placed on the website of each campus as well as on the main College website.
- Either the full Policy or a summary of relevant sections will be published annually in the Student Handbook or equivalent documents provided to students at each campus.

Section 9: Review and Evaluation of the Institutional Non-Smoking Policy

The Director of Studies is responsible for a review and evaluation of the Policy at least every five years or when deemed necessary. The evaluation should include but not be limited to the assessment of:

- The compliance of the members of the College community with the Policy;
- The awareness and knowledge of the Policy;
- The effectiveness of the Policy through the attainment of the Policy objectives; and
- The exercise of the roles and responsibilities.

This evaluation report is presented to the College's Board of Governors for review.

