



MOTION REGARDING SSMU MENSTRUAL HYGIENE PRODUCTS FEE REFERENDUM QUESTIONS 2020-03-12

Submitted for: 2020-03-12

Submitted to:	SSMU Legislative Council	Document no.:	LEG-PUB-MOT-2020-03-12-007 (to be assigned by Steering)
Moved by:	Madeline Wilson <i>Vice-President (University Affairs)</i>	Current Status:	<input type="checkbox"/> FOR APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> POSTPONED <input type="checkbox"/> COMMITTED <input type="checkbox"/> NOT APPROVED
Seconded by:	Victoria Flaherty <i>Clubs Representative</i>		

Issue

Since 2016, the SSMU has resolved to provide free menstrual products to students through a \$0.90 non-opt-outable fee. The project has grown significantly in the past four years and needs an increased revenue to expand and continue providing products to menstruating students.

Background and Rationale

The \$0.90 fee passed in 2016 was an estimate and was meant to get the initiative off the ground. Since then, the project has grown significantly. On McGill's downtown campus, there are now approximately 50 dispensers and baskets in various locations on campus. Based on the projected cost of maintaining these locations, adding new ones, and paying the Menstrual Hygiene Products Coordinators for their labour, the roughly \$40,000 yearly revenue obtained from the \$0.90 fee levy is no longer sufficient to support the initiative.

This proposed referendum question would increase the non opt-outable fee from \$0.90 to \$2.40 a semester. This increase would allow for the maintenance of existing units, the addition of 30 new units over the next year, provisions to continue the initiative over the summer months, and a



	<p>raise for the Menstrual Hygiene Products Coordinators, whose roles have evolved since the start of the initiative.</p>
Alignment with Mission	<p>The Initiative aligns with SSMU's equity policy, particularly pertaining to the motion passed by Legislative Council on October 20th, 2016, which resolved that the distribution of free menstrual products on campus is an equity issue.</p>
Consultations Completed	<p>The continuation of this initiative has been discussed with the supervisors, VP University Affairs and Building Director Wallace Sealy. The VP Finance also agrees that failing to renew this fee would make it financially impossible for this initiative to continue. A raise from \$13.30 to \$14.50 for the Menstrual Hygiene Product Coordinators has been decided by the HR Manager based on a change in the tasks performed by the coordinators since 2016.</p>
Risk Factors and Resource Implications	<p>Should this fee renewal fail, the SSMU Menstrual Hygiene Program would cease to be able to function. Should the fee increase fail, the initiative would be unable to expand and would most likely be unable to maintain all of its existing dispensers and baskets throughout campus.</p>
Sustainability Considerations	<p>This change is not expected to have any impact on SSMU's sustainability efforts.</p>
Impact of Decision and Next Steps	<p>Should this fee renewal and increase pass, the Initiative will expand and provide more locations with menstrual products, increasing the number of students who have access to the products and reducing the financial strain that menstruation poses on many students. Should this motion pass, the Vice-President (University Affairs) and the SSMU Menstrual Hygiene Coordinators shall be mandated to run a "yes" campaign in favor of the fee increase, hosted on the SSMU University Affairs Facebook Page.</p>
Motion or Resolution for Approval	<p>BE IT RESOLVED THAT the SSMU Legislative Council approves the following question for the Winter 2020 Referendum Period:</p> <p><i>Do you agree to the renewal of the non-opt-outable SSMU Menstrual Hygiene Products Fee for all part-time and full-time SSMU members, to start in Fall 2020 and be charged until Winter 2025 (inclusive), with the understanding</i></p>



~~that a majority “no” vote would eliminate the fee and lead to a discontinuation of the SSMU Menstrual Hygiene Products program?~~

and

Do you agree to the increase of the non-opt-outable SSMU Menstrual Hygiene Products Fee for all part and full-time SSMU members, from \$0.90 to \$2.40, to start in Fall 2020 and be charged until Winter 2025 (inclusive), with the understanding that a majority “no” vote would greatly impede the ability of the SSMU Menstrual Hygiene Products project to provide products to menstruating students?

