


Procedure Name:	STUDENT HOUSING	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	April 26, 2023	
Next Scheduled Renewal Date:	March 2028	
Procedure Holder:	VP, Corporate Affairs	
Operational Lead:	Director, Ancillary Services	
Procedure Number:	ADM-006P	

STUDENT HOUSING PROCEDURE

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) is committed to providing a safe, welcoming space for students living on campus. This Procedure outlines the expectations for students living in Wii Gyemsiga Siwilaawksat.

2.00 DEFINITIONS

- 2.1 **Courtesy Hours:** Those hours outside of listed quiet hours that require occupants to behave in a manner that respects communal living by being sensitive to noise volume.
- 2.2 **Disruptive Behaviour:** Engaging in any activity that violates the *Bullying, Harassment, and Discrimination Policy*, *Non-Academic Student Conduct Policy*, or the *Sexual Violence and Misconduct Policy*.
- a) Engaging in conduct that, although not based on the grounds specified by the above-mentioned policies, is deemed abusive, demeaning, threatening, intimidating, racist, involves the misuse of authority or power, misuse of College property, or abuse of privilege.
- b) Being disruptive by reason of impairment by alcohol, drugs, or other substances in circumstances where this policy applies.
- 2.3 **Eligibility Requirements:** Requirements defined in the [Student Housing Handbook](#).
- 2.4 **Housing Advisors (HAs):** Students hired to help with any housing or interpersonal problems that occupants may encounter in the absence of Student Housing staff.
- 2.5 **Housing Coordinator:** A CMTN employee who administers all aspects of Wii Gyemsiga Siwilaawksat occupancy, including the selection and orientation of new occupants, rent collection, rent calculation, and conflict management.
- 2.6 **Occupant:** Someone living in CMTN Housing (Wii Gyemsiga Siwilaawksat).
- 2.7 **Possession:** Possession of illicit substances.
- 2.8 **Smoking:** Includes and is not limited to cigarettes, tobacco, vaping, cannabis, and e-cigarettes.

Student Housing Procedure

- 2.9 **Student Housing Handbook:** A document that provides occupants with information about living in the community, outlines the rights and responsibilities of occupants, and defines the expectations while residing in Student Housing.
 - 2.10 **Visitor:** Any individual who is not currently assigned to a room or living space where they are present.
- 3.00 PLACEMENT IN HOUSING
- 3.1 Not all eligible applicants will be admitted to Student Housing. Names of those not admitted will be put on a waitlist.
 - 3.2 Prior to check-in, occupants will be required to sign the CMTN Letter of Acceptance.
- 4.00 SECURITY AND EMPLOYEE ACCESS
- 4.1 Occupants are to keep all common doors and individual room doors locked at all times.
 - 4.2 Unaccompanied, suspicious, or troublesome visitors must be reported to security personnel.
 - 4.3 The College assumes no responsibility for the loss, theft, damage, or destruction of an Occupant's individual property.
 - 4.4 The staff of Wii Gyemsga Siwilaawksat will clearly define and communicate the processes they will use when entering student housing rooms, in both emergency and non-emergency situations. This is described in the student handbook.
- 5.00 HEALTH AND SAFETY INSPECTIONS
- 5.1 CMTN staff will conduct regular health and safety inspections to ensure that students are maintaining an adequate standard of cleanliness in their space.
 - 5.2 Student Housing staff may hold health and hygiene room checks with or without posted notice.
 - 5.3 If a room does not meet the expectations of the Student Housing staff or if, at any time, an extreme mess is identified or odour permeates from a room, a room check will occur.
 - 5.4 If further issues continue, a letter will be sent advising that the Occupant's room will be subject to a health and hygiene check.
 - 5.5 Failure to maintain a clean space could result in charges upon assessment of the Housing Personnel, or the Occupant could be held responsible through the *Non-Academic Student Conduct Policy*.
- 6.00 FIRE SAFETY
- 6.1 The College is required by the *BC Fire Services Act* to conduct periodic fire drills. Occupants must take part in all fire drills.
 - 6.2 It is an offence under the *Criminal Code of Canada* to make false alarms or tamper with fire safety equipment.
 - a) Any person(s) found to be involved in such an act will be immediately evicted from Student Housing, terminated from their college program, and charged under the *Criminal Code*.

Student Housing Procedure

b) The College offers a reward of up to \$250.00 for information leading to the arrest and conviction of any person(s) tampering with fire safety equipment.

6.3 In the event of an intentional false fire alarm where the individual(s) responsible cannot be identified, the resulting response charge from the Fire Department and/or additional emergency services will be split back amongst all Occupants of the dorm involved.

7.00 HYGIENE

7.1 Occupants are responsible for cleaning the bedrooms, bathrooms, kitchens, and common areas to the standard identified in the *Room-Cleaning Guideline*.

