



University
of Windsor

Terms of Reference Smoke-Free Campus Working Group: Policy Development and Enforcement

Purpose

To develop the Smoke-Free Campus Policy and an enforcement strategy.

Authority

The role of the Working Group is to propose a draft policy and an enforcement strategy to the Steering Committee.

Specific Areas of Responsibility

The working group will:

- Draft the Smoke-Free Campus Policy based on best practises emerging from similar smoke-free campus initiatives undertaken by other universities and the review of the themes emerging from the campus consultation.
- Propose a policy enforcement strategy including key activities, timelines and responsibility.
- Present the policy and strategy to the Steering Committee for review and feedback.
- Guide the development of the activities outlined in the strategy as approved.

Membership

The working group will consist of seven members from the University Community.

Co-chairs

A member of the Steering Committee will co-chair the Working Group with an HR lead(s). The Environmental Health & Safety Manager and the Director, Organizational Development & Training will be the HR leads to the working group. The co-chair will work with the HR lead(s) to:

- Keep the group focused on the tasks and timelines.
- Call the meetings.
- Draft the agenda for the meetings and ensure that notes are recorded.
- Manage the meetings.

The co-chair will be responsible for reporting progress to the Steering Committee and requesting direction/assistance from the Steering Committee as required.

Meetings

The Working Group will meet every month or more frequently as deemed appropriate by the group. The business of the group may also be conducted electronically by e-mailing required documents, if applicable, to all members and seeking responses by e-mail.

Quorum

A quorum of fifty percent plus one must be met to conduct the business of the Working Group.

Decision Making

When making decisions, the Working Group will strive for consensus.

Term

The Working Group will cease to exist once the activities associated with the areas of responsibility have been completed.

Meeting Guidelines

- We have a shared responsibility for the team process and the work of the Committee.
- We will respect the opinions of all members and treat each other with respect.
- We will actively contribute to the discussions.
- We will keep an open mind to new and different ideas.
- We will respect the confidentiality of all discussions.
- We will use open and honest communication with each other.

Approval: February 28, 2020 (updated March 16, 2021)



Smoke-Free Campus

Office of the Vice-President, Human Resources

Policy Development and Enforcement Working Group Membership

Co-Chair – Steering Committee Representative

Matthew D’Asti
Director, Campus Community Police

Co- Chair – HR leads

Sherri Lynne Menard
Environmental Health & Safety Manager, Human Resources

Marcela Ciampa
Director, Organizational Development & Training, Human Resources

Members

Jeremiah Bowers-Vandusen
Special Projects Coordinator, Office of the President

Cindy Crump
Director, Student Success and Leadership Centre

Marta Haireek
Third year student, Behaviour, Cognition, and Neuroscience

Diane Rawlings
Department Head, Residence Services

Denice Shuker
Executive Director, Academic & Staff Labour and Employee Relations

Sarah Woodruff Atkinson
Department Head, Kinesiology