BE IT RESOLVED THAT the Legislative Council adopts the actionable aspects of this question and that any grammatical or legal changes necessary do not need the re-approval of the Legislative Council.

BE IT RESOLVED THAT Appendix B be included alongside the fee question on the ballot.

**Results of the
Vote**

In favour ()
Opposed ()
Abstain ()



Appendix A : Need for Fee Increase (Detailed)

Rationales for an increased budget

- The baskets work great in some locations, but they're less good in others and they need to be replaced.
 - Baskets frequently get stolen or accidentally thrown away
 - They hold far fewer products
 - There sometimes is not a clear place to put them, so they end up falling into the side of the sink or the garbage can.
 - This means that baskets should be replaced with dispensers, which are a costly but long-term investment.
- Expansion of this program
 - There should be products available in at least one women's and gender-neutral washroom in every building
 - We have plans to install dispensers in the Schulich (music) building
 - This means purchasing dispensers, paying a contractor to install the dispensers, and having the money on an ongoing basis to provide products and pay staff to refill frequently.
- The 90 cent fee was a rough estimate prior to this project's start, and we now have a much clearer picture of the resources we need for this program to succeed and grow.
- The coordinators are performing work above the scope of their job descriptions and therefore deserve a raise.
 - HR has re-reviewed our responsibilities and agrees.
- This program needs funds to continue throughout the summer
 - Summers are an excellent time to plan and install new dispensers so that they are prepared for the increased traffic that will occur during the academic year.

Goals for the upcoming year

- Replace all baskets with dispensers, unless installation is not feasible due to structural constraints (e.g.: wall can't support it)
 - Priorities are Education and Leacock building
 - Process of doing this in Education is already underway
- Make dispensers available in at least one gender neutral washroom in every building
 - If a building lacks a gender-neutral washroom, discuss the feasibility with building's stakeholders about having products installed in men's washrooms or about converting an existing washroom into a gender-neutral washroom.
 - Every building should have a gender-neutral washroom for accessibility, irrespective of this project.
- Continue to identify locations where having products would be most useful and reach out to the larger McGill community for their input.



- Google forms for suggestions
- Make language and mandate as inclusive as possible so as to include all menstruating students and avoid using feminizing language.
- Increase our revenue so that menstruating students have access to these products free of charge when they need them.

Budget in plain language

- **New machines and their installation**

- Over the next year, we hope to purchase and install 30 new dispensers.
 - Some will be in buildings where baskets already exist (Leacock, Education), and we hope to put others in buildings where there are currently no products (the Schulich Music Building).
 - The dispensers cost \$534.75 per unit (taxes included).
 - This will bring the cost of purchasing these machines in the next year to \$16,042.50.
- Machines also require hiring contractors to install the units. Based on previous work done by a contracted installer, we expect it to cost roughly \$151 (with taxes included) per unit to install.
- This brings the cost of installing these 30 new units over the next year to \$4554.

- **Products**

- We order pads and tampons in bulk roughly every 2.5 weeks. This order includes 10 boxes of 500 tampons and 10 boxes of 500 pads.
 - Again, this fills the roughly 50 dispensers/baskets on campus, which vary greatly in use (some need daily refilling, others can be done around once a week).
- This order costs \$1622.5 each time
- This means we expect to spend \$33743.84 each year on products with the number of dispensers we currently have
- However, as stated above, we are hoping to expand the project over the next year to include 30 new units, which will also need constant refilling. We expect these to bring the total cost of supplies annually to \$56,014.22

- **Labor/pay raise**

- This initiative typically has 4 menstrual product coordinators who currently (per their contracts) work an average of 8-10 hours per week at \$13.30 an hour.
 - One of the coordinators left part way through this year, so the three coordinators have had their contract hours extended accordingly to compensate. However, there is less than 40 hours of labor being done per week on average.
- This project needs to continue year-round, including during the summer months, where more labor may be dedicated to planning for the upcoming school year than



refilling dispensers, which is the bulk of labor done by the coordinators during the year.