7.2 Occupants are required to remove their trash and recycling weekly to the designated trash and recycling area specific to the occupant's wing.

7.3 Occupants will be billed individually or as part of a community for any additional cleaning necessary because of uncleanliness.

8.00 INTERIOR DECORATING

8.1 Posters and decorations may be attached only to the interior walls and only with materials that will not cause any permanent damage.

8.2 Charges will be assessed for damages resulting from improper attachment.

8.3 Painting of rooms is not allowed.

8.4 Posting items in or on windows and ceilings is prohibited.

8.5 Holiday decorations are permitted only if they are safe and do not present a fire hazard.

9.00 DISRUPTIVE BEHAVIOUR

9.1 Everyone is expected to act in a manner that will not disturb academic pursuits or infringe upon the privacy rights, privileges, health, or safety of other people.

9.2 Any activity that has a negative impact on one or more Occupants, or that limits the reasonable use of spaces and rooms at Wii Gyemsga Siwilaawksat by others is not permitted.

10.00 DRUGS AND PARAPHERNALIA

10.1 Drugs and paraphernalia are not allowed in or around the Wii Gyemsga Siwilaawksat building.

10.2 Delivering, furnishing, transferring, manufacturing, using, and possessing illicit drugs, cannabis, or paraphernalia is strictly prohibited at CMTN.

10.3 Violation of this policy may result in a referral to law enforcement, removal from Student Housing, and referral to the Director Ancillary Services (or delegate) for further action and additional sanctions.

11.00 SMOKING

11.1 Smoking is strictly prohibited within Student Housing and will not be tolerated.

11.2 Loss of the \$300.00 damage deposit will be immediate.

11.3 Any individual found smoking inside any area of the building will face appropriate consequences leading up to and including eviction from Student Housing.

Student Housing Procedure

12.00 PETS AND PLANTS

- 12.1 Pets and plants are not allowed in the CMTN Housing community.
- 12.2 Fumigation fees will be charged as restitution for cleaning associated with harbouring a pet or a stray animal of any kind.

13.00 GUIDE DOGS AND SERVICE DOGS

- 13.1 Licensed guide dogs, service dogs, and service-dogs-in-training are welcome in the CMTN Housing community. See [BC Guide Dog and Service Dog Act](#).
- 13.2 Requests for accommodation with guide dogs or service dogs must be made at the time of application. Documentation will be required prior to approval.
- 13.3 The Manager, Campus Community will review the dog's certification and keep a copy on file, with the expiry date noted.
- 13.4 At this time CMTN is unable to accommodate support animals.

14.00 VISITORS

- 14.1 CMTN grants Occupants the privilege of welcoming visitors to Student Housing.
- 14.2 The Occupant of the room is responsible for the behaviour of their visitors, and therefore will be held accountable for their visitors' actions.
- 14.3 The Occupant is responsible for escorting their visitors at all times.
- 14.4 Occupants must inform their visitors of the policies and procedures for CMTN Student Housing, and visitors are expected to comply.
- 14.5 Visiting hours are:
 - a) 11 am – 10 pm Sunday
 - b) 3 pm – 10 pm Monday to Thursday
 - c) 1 pm – midnight Friday and Saturday
- 14.6 Building access cards and suite keys are not to be given to visitors for any reason.
- 14.7 Visitors are welcome to reserve a hoteling suite for the night and can check with the Student Housing Coordinator to ask about availability.

15.00 VISITING OTHER ROOMS

- 15.1 Students who reside on campus but are visiting a room that is not assigned to them are considered a guest of that room.
- 15.2 As a guest, a student must be accompanied by the Occupant being visited at all times and must abide by all CMTN policies and procedures.

16.00 COMMUNITY HOUSING FACILITIES

- 16.1 Cooking facilities are available in community kitchens in Wii Gyemsga Siwilaawksat.
- 16.2 Occupants are expected to keep the community kitchen clean and in proper working order.
- 16.3 Washers and dryers must be used in a timely fashion to ensure that the facilities are available for other Occupants.

Student Housing Procedure

- 16.4 Contents that are left in the laundry room for more than 24 hours will be placed in the lost and found for 21 days, then donated to charity if not claimed.
- 17.00 TRASH AND RECYCLING
- 17.1 Occupants are responsible for the proper disposal of recycling and trash.
- 17.2 Occupants must deposit all recycling and trash in designated recycling or trash areas.
- 18.00 NOISE AND QUIET AREAS
- 18.1 Quiet hours are from 11:00 pm to 8:00 am every day.
- 18.2 Occupants are expected to keep noise to a minimum to be respectful of students and other guests. Excessive noise levels will not be tolerated.
- 18.3 Outside of quiet hours, Occupants are expected to exercise good judgment with respect to making excessive noise and not to make or cause noise that infringes on the rights and needs of others to sleep and study.
- 18.4 Staff members are not required to give Occupants a verbal warning prior to the documentation of disruptive behaviour.
- 19.00 COURTESY HOURS
- 19.1 Courtesy hours are in effect 24 hours a day. A written warning will be issued if these designated hours are not respected.
- 19.2 Any loud noise or distraction that attracts the attention of other residents and/or staff members is incompatible with a proper housing environment.
- 19.3 Enforcing quiet hours and courtesy hours is the responsibility of everyone in the housing building, not only the Housing Advisors and Housing Coordinator.
- 20.00 FINAL EXAM QUIET HOURS
- 20.1 Final exam quiet hours are in effect 24 hours on specified final exam quiet hour days. These dates and times will be posted on each wing and are strictly enforced.
- a) If noise is disruptive to one person on the floor, wing, or in the building, it is too loud.
- b) If the noise can be heard one door away, or on the floor above or below the location of the noise (whether or not the doors are open), it is too loud.
- 21.00 OCCUPANT PARKING
- 21.1 Parking is at the owner's risk.
- 21.2 Registration of a personal vehicle with the Housing Coordinator is required.
- 21.3 The loading and unloading zone (roundabout) of the new housing building is a fire lane and is ALWAYS NO PARKING, apart from contractors and maintenance personnel. Unauthorized parking will be towed at the owner's expense.
- 22.00 FIRST AID AND ILLNESS
- 22.1 All guests of are required to abide by the CMTN [Communicable Disease Plan](#).
- 22.2 All occupants are expected to be covered by medical insurance, and if in need of treatment can use 911 for emergencies after hours.

Student Housing Procedure

22.3 All Housing Advisors have received First Aid training.

23.00 EMERGENCY CONTACTS

23.1 Student Housing Coordinator (250-635-6511 Ext 5309)

23.2 Terrace Campus Security (250-615-9894)

23.3 911 for medical, fire, and police emergencies

24.00 EVICTION

24.1 An occupant may be evicted if they are in violation of on-campus community policies.

24.2 In deciding on eviction, the Manager of Campus Community must balance the safety and well-being of the on-campus community against the safety and well-being of the student who is in violation of community standards.

24.3 Standards of expected behaviour are outlined in the *Student Housing Handbook*.

25.00 COMPLAINTS

25.1 All complaints need to be communicated to the Housing Coordinator at residence@coastmountaincollege.ca.

26.00 VIOLATIONS OF HOUSING HANDBOOK STANDARDS OF BEHAVIOUR AND CMTN POLICIES

26.1 The College may apply sanctions, up to and including eviction of a student, in cases where violations to standards of behaviour in Housing or College policies compromise the safe operations of Housing and the College as a whole.

a) Standards of expected behaviour are outlined in the *Student Housing Handbook*.

26.2 The Manager of Campus Community (or delegate) has the authority to apply sanctions up to, but not including, eviction.

26.3 The Vice-President, Corporate Affairs (or delegate) has the authority to evict a student from Student Housing.

26.4 The safety and well-being of the Occupant will be considered in eviction decisions.

27.00 APPEALS

27.1 A student has the right to appeal a decision that results from an investigation into a complaint against them.

27.2 The Vice-President, Corporate Affairs (or delegate) has the authority to hear appeals for sanctions up to, but not including, eviction.

27.3 The Vice-President, Academic, Students, and International (or delegate) has the authority to hear appeals of eviction.

28.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

28.1 [ADM-009, Student Non-Academic Conduct Policy](#)

28.2 [EDU-007, Sexual Violence and Misconduct Policy](#)

28.3 [HR-001, Employee Code of Conduct](#)

28.4 [HR-003, Bullying, Harassment and Discrimination Policy](#)

Student Housing Procedure

- 28.5 [HR-008, Drug and Alcohol Policy](#)
- 28.6 BC [Fire Services Act](#), RSBC 1996
- 28.7 [BC Guide Dog and Service Dog Act, SBC 2015](#)
- 28.8 [BC Tobacco and Vapour Products Control Act](#)
- 28.9 [Cannabis Control and Licensing Act, SBC 2018](#)
- 28.10 [Cannabis Distribution Act, SBC 2018](#)
- 28.11 CMTN [Communicable Disease Plan](#)
- 28.12 CMTN *Housing Acceptance Letter*
- 28.13 [Controlled Drugs and Substances Act](#)
- 28.14 *Room-Cleaning Guideline*
- 28.15 [Student Housing Handbook](#)
- 28.16 [ADM-006, Student Housing Policy](#)

29.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	June 2022	VP Academic, Student and International	President's Council