- This means that we expect to employ an average of 40 hours of labor a week for roughly 50 weeks a year (omitting the winter holidays where SSMU is closed).
- Raising the salaries of the coordinators would recognize the value of the labor being done by them, especially work that is in part above and beyond the scope of the job description.
 - A proposed raise of \$1.20 an hour (to \$14.50 an hour) would bring the yearly cost of labor to be estimated as follows:
 - $\$14.5/\text{hr} * 4 \text{ coordinators} * 10 \text{ hours/week/coordinator} * 50 \text{ weeks a year} = \text{an estimated annual labor cost of } \$29,000.$
 - Because of how “zones” are assigned (someone does upper campus, someone does lower, etc), we do not expect the introduction of new locations to lead to above 40 hours of labor per week being necessary. It is also to be expected that some locations will need less frequent refilling because of an increased availability of products throughout campus.

Appendix B : Proposed Budget with Increase

Expense	Quantity	Cost per unit	Annual projected cost
Coordinators' pay	40 hours/week of labor (typically 4 coordinators)	13.30/hour	\$26,600
Raise of coordinators' pay to \$14.50/hr	40 hours/week of labor (typically 4 coordinators)	1.20/hour	\$2400
New dispensers	30	534.75/unit	\$16,042.50
Pads and tampons for existing and new units	5000 pads and 5000 tampons every 2.5 weeks	\$1622.3/shipment	\$56,014.22
Installation of new units	30 (for 30 new dispensers)	\$151/unit	\$4554



Appendix C: New Coordinator Job Description

JOB DESCRIPTION

POSITION TITLE: Menstrual Products Coordinator

CATEGORY: Casual Staff

IMMEDIATE SUPERVISOR: VP University Affairs

DEPARTMENT: Menstrual Hygiene (2023)

CREATED: March 10th, 2020

POSITION SUMMARY:

The Menstrual Hygiene Products Coordinator will be responsible for coordinating the distribution of menstrual products (pads and tampons) in various buildings on McGill's downtown campus. This position will require refilling products in campus washrooms and ensuring that the SSMU Free Menstrual Products Initiative is effective in adhering to its mandate of providing free menstrual products on campus.

RESPONSIBILITIES:

1. Establish a strong understanding of campus buildings included in the delivery list and collect data on menstrual products used;
2. Frequently restock the menstrual products in the appropriate spaces in each building;
3. Collect and report accurate data on each bathroom's stock of menstrual products, and plan for future restocking;
4. Ensure that the appropriate quantities of menstrual products are ordered, to be reviewed with the Building Director in advance;
5. Act as a liaison between the different faculty buildings, the Building Director, and the VP University Affairs in terms of reporting data and information;
6. Coordinate with multiple stakeholders at McGill in order to provide products in different buildings;
7. Review the expenses periodically and ensure that they are in keeping with the annual budget;
8. Stay up to date on best practices related to the initiative, including but not limited to the use of inclusive language when discussing menstruation/menstrual products;
9. Report to both the Building Director and the VP University Affairs on a weekly basis regarding all follow-ups and communications between different faculty buildings and



staff.

SUPERVISION REQUIRED:

The Menstrual Products Coordinator receives general direction from the VP University Affairs and additional support from the Building Director.

QUALIFICATIONS:

1. Must be self-motivated and able to work autonomously;
2. Comfort with overseeing a budget and tracking the purchase of products;
3. Strong commitment to equity and the SSMU's equity mandate;
4. Ability to communicate with various stakeholders in SSMU, McGill's buildings, McGill administration, and the larger McGill community;
5. Ability to manage multiple tasks simultaneously;
6. Good communication skills in English, knowledge of French an asset.

CONFIDENTIALITY:

It is understood and agreed that all matters to the Corporation of SSMU and those clubs association or groups forming part of the SSMU are to be kept in the strictest of confidence, and nothing regarding the operations, policies and general activities of the Corporation SSMU or its constituent groups shall be divulged to any third party without the express consent of the VP University Affairs and/or the Executive Committee of the SSMU.

ADDITIONAL INFORMATION

- Paid position: \$14.21 per hour;
- Hours: an average of 8-10 hours per week;
- Work performed across McGill's campus, remotely, and in the SSMU office.